



Guardianship Agreement

Sacred Heart College Hostel welcomes you as a guardian for our International Student living in the College Hostel. As a guardian, you are an important person in the life of your student, and the parents' representative in New Zealand on matters pertaining to the student. Outlined below are the requirements for a guardian, and the responsibilities of the role. Please read the information and sign at the bottom of the page in acceptance of these responsibilities.

Sacred Heart College and Hostel expects the guardian to:

- Be the main liaison person for the student and his family with the College and the Hostel, and maintain regular contact with the student ensuring his overall wellbeing needs are met.
- Organise airport pick up and drop off when the student arrives in Auckland and returns home for holidays, and provide or assist with organising temporary accommodation before the Hostel is open, and after it is closed.
- Assist the student to order name labels and laundry number, and sew them to all his clothing and school uniform before the Hostel starts.
- Help the student settle in Auckland by organising mobile SIM card, AT HOP card, opening bank account, and purchasing goods in supermarkets etc.
- Provide emergency accommodation for the student if the Deputy Headmaster - Boarding considers the student too unwell to remain in the Hostel.
- Provide emergency accommodation for the student if he is stood down, suspended, expelled from the College and/or the Hostel for a disciplinary issue.
- Provide emergency accommodation for the student in the case of unplanned Hostel closure.
- Assist with the arrangements, where possible, for the student's accommodation during the school term holidays, mid-term breaks, and public holidays, as well as the transportation to and from the accommodation. The dates for these holidays and breaks are published on the College calendar and website.
- Attend discipline meetings required by the College regarding behaviour issues related to the student.
- Attend parent teacher interviews on behalf of the parents for the student if required by the College.
- Arrange private tutorials outside school for the student if required by the College.

The Guardian can expect Sacred Heart College and the Hostel to:

- Have the Deputy Headmaster of Boarding and/or the Director of International Students meet with the guardian at the time of the student's enrolment.
- Keep the guardian informed of any problems or concerns relating to the student through the Deputy Headmaster of Boarding and/or the Director of International Students.
- Within its capacity, assist the guardian with the arrangements for the student's accommodation during the school term holidays, mid-term breaks, and public holiday weekends,.
- Have the Deputy Headmaster of Boarding and/or the Director of International Students available to offer support and/or discuss matters regarding the student.



■ Guardian's Acceptance and Declaration

I understand the responsibilities and expectations set for this guardianship role, and accept the above responsibilities as a guardian for the student named below. I understand that the guardianship of the student is subject to the approval of the College and the Hostel when considering the student's application. The College and the Hostel may require a police vetting of the guardian to determine the eligibility of the guardianship.

Student Name:Date of Birth:

Guardian's Name:Date of Birth:.....

Guardian's Address in Auckland:

Guardian's Email:

Guardian's NZ Mobile Number:

Guardian's Signature:Date: