



## Responsibilities of On Shore Support Person Agreement

### On Shore Support Person Details

Name:

Address:

Phone Number:

**The student's well-being while away from her own environment is of great importance to her family and Marist College. Please note you must be a NZ Citizen or Permanent Resident in New Zealand to act as On Shore Support Person and be able to speak both English and the students native language.**

On Shore Support Persons are responsible to:

1. Welcome the student at Auckland International Airport upon arrival and take to the homestay family.
2. Assist the student in buying their school uniform, stationery and other items that they may require.
3. Assist the student in setting up a New Zealand bank account at a suitable bank.
4. Ensure the student receives accurate and reliable orientation to New Zealand when student first arrives. Making sure that the student follows New Zealand Laws and Marist College rules at all times. *Students may lose their place in the school if they don't follow the school's rules, and New Zealand Immigration is always notified in such cases.*
5. Attend the school parent/teacher interviews and send reports back to the parents.
6. Forward translated copies of all school reports to the student's parents.
7. Respond to any request for information or enquiry from the student's parents.
8. Act as the parent's representatives with the school's Principal or other management.
9. Stay in regular contact with the school and pass on any relevant information to the student's parents with regards to her general, academic progress and any attendance or emotional and behavioural issues.
10. Make all travel arrangements for the student as required. Arrange airport transfers at start and end of course.
11. Ensure the student has a valid NZ Student Visa and refer any visa renewals to the school at least 2 months before the visa expires.
12. In an emergency seek medical assistance and contact the School and homestay.
13. Arrange for any specific medical needs, such as dental check-ups and doctor's visits.
14. Keep the School informed of all matters concerning the student including: health, accidents, behaviour concerns, absences without reasonable explanation, legal issues, any other information requested by the School.
15. Immediately report to School any circumstances of a student in a dangerous or unsafe situation. *This includes suspicions of physical, sexual or emotional abuse.*
16. Take responsibility for the student outside school hours while she is enrolled at the school.
17. Keep in communication with the homestay family and ensure a quality homestay.
18. Liaise with homestay parents on all matters regarding the student and help homestay parents to set and enforce guidelines for student behaviour and curfews.
19. Discuss any concerns or needs the student may have at any time and be available 24 hours a day, 7 days a week in case of genuine emergency.
20. Advise the International Manager at Marist College, homestay parents and the student's own parents, if you wish to withdraw as an On Shore Support Person.
21. You must advise the International Office immediately if your contact details change and if the student's living arrangements change.

### Declaration - I understand and accept the above conditions as an On Shore Support Person for:

Name of Student:

Date of Birth:

On Shore Support Persons Start Date:

On Shore Support Persons End Date:

On Shore Support Persons Signature:

Date:

Parent/International Manager Signature:

Date: