



## International Students Designated Caregiver Agreement

St Joseph's School expects Designated Caregivers to:

- Be a 'bona fide' adult relative/close family friend of the student's family.
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured.
- Provide 3 meals a day (including any takeaways or meals out at the parents' expense).
- Attend parent/teacher conferences/interviews when held
- Care for the student as you would your own child.
- Provide a warm, comfortable room for the student.
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times.
- Set reasonable rules and boundaries and discuss expectations of these with the student.
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student.
- Will notify the school by telephone by 9.30 a.m. if the student is going to be absent and will confirm with a note when the student returns to school.
- To ensure safety for students under the age of 14, they should not be left alone in the house without adult supervision.
- To inform the school in advance if the caregiver is going to be absent, so that alternative arrangements can be made.
- Forward to parents copies of the school's newsletters and the student's reports.

**The Designated Caregiver can expect the school to:**

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours.
- Provide an ESOL programme for the student (if applicable)
- Provide additional learning support for students experiencing academic difficulties (if additional costs are involved, the parents may be asked to provide for this).
- Provide contact through the ESOL tutor and Principal of the school.
- Provide school newsletters and any other information sent to Parents' of the student.
- Provide school reports.
- Provide support and quick action in case of problems.
- Provide an interpreter for liaison with the school.

Should there be a concern about the welfare of the student, the school will consult the pastoral care staff within the school and will discuss the concern with the designated caregivers and parents of the student. The school may relocate the student in an approved School Homestay. If necessary, the school will also refer the matter to CYFS, NETS, the New Zealand Police or any other appropriate outside agencies.

I believe in my best judgement that the two signatories mentioned above will provide

a reasonable and safe environment for

\_\_\_\_\_  
(Name of Student)

Signed: \_\_\_\_\_  
(Designated Caregiver)

\_\_\_\_\_  
(Principal)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_