



MARIST COLLEGE ASHGROVE

A Catholic boys' day and boarding College in the Marist Tradition

Vacation Leave Policy

ITEM	DESCRIPTION
Policy description	This policy outlines the requirements for the application of vacation leave at Marist College Ashgrove for international students.
Department	Boarding
Executive Director	Headmaster
Contact	Head of Boarding, Ph: 07 3858 4641
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Revision History

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1. POLICY STATEMENT

Marist College Ashgrove's Vacation Leave Policy reflects the requirements of Standard 5 of the National Code 2018.

The Vacation Leave Policy has been developed to ensure the College meets its obligations for the care and welfare of Marist College international boarding students travelling to/from home or to/from approved hosts for vacation leave.

Boarding students are required to return to the Boarding House the day before classes resumes each new term. Staff will be rostered to care for the students from 12pm on this day.

2. STUDENTS NOT RETURNING HOME

Boys who choose not to return home may choose from the following options:

- a) Stay in the care of a parent. Submit details on Reach. Parent to sign student out with Supervisor on Duty or otherwise submit alternative handover arrangements for approval by the Head of Boarding.
- b) Stay in the care of an approved relative (as listed by the Boarders Host List). Submit details on Reach. Relative to sign student out with Supervisor on Duty or otherwise submit alternative handover arrangements for approval by the Head of Boarding.
- c) Stay with an approved Host (e.g. family friend or Marist College family). Submit details for approval via Reach. Host to sign student out with Supervisor on Duty. This host, and all people over 18 living with the host, must hold a "Blue Card".

Please note restrictions apply for Option (c) above as follows:

- Student may request leave for up to ten days two times in a calendar year with a host who is neither a parent nor approved relative.
- Any request for further leave with this host will require the host to successfully complete a "Working with Children Check" which provides them with a "Blue Card".
- Any further leave will need to be approved by the Head of Students.
- Where it is determined that Blue Cards are required, all persons over the age of 18 years residing in the household must be in possession of a card. **This extends to non-family members residing in the home of an approved relative.**

Boys staying in the country in relation to Option (b) and (c) above:

- Marist College Ashgrove prefers students to return home during the school holidays. However if this is not possible, Option (b) and (c) can apply. The Head of Boarding will complete an assessment on the suitability of the accommodation during holiday periods and/or weekends before the request is approved.
- If a student wishes to stay with a relative during the holidays, Marist College Ashgrove will use the Department of Home Affairs definition of a suitable relative as a person who is a grandparent, brother, sister, aunt, uncle, niece, nephew, step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew who is aged at least 21 and is of good character, when completing the assessment.



- They must be a resident of Queensland and be able to provide proof of their relationship to the student. They must own or rent a property that is suitable for the stay period of the overseas student – accommodation details will be scrutinised by the Head of Boarding (using the Accommodation checklist) and, if the welfare of the student becomes a concern, the School may, in consultation with the student’s parents, cancel the request for Vacation Leave with the nominated host.
- The host must be able to communicate effectively with the School and with the student and have empathy with the student’s culture and religion. They must also be able to give authority for emergency medical procedures, as well as consent for and payment for any medical treatment. This must be agreed between the student’s parents and the host.

3. VACATION TRAVEL FOR BOARDERS

- a) It is an expectation that boarders will attend classes and/or remain in residence until the time necessary for departure. For example, if a bus leaves at 2.00pm on the last day of term, the Boarder will remain at school on the morning of the last day, departing at lunch time in order to catch the bus. If a flight leaves on Friday morning, the boarder will be in residence on Thursday evening, departing for the airport on Friday morning.
- b) Duty of care is a priority for our boarders. We will be providing transport for those travelling boarders who require transport to the airport or Roma Street Transit Centre (interstate and intrastate buses and trains). This transport will be provided by a member of the boarding staff.
- c) This is to ensure that the boys do not travel alone via taxi or public transport at the start and end of each term. Boys will be supervised at the airport or Transit Centre until boarding time for buses, trains and domestic air travel; or entering the transfer lounge for international flights; they will be met in the arrivals hall on their return.
- d) For student visa holders, this is a matter of compliance and as such is not negotiable.
- e) Requests for early travel and or late return should be made in writing, (at least two weeks prior to requested travel) to the Head of Boarding, by email to BoardingReception@marash.qld.edu.au, AFTER the request has first been approved by the Day School. It is important to note that the usual process for leave requests in the Day School still applies – parents must direct requests for additional leave to their son’s Pastoral Leader. For requests of three days or more, these must be directed to the Headmaster. Leave will not be approved in Reach until the leave has first been approved by the Day School.

4. SUMMARY

- a) All boarders requesting air or other mode of transport to travel should in the first instance submit request via Reach.
- b) The Reach request will be circulated to Boarding Coordinators and Head of Boarding for approval.
- c) Ensure both departure and return travel details are provided.
- d) Marist College Ashgrove supplied transit to flights and other travel services will then be arranged accordingly and communicated to boys requiring transport.



- e) Once these flight details are sent through, we will be able to finalise Marist College Ashgrove transport to the airport. Once this information is finalised, the Boarding House will organise and provide transport from the airport back to Marist College on the day before school begins. It should be understood that this policy has been developed to manage vacation travel for our international boarders. Requests for local weekend leave from all boarding students will continue to be managed in a manner that is consistent for all boarding students.

5. RELATED LEGISLATION AND DOCUMENTS

- [The National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code 2018\)](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [Education Services for Overseas Students Regulation 2001](#)

