



Rutherford College

Designated Caregiver Information

We warmly welcome you and your family as a member of the Rutherford College whanau. As a designated caregiver, you are an extremely important part of our international learner's educational and pastoral team. We firmly believe that students learn best when they feel secure and fully supported by their team of adults so look forward to getting to know your whanau and encourage you to contact us with any query or concern you have.

International learners at Rutherford College are welcome to enjoy the facilities available within our International Village. This is the yellow brick building located near the Toru Street (Back Gate) of Rutherford College. Students are welcome to use the bathroom and kitchen as necessary and international department staff are always present to answer any queries they may have or to just have a chat.

All parents/carers of students at Rutherford College are encouraged to log into and use School Bridge – this is a portal that allows you to follow attendance, academic progress, report absences and see school notices and events.

Access to School Bridge is available through our website or you can download the App. You will see a public dashboard offering you instructions to login to the portal and quick access to links and information. Click the sign In link. You will see several options for making sign-in easy. Just click on the account type you have to sign in. The email address of your account must be the same address you have registered with your school. To use Magic Link, enter your email address and click 'Request Magic Link. School Bridge will send you an email with a link that you can click to sign in. Magic-Link only works for caregivers, and you must use the email address that you have registered with your school.

Rutherford College is a signatory to The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 and has responsibility to support the wellbeing and safety of international learners enrolled with us. This includes the need to carry out a reference check and Police Vetting for all members of the household over the age of 18 and carry out home visits as required.

In keeping with the Code of Practice, the following outlines the expectations of designated caregivers for secondary learners at NZ schools. Please don't hesitate to contact us if you wish to discuss any points below.

The designated caregiver is expected to provide the student with:

- 3 meals a day plus snacks, including a packed lunch for school. They should eat the same food as the rest of the family. Please try to provide healthy food options.
- Regular washing and ironing of bedding and clothing.

Kotuku Street, Te Atatu Peninsula, PO Box 45-327, Te Atatu 0651 Auckland, NZ

Ph: 64 9 834 9790, Email: admin@rutherford.school.nz

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- Their own bedroom (unless otherwise agreed with the school) inside your house (no sleepouts) and their own bed with bed linen. The bedroom needs storage, a desk with a chair for homework, lighting suitable for study and should be warm and comfortable. Some form of heating should be available especially in the cooler months.

The designated caregiver is also expected to:

- Provide a supportive, nurturing and safe home environment to the student.
- Ensure that there is appropriate separation of international learners from others of different ages in the accommodation.
- Ensure that the student has the correct uniform and stationery for their first day of school.
- Ensure that the student can get to and from school safely. We request that a family member accompanies the student on the first few days even if they say they can go alone.
- Encourage that the student to have regular communication with their family. They should speak to them by phone or online platform (eg Wechat, Whatsapp etc) at least once a week and may also communicate via email/text etc.
- Be responsible for the student at all times including school holidays. If the student is leaving the Auckland area on holiday, please inform the school as written permission from the natural parent may be required.
- Know where the student is, how they can be contacted and who they are spending time with at all times. If a student is staying at a friend's place overnight, you should obtain the natural parents' consent prior to the sleepover.
- Ensure that when your student is out, they are carrying phone numbers and addresses of both the school and the caregivers.
- Ensure that the student is not left alone in the house overnight for any reason. In New Zealand law, children under 14 cannot be left unsupervised.
- Ensure that no changes to the student's accommodation are made without the prior consent of the school. This includes temporary or short-term changes. Moving the student to different care without first obtaining the school's permission is a breach of the Designated Caregiver Agreement and may result in the student's enrolment being terminated.
- Where additional adults (18 or over) will be staying in the home, whether on a temporary or permanent basis, the school should be informed so that we can determine whether police vetting is necessary.

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- Note that children in years 1-11 studying in NZ on student visas may not work, and this includes working without payment (volunteering). Please do not ask or allow your student to help out in family businesses or undertake paper rounds or other jobs. If we discover students are breaching their visa conditions, we are obligated to report this to Immigration New Zealand.
- Try to help your student with homework. It is our expectation that the caregiver will attend parent interviews at the school at the appropriate times.
- Set reasonable rules and boundaries for the student, just as you would for your own child, including age-appropriate curfews.
- Contact the school to discuss any risk activities that the student wishes to do. These require written permission from the natural parent and school approval. Some activities are not covered by student's insurance policies. Examples include: most water and mountain biking activities not undertaken with a licenced instructor, motorised activities, skydiving etc. If in doubt – please check.
- Discuss your expectations with the student.
- Inform the school as soon as possible if the student is absent from school for any reason, via school bridge is preferred or the main school phone no: 09 834 9790
- Contact the school immediately on our emergency number in the event that your student is admitted to hospital, is injured or seriously ill.

Contact Person: Fiona Bridges, Director of International Students

Mobile: 021 430 648

Email: bridgesf@rutherford.school.nz

We wish to thank you again for the essential role you play in the student's care and wellbeing. Information about Rutherford College is also available on our school website <https://www.rutherford.school.nz/>, there is a section where information specific to international learners can be found. Please however, don't hesitate to contact us if you have queries, need clarification or if we and support you in any way.

Kind regards

Fiona Bridges

Director of International Students

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