



# MOUNT ROSKILL GRAMMAR SCHOOL

International Manager: Jean Harding Ph: +649 621 0050 Fax: +649 621 0055 Frost Rd, Mount Roskill, Auckland

## RESPONSIBILITIES OF GUARDIANSHIP

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

### Guardians are responsible to:

- Welcome the student at Auckland International Airport upon arrival and take them to their homestay family where they will be introduced to the family.
- Arrange the student's visa
- Ensure the student receives accurate and reliable orientation at the school
- Assist the student in setting up a New Zealand bank account at a suitable bank
- Discuss any concerns or needs the student may have at any time.
- **Be Available 24 hours a day, 7 days a week in case of genuine emergency.**
- Act as the parent's representatives with the school's Principal or other management.
- Make all travel arrangements for the student as required,
- Arrange for any specific medical needs, such as dental checkups and doctor's visits.
- Assist the student in any financial decision they may require any advice on.
- Provide counselling services to the student as required.
- Maintain regular contact with parents by telephone, fax or email.
- Respond to any request for information or enquiry from the student's parents.

### Homestay

Keep in communication with the homestay family and ensure a quality homestay.

### School

- Be in contact with the school and monitor the student's progress
- Attend the school parent/teacher interviews and send reports back to the parents.
- Represent the student, as a neutral party should there be any difficulties.
- Forward translated copies of all school reports on the student home to the parents.

### DECLARATION:

I understand and accept the above conditions as a guardian for:

\_\_\_\_\_ (Name of student) D.O.B. \_\_\_\_\_

Period of Guardianship \_\_\_\_\_ to \_\_\_\_\_

Signed: \_\_\_\_\_ (Designated Caregiver) \_\_\_\_\_ (Parent/International Manager) Date: \_\_\_\_\_