



Accommodation Guidelines for Students, Homestays, Caregivers and Parents

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SECTION A – DEFINITIONS: *(as per the Code of Practice)*

What is a Homestay?

“Homestay” means accommodation provided to an international student in the residence of a family or household where no more than four international students are accommodated.

What is a Designated Care Giver (DCG)?

“DCG” means a relative or close family friend designated in writing by the parents of an international student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager, or employee.

What is a Parent?

“Parent” means the father or mother of an international student, and includes court appointed guardians.

SECTION B - HOMESTAY GUIDELINES:

If you are a caregiver, thank you for agreeing to share your home and family with an International student. You (and they) will find it challenging and frustrating at times, but ultimately we hope you find it rewarding and fulfilling and you have a life-long extended family member. If you are a student we hope you settle easily into your homestay and we will do our best to help you make that happen. These guidelines have been developed from guidelines used by other schools for many years and should form the basis of discussion between the host family and the student. We recommend that you discuss these issues in the first week to avoid future conflict.

1. STUDENT ARRIVAL

When we place a student we will advise of the student's course start date, duration and any student details available to us. The student will be delivered to your home by a member of our staff.

2. BEDROOM

Students need to have their own bedroom and their own bed with all bed linen provided. This is their sanctuary when they need to be alone, so please make sure your children do not intrude. Each room needs a chest of drawers and a wardrobe supplied by the host family. A chair and a large desk with good lighting for homework are also required for the student to study.

A heater is required as most cultures find our houses cold and under heated. Please be clear how to turn it off and when to use it.

All teenagers of all cultures struggle to have a clean and tidy room, so please be realistic and make your expectations clear.

3. MEALS

a) Monday to Friday – provided are breakfast, a cut lunch (choice of fillings) or similar, after school snacks and an evening meal. Be clear with 'house' rules e.g. fruit consumption. Discuss what they like/dislike.

b) Saturday and Sunday – provided are breakfast, lunch, an evening meal and snacks as per normal family arrangements.

c) As the student is a part of your family they must have access to the same food as your family.

- d) If a student is taken out for lunch or dinner (McDonalds, etc.) it should be treated as a meal at home and paid for by the host. If a student chooses to go out for lunch or dinner with their own friends, it is the student who pays.
- e) Teenagers often have "hollow legs" and can eat quite large amounts. Weetbix, rice and whole meal bread help.

4. HOMESTAY PAYMENTS

- a) Homestays receive \$240 per week (for 7 nights).
- b) The homestay payments will be paid 2 weeks in advance into a nominated account every fortnight.
- c) If a homestay caregiver is going to be away, please inform the school and advise them of the reliable adult who will provide proper supervision for the student during this time. This adult will also have to be police vetted before approval is given. If you cannot find a suitable adult then please give sufficient notice to the school so a temporary home can be found for the student.
- d) If a student is absent for more than 5 nights, as long as 2 weeks' notice has been given by the student to you, then please refund the student with 50% of payment for those nights.
- e) No student is to be left unsupervised overnight at any stage, regardless of their age. Note that this is a legal requirement. See the Code of Practice on www.minedu.govt.nz/goto/international.

All Code requirements are applied to all of our students regardless of age.

5. HOMESTAY CHANGES

- a) 1 week notice by either party or 1 week payment in lieu of notice is required.
- b) The school reserves the right to move a student without prior notice if necessary.
- c) No student is to move without the prior consent of the International Director. The student permit may be withdrawn if a student moves without notice.

6. TRANSPORT

- a) From time to time homestays will be expected to pick up or drop off a student as per other family members.
- b) A student needs to know how to bus from your house to school and back again, how to read the bus timetable, for all likely routes, where to buy bus tickets, which the students pay themselves, and where all the bus stops are. Check that they have a school ID to lower the cost – these are available approximately 3 weeks after starting the term.
- c) It is advisable that the homestay either drives or helps the student to catch the bus on their first day at school. Students new to New Zealand find our buses frustrating and poor. Or if possible, walk the route with them before the school term starts.
- d) Extra transport requirements and care may be necessary for students under 18 years of age. Some of the students may have tuition after school, which may require them being collected after their lesson. Please ensure arrangements have been made for their safe transport home. This is of particular concern to us during the winter months that are dark and cold.
- e) It is assumed that the homestay will want to take their student to the airport on their departure.
- f) Students may only be driven by the homestay family or a person on a full NZ license, who has been approved by the homestay family, or school staff.
- g) Host parents **must** check licenses. No overseas licenses are acceptable.

