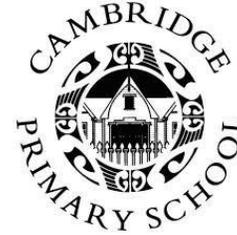


Cambridge Primary School

3 Wilson Street
Cambridge 3434
NEW ZEALAND



Phone: +64 7 827 5316
Email: international@cambridgeprimary.co.nz
Website: www.cambridgeprimary.co.nz

DESIGNATED CAREGIVER AGREEMENT

Cambridge Primary School has agreed to observe and be bound by the Code of Practice. When students come to study in New Zealand, education providers have an important responsibility to ensure that those students are well informed, safe and properly cared for. To support this, the New Zealand government has developed the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

This form is to be read, understood and signed by the prospective student's Parents/Legal Guardians and proposed Designated Caregiver. If any part of this form requires clarification, please contact Cambridge Primary School's International Student Coordinator.

We ask that you please complete this form in English using CAPITAL LETTERS.

1. NOMINATION OF DESIGNATED CAREGIVER – Parent/Legal Guardian to Complete

I/We designate
(name of *Designated Caregiver/s*)

to provide accommodation for:
(*Student's name as it appears on their passport*)

while they attend Cambridge Primary School as an International Student. I/we understand that Cambridge Primary School will visit the abovementioned caregiver to ensure the accommodation is safe, is in an acceptable condition and meets all regulatory and legislative requirements. I/we understand that Cambridge Primary School will make every endeavour to ensure the safety and welfare of my/our child while studying in their school. I/we understand that Cambridge Primary School is not responsible for the care of my/our child while they are in the custody of the abovementioned Designated Caregiver. I/we confirm that the person nominated as the Designated Caregiver is a 'bona fide' relative or close family friend.

Signed:

_____ Date _____
(*Father, Mother or Legal Guardian ONLY*)

2. DESIGNATED CAREGIVER'S AGREEMENT – Designated Caregiver to Complete

Designated Caregiver's Relationship to Student: Uncle/Aunt Grandparent Close Family Friend

Designated Caregiver's Address:

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.....
.....
.....

Home Phone:

Mobile:

()

()

Email:

.....
.....

Cambridge Primary 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.
- Care for the student as you would for your own family.
- Provide a warm, comfortable room for the student, including study facilities.
- Set reasonable rules and boundaries and discuss expectations of these with the student.
- To ensure safety for students under the age of 14. They should not be left alone in the house without adult supervision.
- Attend parent/teacher conferences/interviews when held.
- Ensure that the school has up-to-date information of parents' addresses, the student's address and contact numbers at all times.
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student.
- To inform the school in advance if the caregiver is going to be absent, so that alternative arrangements can be made.
- Maintain regular contact with the parents about the student's educational progress and welfare.

The Designated Caregiver can expect Cambridge Primary 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).
- Maintain regular contact with the Designated Caregiver on matters relating to the progress of the student.

- 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.
- Endeavour to provide an interpreter for liaison with the school (if applicable).

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

I understand and accept the above conditions as a Designated Caregiver for

(Name of Student)

Signed: _____

(Designated Caregiver)

(Principal)

Date: _____