

# Check & Connect: Mentor letter of agreement

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## LETTER OF AGREEMENT

This agreement is between \_\_\_\_\_ (school)  
and \_\_\_\_\_ (mentor).

The school agrees to appoint you as a mentor within the Check & Connect initiative.

You will work with \_\_\_\_\_ (number) students on a weekly basis, for at least two years per student. Most of your work will be on site, but some tasks (e.g., meetings with whānau, community experiences with the student) will be conducted off site. All off-site work must have prior approval from the Check & Connect coordinator \_\_\_\_\_ (name).

You will fulfil the responsibilities as set out in the job description to the satisfaction of the Check & Connect coordinator.

As a Check & Connect mentor, you agree to work positively and safely with the student(s) assigned to you, recording data and case notes as required and maintaining regular contact with the student's whānau and relevant school staff.

You agree to abide by all relevant school policies and procedures, in particular those listed below, and to keep private and confidential all matters and materials relating to your work with the student.

Relevant school policies and procedures:

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

Signed: \_\_\_\_\_ (mentor)

Date: \_\_\_\_\_

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

Signed: \_\_\_\_\_ (for the school)

Date: \_\_\_\_\_