

Crown Institute of Studies Group Agreement

GROUP LEADER GUIDELINES

Group leaders and teachers accompany study tour groups to New Zealand. Together with Crown staff, they are responsible for the well-being of the group students and are the main designated caregiver for them. Group Leaders and teachers support Crown staff in ensuring a smooth operation of the tour programme.

Group Leader Responsibilities while in New Zealand

1. Translate important information into the students' native language, especially during orientation or when explaining safety rules during activities.
2. Help students understand the purpose of their tour, which is to learn English and immerse themselves in New Zealand's culture, and encourage them to approach the experience with an open mind.
3. Maintain regular communication with students to ensure their well-being and address any issues they may have in class or with their homestay/accommodation.
4. Immediately report any concerns or issues regarding students to the relevant Crown staff member (refer to the Communication with Crown section).
5. Ensure students are aware of departure times, meeting points for transfers and activities, and advise them on suitable attire for upcoming activities.
6. Arrive at school by 8:30 am daily to monitor student arrival times and assist in locating any missing students.
7. Accompany and supervise students during all activities to ensure their safety and engagement.
8. Handle any after-hours problems or emergencies in consultation with Crown staff.
9. Maintain contact details for all students' parents/legal guardians in case of emergencies.

Communication with Crown Institute of Studies

Group students should discuss any issues with their group leader/teacher who can then talk to Crown. Any matters regarding accommodation (homestay or city accommodation) should be discussed with the accommodation department; anything else can be discussed with the Group Study Tours department in the first instance. If you are unsatisfied with the outcome, please speak to Crown Management.

Observing classes

If group leaders or teachers of the group would like to observe their students' class, please give the Group Study Tours Department at least 2 days' notice and they will arrange a 30-minute class observation with the Academic Department.

I understand and accept the above conditions as a designated caregiver for:

_____ (Name of Student participating in this group)

Caregiver name: _____

Contact Phone number: _____

Contact Email: _____

Signature: _____

Date: _____