

**Accommodation
Guidelines for
Homestay Caregivers
and Parents
2016**

Section A

Introduction

Thank you for agreeing to host a Long Bay College International Student. We are sure you will find it challenging and frustrating at times, but ultimately we hope you will find it rewarding and fulfilling and have a life-long extended family member. Please remember international students are away from home, and often face customs quite different to their own. International students will need the care and love that you would like your own child to receive if they are away from home.

International Team

Our International team of staff has been carefully chosen to provide academic and pastoral care for all International students during their time at Long Bay College.

Mrs Cathi Fourie, Director of International Students, cfourie@lbc.school.nz	477 9009 ext 816
Mrs Irene Wirtenberger, Homestay Co-ordinator, iwirtenberger@lbc.school.nz	477 9009 ext 831 Mobile: 027 473 2503
Mrs Patricia Asare-Kerr, International Student Administrator, PAzare-Kerr@lbc.school.nz	477 9009 ext 817
Mrs Jayne Jones, Head of EAP JJones@lbc.school.nz	477 9009 ext 812
EMERGENCY HOTLINE	027 473 2503

Homestay Co-ordinator

Long Bay College has a Homestay Co-ordinator as a resource for international students requiring assistance with accommodation. The Homestay Co-ordinator should be the first point of contact for homestay families. Please refer all communication from the agent of the student to the homestay co-ordinator.

The Homestay Co-ordinator will need to have reasonable access to the homestay for the purpose of visiting and monitoring the student.

Under **The Code of Practice for the Pastoral Care of International Students** Long Bay College is required to visit the home prior to the placement of any student and assess the suitability of the living conditions and visit the homestay with students under the age of 18 twice a year. Long Bay College is required to interview each student once a term to ensure that the homestay accommodation is suitable. (see www.minedu.govt.nz for a copy of the Code of Practice).

Emergency Situations

In emergency situations the homestay family should contact the Homestay Coordinator (mobile 027 473 2503) **Please also see the Emergency and Accident Procedures for Homestays at the back of this book.**

Student Pre-arrival

Once we have decided to place a student with you we will send you information about the student, at that time we will send the student information about your family. Quite often some of the students have gone to a lot of trouble to tell you about themselves and we encourage families and students to communicate by email before the student arrives in New Zealand. Please note the pre-arrival time can be a worry for the students' parents and they will be reassured if you communicate by email prior to your student's arrival.

Social networking sites like Facebook can be a great tool to interact and get to know each other, but please be aware that these can also have a negative connotation. We ask that you use your discretion when using social networking sites as agents and parents may be using these as tools to get to know your family.

On arrival to New Zealand your student will be met by a School Representative, usually the Homestay Co-ordinator, and brought to your home. It is important that someone is at your home to meet the student.

Homestay Payments

Long Bay College will pay Homestay fees at a rate of **\$260.00 per week**, payable fortnightly in advance.

Term holidays/weekends away: if a student is travelling and leaving the home through-out the year while studying at LBC, the full amount will be paid to the host family.

Summer holidays/ December & January: If the student is returning home during this period payments will stop. A holding fee of \$10.00 per night is payable if the student still stores belongings in the room.

Notice of Termination

Two weeks written notice is to be given by either the homestay or student to the Homestay Co-Ordinator.

If the school is concerned about the emotional and physical well-being of a student, the school reserves the rights to move a student without prior notice.

No student is to move without the prior consent of the Homestay Co-ordinator. The student visa may be withdrawn if a student moves without notice.

All information provided to Long Bay College in respect of the homestay or the student will be treated as confidential, and not revealed to any third parties.

Costs

The homestay parent(s) is liable for all reasonable costs, expenses and outgoings incurred as a result of providing homestay to a student.

Host Families are not expected to:

- a) Pay for toll or mobile phone calls.
- b) Cook special foods.
- c) Insure the student's goods or pay for property that the student damages or loses.
- d) Offer accommodation to visiting friends and relatives.
- e) Comply with unreasonable requests.

The student is responsible for:

- a) Stationary/workbook costs.
- b) Any luxury cosmetic items, personal toiletries.
- c) Personal pocket money and personal expenses.
- d) Bus fares.
- e) Exam fees.
- f) Holiday costs.
- g) Medical/dental expenses.
- h) Telephone accounts.
- i) Uniforms.
- j) Losses and theft of student property (police report may be necessary for insurance purposes).

Please ensure that you check with your own home or content insurance if you need to disclose any information that you are hosting international students. It is recommended that your insurance will cover any accidental damage to your home/rental property. The college is not liable for any damages caused by the student accidentally.

Section B - Homestay Parents' Responsibilities

No student is to be left unsupervised overnight at any stage, regardless of their age. Note this is a legal requirement. See the Code of Practice on www.minedu.govt.nz/goto/international. All Code requirements are applied to our students regardless of age.

The homestay parent/s will undertake to uphold the requirements of the Code of Practice for Pastoral Care of International Students regarding homestay accommodation and in particular:

Bedroom

Students need to have their own bedroom, this is their sanctuary when they need to be alone, so please make sure that your children do not intrude.

