



WELLINGTON HIGH SCHOOL

Te Kura Tuarua o Taraika ki Pukeahu

PRINCIPAL: Dominic Killalea BA Dip Ed

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PLEASE COMPLETE THE DESIGNATED CAREGIVER AGREEMENT ONLY IF THE STUDENT WILL BE LIVING WITH A DESIGNATED CAREGIVER WHILE ENROLLED AT THE SCHOOL.

DESIGNATED CAREGIVER AGREEMENT (Required when placing a student with a Designated Caregiver)

This is an agreement between the Parent/s, the Designated Caregiver and the School (the **Agreement**).

School Name: _____ (the **School**)

Student's Name: _____ (the **Student**)

Parent 1 Name: _____

Parent 2 Name: _____ (together the **Parents**, each a **Parent**)

Name of relative
or close family friend: _____ (the **Designated Caregiver**)

Address: _____ (the **Residence**)

NZ phone number: _____ (the **Residence**)

AGREEMENTS

1. The Student and the Parents are parties to a Contract of Enrolment with the School. All definitions contained in that Contract of Enrolment are deemed to form part of this Agreement so far as they are relevant.
2. The Parents agree that the Designated Caregiver will provide residential care for the Student while enrolled as an international student at the School.
3. The School has provided, and the Designated Caregiver has read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the **Code**) relevant to residential caregivers and the School's Information for Designated Caregivers (Appendix A) and agrees to act as Designated Caregiver to the Student in accordance with these requirements.
4. The School agrees that all information regarding the Designated Caregiver relating to the Agreement will be kept confidential, except disclosure to the Student or their parents or their legal guardians, to any professional consultant or such person where it is in the interests of the Student to provide the information or pursuant to any statutory or other legal duty.
5. Approval is required from the School prior to the Student's placement with the Designated Caregiver.
6. The Designated Caregiver agrees that approval will be provided only after appropriate safety and other checks have been completed by the School in accordance with the Code and school policies.
7. Failure by the Designated Caregiver to provide the residential care required by the School and the Code may result in the school's approval of the Designated Caregiver being withdrawn.
8. In the event the school withdraws its approval of the Designated Caregiver, the Agreement is terminated and the Student will be placed in alternative accommodation approved by the School at the full cost and expense of the Parents.
9. The School may take such measures as it considers appropriate (acting reasonably) to monitor and review the quality of residential care by the Designated Caregiver and this may include, without limitation, regular visits to the Designated Caregiver and meetings with both the Student and the Designated Caregiver.
10. The Designated Caregiver will provide the School with fourteen days (14) days prior notice of any change in circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence.
11. The Parent/s agree that the School is not responsible for the Student's care while in the care of the Designated Caregiver.
12. The Student will treat the accommodation provided by the Designated Caregiver ("Accommodation") with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student. For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.
13. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.
14. This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.

SIGNING

By signing this agreement the Student, the Parent/s and the Designated Caregiver declare that the Designated Caregiver is eligible to be a Designated Caregiver under the Code (being someone who is personally known to the Student and/or Parent(s) as a relative or close friend and meets the other requirements of the Act and the Code).

PARENT/S:

By signing below, the Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects: (please initial each page)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____

DESIGNATED CAREGIVER:

By signing below, the Designated Caregiver confirms they have read the Agreement and agrees to be bound by it in all respects:

Name: _____ Signature: _____

Date: _____

SCHOOL:

By signing below, the authorized signatory of the School confirms that they are authorized to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: _____ Signature: _____

Date: _____

APPENDIX A

General Guidelines for Designated Caregivers

- A designated caregiver must be a family friend or relative.
- A Designated Caregiver Agreement must be signed by the parents and the caregivers.
- Prior to enrolment, a school staff member will visit your home to undertake an assessment interview as required of us under the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code). We also require both caregivers and any other home occupants 18 or over to complete a consent for police vetting, and for you to provide us with at least one written reference for each caregiver.
- The school will maintain regular contact with families, and will visit your home bi-annually, or more often as the school thinks necessary.

The designated caregiver is expected to provide the student with:

- 3 meals a day plus snacks, including a packed lunch for school. They should eat the same food as the rest of the family.
- Their own bedroom (unless otherwise agreed with the school) inside your house (no sleepouts) and their own bed with bed linen. The bedroom needs storage, a desk with a chair for homework, lighting suitable for study and should be warm and comfortable. Some form of heating should be available especially in the cooler months.

The designated caregiver is also expected to:

- Provide a supportive, nurturing and safe home environment to the student.
- Ensure that the student has the correct equipment for their first day of school.
- Ensure that the student can get to and from school safely. We request that a family member accompanies the student on the first few days even if they say they can go alone.
- Encourage the student to have regular communication with their family.
- Be responsible for the student at all times including school holidays.
- Know where the student is, how they can be contacted and who they are spending time with at all times.
- Ensure that when your student is out, they are carrying phone numbers and addresses of both the school and the caregivers.
- Ensure that the student is not left alone in the house overnight for any reason. In New Zealand law, children under 14 cannot be left unsupervised.
- Ensure that no changes to the student's accommodation are made without the prior consent of the school. This includes temporary or short-term changes. Moving the student to different care without first obtaining the school's permission is a breach of the Designated Caregiver Agreement and may result in the student's enrolment being terminated.
- Where additional adults (18 or over) will be staying in the home, whether on a temporary or permanent basis, the school should be informed so that we can determine whether police vetting is necessary.
- Note that children in years 1-11 studying in NZ on student visas may not work, and this includes working without payment. Please do not ask or allow your student to help out in family businesses or undertake paper rounds or other jobs. If we discover students are breaching their visa conditions, we are obligated to report this to Immigration New Zealand.
- Try to help your student with homework. It is our expectation that the caregiver will attend parent interviews at the school at the appropriate times.
- Set reasonable rules and boundaries for the student, just as you would for your own child, including age-appropriate curfews.
- Discuss your expectations with the student.
- Inform the school as soon as possible if the student is absent from school for any reason, via the main school phone no: (04) 385 8911
- Contact the school immediately on our international department emergency number in the event that your student is admitted to hospital, is injured or seriously ill.

School Contact Details

School staff are available to discuss any problems that may arise. Please contact us if you have any concerns over the student's physical or emotional wellbeing or their life at school.

Contact Person: Di Jordan or Prue Isaacs

Office Hours Tel: (04) 385 899 x 897

Mobile: Di: 021 02063860
Prue: 021 303938

Email: Di: homestay@whs.school.nz
Prue: ifp@whs.school.nz

School Emergency No: 021 385220