7. UNIFORM

- a) At Te Puke Intermediate School students in all years wear uniform. The uniform cost is covered in the student's administration fee. Please take them to get their uniform fitted and collected from our school uniform shop (onsite – to the left of and just before our administration block).
- b) It is expected that uniforms will be returned to Te Puke Intermediate School at the end of the student's stay. If this does not happen then the student will be charged for the full price of a new uniform.

8. HOLIDAYS

- a) Students are allowed to travel back to their home countries in holiday time, as long as they provide written permission from their legal parents, as well as their agents, prior to travelling. They must not have any time off school for this travel.
- b) International Students are only allowed to travel independently with parental and International Manager's consent with approved tour companies while they are studying at Te Puke Intermediate.
- c) International students are encouraged to travel in holiday time with their host family, with school organised groups and on trips and activities organised by their agents.
- d) The International Manager MUST approve all travel arrangements prior to travel, failure to do so could result in the student's visa being revoked.

9. SMOKING

- a) Smoking under the age of 18 is illegal in New Zealand.

10. TELEPHONES

- a) All overseas telephone calls should be made collect or with a pre-paid card. (Host families and Te Puke Intermediate School accept no responsibility for any telephone accounts).
- b) All calls, local and overseas should be given a time limit e.g. 10-20 minutes.
- c) Phone calls should not be made after 9pm unless in an emergency.
- d) Students are to respect the host's wishes as the phone may be used for business.
- e) Encourage students to use pre-paid 0800 telephone cards if possible, which are available from the local dairy in your area. Please make sure the student asks if the card they are purchasing calls their home country as some cards don't call all places around the world.
- f) All students are responsible for paying their own telephone accounts directly to the host family.
- g) If Skype is available, the host and the student have to discuss the usage of this service.

11. INTERNET

- a) All students are told before they arrive that not all NZ households have internet access. This is not a requirement, but a luxury provided by the host family.
- b) Most New Zealand households have internet, but they may have limited usage. In this case a student may want to purchase extra broadband usage coming in.
 - c) If a student wants internet and you do not have it, then the student will need to pay for it to be installed and pay the monthly bill (if you agree for it to be installed). The bill should always be put in the student's name.
- d) It may be possible for a student to have their own line and contract for internet usage.
- e) Internet is available to students during class time with teacher permission. Internet is also available in the Learning Resource Unit (library) and in the information technology room (ICT Room).

12. EMERGENCY SITUATIONS

- a) International students should be taken to the host's own doctor in cases of illness.
- b) International students should be taken to the nearest hospital or emergency clinic in an emergency.
- c) International students are advised they should always carry their insurance card in their wallets.
- d) International students must have appropriate and current medical and travel insurance while studying in New Zealand. Any students needing medical assistance need to pay for their own treatment at time of treatment (not host parents) and claim for the expenses after through the international office.
- e) Most international students are not entitled to publicly funded health services while in New Zealand. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>
- f) The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

13. COURTESY AND OBLIGATIONS

- a) Students must seek permission from the host parent in advance of visiting friends and going out.
- b) Students must discuss with the host parent about where they are going (address) and what time and how they will be travelling home. Students must leave a contact number or leave their mobile phone switched on and have it accessible at all times.
- c) No student is allowed to stay away from the host family home overnight without the consent of the host family AND the International Student Manager.
- d) Host families should liaise with and be fully informed about the student's friends and their family before allowing their student to spend time away.

14. ELECTRICAL GOODS

New Zealand electricity is 240 volts so students may need to use transformers on any electrical appliances they bring here. Please check this carefully **BEFORE** they plug anything in.

15. HOUSEKEEPING

- a) As a member of the family, students should assist with some minimal household tasks if asked to do so. If the New Zealand children help around the house, so should the student.
- b) Laundry is usually done by the hosts. Make sure the student knows the family routine regarding sheets, towels, etc.
- c) Some students prefer to do their own laundry, but please ensure that they know how to use the machines and where to hang their washing.

16. WATER

- a) Electricity is expensive in New Zealand and students may be completely unaware of the impact they could have on the electricity account. Hot water is usually electrically heated and stored in small tanks, so please advise students to spend only 5 to 8 minutes for their daily shower.
- b) Host families have to explain how the shower and other facilities work, and how they would like their bathrooms left.

