

Guidance: Developing a Hostel–School Memorandum of Understanding (MoU)

This guidance outlines key elements that should be included in a Memorandum of Understanding (MoU) between a hostel and a school. The MoU should reflect shared responsibilities and expectations and may include additional arrangements specific to the context of each partnership.

1. Roles

Clearly define the roles of both the hostel and the school under relevant legislation:

- **Hostel:**
Under the *Education (Hostels) Regulations 2005*, the hostel owner (licensee) is responsible for ensuring the hostel provides a safe physical and emotional environment. This includes meeting regulatory requirements and maintaining communication with boarders and their whānau to ensure their needs are met.
- **School:**
The school holds broader responsibilities for student achievement and wellbeing, as outlined in Section 127 of the *Education and Training Act*. This includes liaising with whānau and caregivers on schooling matters.

Identify specific **roles or positions** (not individuals) within both the hostel and the school that will lead and support the implementation of the MoU.

2. Responsibilities

The MoU should outline mutual responsibilities. At a minimum, it should include:

Hostel Responsibilities:

- Ensure compliance with hostel regulations and licensing requirements.
- Provide a safe, secure, and supportive living environment.
- Communicate with whānau and caregivers regarding boarder wellbeing.
- Share relevant information with the school that may affect boarders' attendance or achievement.
- Meet with the school at least once per term to discuss boarder wellbeing and safety, and record meeting minutes.

School Responsibilities:

- Provide the hostel with relevant information to support boarders' needs.
- Maintain regular communication with the hostel to support boarder wellbeing and achievement.
- Collaborate with the hostel to address concerns related to health, safety, or behaviour.

- Meet with the hostel at least once per term to discuss boarder wellbeing and safety.
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3. Supervision of Boarders Before and After School

Detail how the hostel and school will maintain oversight of boarders during periods outside of school hours, particularly before and after school. The hostel is responsible for knowing the whereabouts of boarders at all times, on behalf of whānau/caregivers. Reference relevant hostel policies where applicable.

4. Information Sharing

Specify the types of information that will be shared between the hostel and the school, including:

- Information gathered under *Regulation 59*.
 - Communication protocols (e.g., frequency, format, and channels).
 - Privacy and consent considerations.
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5. Arrangements for Meetings

Outline how regular meetings will be scheduled and conducted. This may include:

- A termly meeting schedule.
 - A process for setting meeting dates.
 - Expectations for agenda setting and minute-taking.
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6. Feedback and Policy Review

Include provisions for the hostel to:

- Seek and consider feedback from the school on policies, procedures, and other aspects of provision.
 - Incorporate feedback into the policy review process, as required under *Regulation 57*.
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7. Standard MoU Components

Ensure the MoU also includes standard elements such as:

- Purpose and scope of the agreement.

- Duration and review cycle.
- Signatories and date of signing.
- Dispute resolution process.
- Confidentiality and data protection clauses.