

The girl's well being while removed from her family and own environment is of great importance. So too is the information that is sent to the parents letting them know the progress of their daughter.

The prime role of a girl's caregiver is to:

- Be her advocate.
- Represent an adult perspective.
- Fulfill the expectations of her parents.
- Take full responsibility when necessary if a situation of 'crisis' occurs.
- Liaise with the school and the Dean of International Students on a regular basis.
- The over all pastoral care of the girl.
- Designated caregivers must be a permanent resident or citizen of New Zealand.
- Designated caregivers must be over 25 years old.

### EMERGENCY SERVICE

- 24 hour on call emergency service (during term time, long weekends & short breaks).
- Emergency medical sickness arrangements. Liaise with boarding house, meet at hospital / after hours, arrange accommodation for illness.
- Meet with school, and arrange accommodation in cases of school suspension or expulsion.
- Arrange host family accommodation in case of emergencies ie airport closures or Visa issues.
- Immediately report to school (International Dean) and circumstances of a student in a dangerous or unsafe situation. This includes suspicions of physical, sexual or emotional harm.

### FINANCE / VISA / SET UP

- Set up NZ bank account.
- Be informed as to the student's monetary arrangements with home eg what pocket money does she receive? Does she have her own account? Do the parents want you to oversee the student's finances or is she independent?
- Regularly check St Margaret's account. It is recommended that designated caregiver be aware of monthly outgoings of student. Report to International Dean with any concerns.
- Monitor the students visa status and medical insurance validity especially at the beginning of the year. Organise renewal of student visa or refer this to the International Dean well before the visa expires (at least 2 mths prior to expiry). Be aware of NZ Immigration requirements. Copy to International Dean.
- Obtain copy of student's Insurance policy before the student arrives in NZ. Send copy to International Dean.
- Have copy of parent's credit card details for any large urgent expenditure required.
- In lieu of parents being in Christchurch assist student in the purchase of laptop and school uniform.
- St Margaret's College is Code compliant (The Pastoral Care of International Students Code of Practice 2016) so the designated caregiver must be familiar with this document.

### WELL BEING & ACADEMIC SUPPORT

- Ensuring your student settles well into school / boarding by liaising with school staff.
- Providing a willing ear when the need arises.
- Regular email / liaison with student, parents and school regarding general progress / academic progress / attendance / emotional and behavioural issues (minimum of 3 x per term).
- Liaise with boarding house and school nurse re any medical or health issues.
- Informal visits with your student at least 3 times per term ie take them out for a meal or a hot chocolate (additional visits may cost).
- Attendance at Parent / Tutor Interviews (Goalsetting in Term 1) – email discussions back to parents and International Dean.
- Attendance at any Sports Days, Art or Music events – email any photos, results back to parents and International Dean.
- Attendance at Parent / Teacher Interviews (Term 2 & Term 3) - email report back to parents and International Dean.
- Attendance at Academic (Workbar) / Arts Assemblies / Prize Giving / Carol Service – email photos back to parents and International Dean.
- Holiday tutor arrangements (learning support) if requested by school or parents.
- Responsibility to be up to date with all correspondence from St Margaret's College – must check emails daily, as well as college website.
- Keep the school informed of all matters concerning the student including: health, accidents, behavioural concerns, absences without reasonable explanation, legal issues, any other information requested by the school.

#### HOST FAMILIES

- Finding an approved host family for your student (short breaks, long weekends, end of term or at other times when boarding is closed). Communicate details to International Dean.
- Ensuring suitable checks are performed on the host family ie Police Vetting (provide info / copies to International Dean).
- Regular monitoring of the student whilst in the care of the host family.
- Liaise with homestay parents on all matters regarding the student and help homestay parents to set and enforce guidelines for student behaviour and curfews.
- Ensuring the host families are monitored and have all relevant paperwork.

#### TRANSPORT

- Transport arrangements to and from host family (short breaks, long weekends & end of term).
- Airport transfer arrangements (excats & end of term).
- Be aware of all transportation arrangements and communicate to International Dean and Manager of Boarding House. Ensure you know how to contact the student when she is away.
- All other transport arrangements ie Sport / other appointments.

#### GENERAL ASSISTANCE

- Check on girl's hobbies & interests.
- Encourage participation in and give assistance with extra-curricular activities (dance / music / sport).
- Miscellaneous purchases ie sports equipment.
- Overseeing pocket money (if required).
- Encourage your student to follow New Zealand Laws and the rules of St Margaret's College at all times. Students may lose their place in the school if they do not follow the school's rules, and New Zealand Immigration is always notified in such cases.
- Advise the International Dean at St Margaret's College and the student's own parents if you wish to withdraw as a guardian for your student.

We are required to have your name, address and contact phone numbers at all times.  
You must advise us immediately if these details change.

The above responsibilities of a St Margaret's dsignated caregiver do not include the following:

- Cost of host family accommodation and any associated costs, including any weekend stays requested.
- Cost of travel and transfers, such as to and from airports, school and hosts. Transport costs are charged on to parents (including mileage at public service mileage rates).
- Administration time incurred by the designated caregiver when working on unscheduled arrangements (parents' itineraries, major disciplinary or academic issues including unscheduled school visits).

#### APPOINTMENT OF DESIGNATED CAREGIVER

My daughter \_\_\_\_\_ is enrolled at St Margaret's College in 20 \_\_\_\_\_

As the parent of \_\_\_\_\_ I appoint: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Passport Number: \_\_\_\_\_ VISA details: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email: \_\_\_\_\_

as designated caregiver while my daughter is attending St Margaret's College.

Mother's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated Caregiver's signature: \_\_\_\_\_ Date: \_\_\_\_\_