

GLOSSOP HIGH SCHOOL



2018 MT GAMBIER EXCHANGE

**Information Meeting:
Wednesday 11 April 6:00pm
Library at Middle Campus**

Dear Parents / Carers,

We are seeking assistance from our school community to host families for the 2018 sporting exchange and need to get this process underway now. As you may be aware this process can take some time and we thank you for your support.

We will be holding an information meeting so we can assist families with the *Department of Communities & Social Inclusion screening (DSCI)* process and answer any questions you may have. It will be held in the Library at the Middle Campus on Wednesday 11 April at 6:00pm for all interested families. It is an expectation that students involved in the exchange, billet a student/s from Mt Gambier High School. If your child is **not involved you may still volunteer** as a host family if all school requirements are met.

The Department of Education & Child Development **requires all families** volunteering as our host families, to have *Department of Communities & Social Inclusion screening (DSCI)*. All costs associated with this will be covered by the school. The clearance lasts for a period of 3 years and may cover the next Mt Gambier exchange 2020. We ask that you complete the first step in the online application process attached to this letter and return promptly to Student Services at either the Middle or Senior Campus. Please note: **all family members over 18 living in the house during the exchange** will need a clearance; this may include students coming home for university holidays during the exchange dates. If you have a current check you will not need to complete this process, except for other family members. Please indicate on the attached if you already hold a clearance. (NB: ensure you have completed 1 form per family member) Additional copies can be obtained by emailing dl.admin@schools.sa.edu.au

Step 1: Please return the attached Returns slip with application form/s by Thursday 5 April.

Step 2: You will receive the first of 2 emails from DCSI Screening Unit.

Click on the link: 'Activate My Account'

You will then receive a second email with a username and login / instructions

Step 3 Log in to create your own password. Keep this password for future use.

Complete your application online ASAP. You will be asked to undergo a 100-point check to verify your identity.

Where possible, **VERIFY NOW** or upload your verification documents

If not possible to **VERIFY NOW** or upload, please tick the box for online verification by the requesting body and bring your original documents to the meeting for verification or at either campus front office.

We appreciate your prompt action with this task. Thank you for your support of the Mt Gambier Exchange program, without you this would not be possible.

If you have any queries please ring Monica Gray at the front office - Senior Campus on 8595 2677 or email monica.gray807@schools.sa.edu.au

Kind Regards

Josh Vater
Sports Coordinator

Emily Griggs
Deputy Principal



Middle Campus: 535 Old Sturt Highway, Glossop SA 5344
Glossop Campus: Ph: (08) 8583 2004 • Fax: (08) 8583 2014

Senior Campus: 12 Stadium Drive, Berri SA 5343
Berri Campus: Ph: (08) 85952677 • Fax: (08) 85952688

www.glossophs.sa.edu.au | dl.0776_admin@schools.sa.edu.au



Government of South Australia
Department for Education and
Child Development

RETURN SLIP

2018 MT GAMBIER EXCHANGE Information Meeting Wednesday 11 April 6pm

.....(Student name)

I / We will / will not be attending the information night. (please circle).

Please indicate No's _____.

DSCI already held (*Please tick and record*)

Yes No

Reference No: _____

DCSI SCREENING APPLICATION AND BACKGROUND CHECKS

Step 1: To start a new application for relevant history screening, please complete the following details and return to the school asap. The school will initiate the online application, then you will need to follow the instructions on the previous page.

First name/s	
Last name	
Email	
Date of birth	- - / - - / - - - -
Proposed start date	
Role description	
Contact phone number	
Previous clearance date	(This will assist in timely clearance if you have this)
Previous reference no.	(Top left corner of your previous DCSI screening clearance letter)

We appreciate your prompt action with this task.

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