

# Educating to Make a Difference



To:  
The Guardianship Co-ordinator / The Academic Office  
ISS International School

## Authorisation for Parent Appointed Adult

### Section 1: Parent Authorisation

I, the parent, hereby appoint the following individual as my authorised representative. I grant them the authority to *attend ISS International School (ISS) events, access student information and sign the 'Standard Private Education Institution Student Contract'* on my behalf. This authorisation remains in effect until the student withdraws from ISS, or until I, the parent, provide a written notice of termination, whichever is earlier.

### Student Details

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

### Parent Appointed Adult (PAA) Details

Name of PAA: \_\_\_\_\_

Contact Number : \_\_\_\_\_ Email : \_\_\_\_\_

Is the address of the PAA the same as the student's?  Yes  No

Local Address of PAA:

\_\_\_\_\_

Local Address of Student (if different from PAA's) :

\_\_\_\_\_

### Parent Details

Name of Parent: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email : \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

ISS International School Pte Ltd (Co. Reg. No. 201316975E)

21 Preston Road, Singapore 109355  
T +65 6475 4188  
W www.iss.edu.sg



ISS is registered as a PEI under PE Act | Registration no.: 201316975E | Registration period: 1 August 2023 to 31 July 2027

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## Section 2: PAA's Statement of Commitment and Responsibility

While the private agreement between a family and their PAA is independent of the school, a successful partnership is a collective goal. For the well-being of the student, ISS urges parents and their PAA to align on expectations before finalising this arrangement. Please read and acknowledge your commitment to the following standards :

### General Responsibilities

**Alignment with ISS School Values**

I understand and support the ISS philosophy, mission, and values, and I am willing and able to work collaboratively with the school to support the academic, social, and emotional well-being of the student in my care.

**Positive Relationships and Communication**

I am able to build and maintain respectful, appropriate, and professional relationships with the student, their parents/guardians, and the school. I commit to clear, timely, and honest communications.

**Understanding and Upholding ISS School Policies**

I understand ISS school policies, procedures, rules, and expectations, including (but not limited to) attendance, punctuality, dress code, behaviour expectations, homework, digital citizenship, and safeguarding. I will actively support the student in adhering to these policies.

**Communication with Parents**

I will keep parents/guardians informed of significant matters related to the student's wellbeing, routine, or behaviour. I also agree to uphold all ISS policies as written, directing any related questions to the school to ensure expectations are met accurately and consistently.

**Availability and Responsiveness**

I will be easily contactable by the school and the student and will respond promptly to communication, particularly regarding the student's wellbeing, attendance, and safeguarding.

**Safe, Stable, and Supportive Living Environment.**

I will ensure that a stable, safe, clean, and supportive home environment conducive to learning, well-being, and personal development is provided. I understand that a secure and nurturing living environment is essential for a student's holistic growth.

### Safeguarding and Duty of Care (Mandatory acknowledgement)

**Safeguarding Responsibility**

I hold a duty of care for the student outside of school hours and will always act in the student's best interests, prioritising their safety, wellbeing, and dignity.

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**Professional Boundaries**

I will maintain appropriate adult–student boundaries at all times. I understand that physical, emotional, or digital interactions must always be age-appropriate, respectful, and non-exploitative.

**Supervision**

I will ensure appropriate supervision of the student outside school hours, including evenings, weekends, and holidays, and will not leave the student without suitable adult oversight.

**Safety and Risk Awareness**

I will take reasonable steps to ensure the student’s physical and emotional safety, including awareness of curfews, safe transport arrangements, and appropriate social activities. I will not permit activities that place the student at unreasonable risk.

**Reporting Concerns**

I understand that any safeguarding concern, including concerns about the student’s wellbeing, mental health, safety, peer relationships, or behaviour, must be reported promptly to the parents and school.

**Legal Compliance and ISS Expectations**

I will ensure the student complies with Singapore laws and school expectations, including those relating to alcohol, smoking/vaping, drugs, employment, curfews, online behaviour, and personal conduct.

**Information Sharing**

I agree to share relevant information (e.g. medical, emotional, or family circumstances) with the school if it may impact the student’s safety, well-being, or learning. I understand that confidentiality will be respected in line with school policy.

## Declaration

I accept the responsibilities of a Parent Appointed Adult as outlined above. By signing this, I agree to comply with all ISS Guardianship and Safeguarding Policies to ensure the student’s well-being.

**Name of Parent Appointed Adult:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Version 2: Feb 2026)*

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