17. CULTURAL DIFFERENCES

a) The student and the host need to discuss how the family greets, says good night, etc. This may include a simple kiss on the cheek or a hug in their home country.

18. RELIGION / CHURCH

Students come from many cultures and religions and this should be respected. It is often very difficult and embarrassing for students to say 'no' when pressed to attend church that is not their belief.

19. CURFEWS

a) Students under the age of 16 are not allowed out unless accompanied by the host family or someone approved by the host family. The host has to always check who the 'responsible adult' is and that they are, in fact, aware of that responsibility (and that they are aware of the outing). The host may need to drop off and pick up if necessary.

b) Students should be home before 10.30pm at the very latest unless with their host family.

20. OTHER

a) A student attending Te Puke Intermediate School must abide by the starting and finishing times of the school, which are 8.40 am to 3.00 pm.

b) They must also follow all the school rules.

c) Please read the school newsletter so you are aware of holidays, etc.

d) Most students are in New Zealand to complete their education, not to develop their social lives. Check the goals of the student when they arrive. A short-term student has different expectations than a long-term student. Set up regular contact with the student's parents. Students should be able to have fun while still attempting homework, assignments and exams. Please encourage regular and steady homework habits and don't be afraid to ask what they are doing at school / for homework etc.

e) New Zealand families go to bed quite early, often around 9-10 pm. A student of this age requires minimum 9 hours sleep per night so is expected to have their lights out by 10pm, else they find it difficult to get up the next day for school.

21. CONSEQUENCES

Students who are not abiding by the school rules will be dealt with as follows:

- Daily check to Senior Teacher/International Student Manager/Deputy Principal or Principal.
- Written and verbal warnings may be given to the student. A student may have their student permit revoked if the situation does not improve.

- A student may be asked to return home in serious situations – below are some examples:

1. Illegal activities (drugs, shoplifting, theft)
2. Violence and aggression
3. Habitual truancy
4. Bullying
5. Emotional imbalance
6. Dishonesty/untrustworthiness
7. Inability/unwillingness to comply with school and homestay rules.
8. Inappropriate and unsafe social behavior.

22. STUDENTS ARE RESPONSIBLE FOR:

- a) Replenishing personal stationery items as necessary
- b) Any luxury cosmetic items, personal toiletries
- c) Personal pocket money and personal expenses
- d) Bus fares
- e) Holiday costs
- f) Medical/dental expenses
- g) Personal telephone accounts
- h) Losses and theft of student property (A police report may be necessary for insurance.)
- i) School camps (EOTC – Education Outside the Classroom).

Parents and students have signed a contract agreeing to abide by all of the rules and policies.

SECTION C - DESIGNATED CAREGIVER GUIDELINES:

- a) The student's parents have placed their child in the host's care and the school has approved of this placement. Permission **MUST** be gained from the International Student Coordinator before any changes can be made to this arrangement.
- b) The parents take full responsibility and accept the decisions made by the designated caregiver (DCG) about the day-to-day requirements of their child and understand that the school will make every endeavor to provide care and welfare of their child whilst studying at Te Puke Intermediate.
- c) If necessary the school may relocate the student to an approved homestay if there are issues that cannot be resolved between the student and the DCG, with permission from the parents.
- d) Te Puke Intermediate School will visit DCG homes prior to enrolment in order to meet with and establish communication arrangements with them. The school must ensure that the selected accommodation is satisfactory. The school will interview the student at least once a term to monitor his/her on-going well-being and their satisfaction with their living arrangements.
- e) To be approved as a DCG Te Puke Intermediate requires them to undergo police vetting and a copy of the DCG's passport (and visa if applicable) must be provided.

SECTION D – PARENT GUIDELINES:

- a) Students living with parents must still be monitored by the school.
- b) The home of a parent may be visited to verify the living situation.
- c) At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the school and seeking approval for a temporary adult caregiver to take their place. This will probably be a designated caregiver that needs to be approved for police vetting purposes.
- d) If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours, and may be called up to the school at short notice on school matters.
- e) If a parent caregiver leaves a student unsupervised in New Zealand that student will lose their place at Te Puke Intermediate School and New Zealand Immigration will be informed. Parents must follow all the policies of the school at all times.