Each room needs:

- a) A bed and bedding.
- b) Study desk and chair.
- c) Adequate bedroom furniture to store clothes and books.
- d) A lamp and adequate lighting.
- e) A heater.

Meals

- a) Homestay parents need to provide **three meals per day and access to snacks**. Please make sure that if the student makes their own lunch there are plenty of fillings e.g. ham etc for the sandwiches. If there is no food available to make sandwiches in the house please supply them with money to buy their lunch.
- b) Do not hide any food or reserve food for the family only.
- c) When you go out and take your student for lunch or dinner that should be treated as a meal at home and should be paid for by you. If your student chooses to go out for lunch or dinner that then becomes the student's responsibility.

- d) Students must inform the host parent in advance if they will not be home for a meal.

Transport

International Students are not permitted to own, borrow or drive a motor car while they are enrolled at Long Bay College. Homestay parents need to

- a) Provide occasional transport to the airport when a student is going on an authorized holiday.
- b) Provide transport to and from school (walk/bus/car). Either drive or help your student to catch the bus on their first day at Long Bay College. Students new to New Zealand find our buses frustrating.
- c) From time to time you will be expected to pick up and drop off your student as per your other family members.
- d) You may be required to collect your student from school when he/she is unwell. This may result in your student needing medical attention and you will be required to take the student to the local medical centre.
- e) Provide extra transport requirements for students under 18. Some students may have tuition after school, which may require them to be collected after their lesson. Ensure arrangements have been made for their safe transport home; this is of a particular concern over the winter months i.e. cold and dark.
- f) All students are responsible for their own transport costs if they catch the bus to school or if going out with friends.
- g) If your student is being picked up by another student, you must check the license of the other student. **They are not allowed to travel in a car with a student who has a restricted license.**

Pastoral Care

Homestay parents need to

- a) Inform the school's International office of matters relating to health, wellbeing or safety of the student such as accidents or behavioural concerns to be aware of the student's whereabouts at all times.
- b) Phone and check that a responsible adult will be available to supervise students if your student wishes to stay overnight with a friend.
- c) Phone the school **Student Centre** (477 9009 x878) to confirm legitimate absences due to sickness or absences from school and ensure the student has a note explaining absences on return to the school. Enable a student who is sick to have access to a doctor.

Travel

Host Family

If you are going away for a weekend or a few days please inform the college and make sure a reliable adult will provide supervision for your student. If you cannot find a suitable adult then please give sufficient notice to the Homestay Co-ordinator so a temporary homestay can be found for your student.

Student

The college does not approve of Independent travel. Your student must get permission from the International Dean and their parents before any travel arrangements can be made. Students can only travel with organized tours approved by the school. If your student is discussing a tour then please make sure they come and talk to the International Dean first before they make any bookings. There are a number of escorted tours which are suitable for high school students. Most of these tours take place in the April and September holidays where they can see the South Island and North Island

Long Bay College is legally responsible for the student while they are here in New Zealand.

Uniforms

All Long Bay College students are required to wear a uniform and this includes all international students. Please help them to purchase their uniform. Information is available on the college website www.longbaycollege.com on the 'about us' page.

Smoking and Alcohol

- a) The purchasing of cigarettes and consumption of alcohol is illegal under the age of 18.
- b) No smoking in school uniform.
- c) No smoking at school or when commuting to and from school.
- d) If your student is 18 make your views clear on smoking and alcohol from the student's first day in your home.

Telephones

- a) All overseas calls should be made collect or with prepaid phone cards. Please make sure you help the student buy the right card to call their country.
- b) All calls, local and overseas should be given a time limit.
- c) No calls after 9.30pm unless in an emergency.
- d) All students are responsible for paying their own telephone accounts directly to the host family (Long Bay College will not accept responsibility for any telephone accounts).

Internet and Computers

Internet connection at home is a requirement to be provided by the host family. We do understand that this can become expensive so it is important to set ground rules with your student regarding the data usage.

Students' Social Activities

- a) Students must inform their host parents where they are going (address) and what time they will be home and leave a contact number if possible (in case of urgent messages). Cell phone contact is not good enough.
- b) No student is allowed to stay away from the host family overnight without the consent of the host family. If your student wishes to stay at a friend's house overnight please check with the family concerned that there will be an adult present.
- c) If your student has more than three friends at your home then this is considered to be a party / social gathering and at least one homestay parent needs to be there to supervise the gathering.
- d) **International Students are not allowed to stay in hotels/hostels overnight unless prior approval is obtained from the International Dean.**

Curfews

Some families may have concerns about setting curfews for their student, so we have given you some suggestions; however you can negotiate a reasonable curfew time with your students.

Weekdays:

- a) 15 years and under – 6.00 – 7.00pm
- b) 16 - 17 years old – 7.00 – 8.00pm
- c) 18-19 years old – 8.30-9.00pm

Weekends:

- d) 15 years and under – 10.00pm.
- e) 16 - 17 years old – 12.00-12.30pm
- f) 18-19 years old – 1.00am

If your student fails to come home at night, you must contact a member of the International Team asap.

Housekeeping

- a) As a member of the family, students should assist with some minimal household tasks if asked to do so.
- b) Laundry is usually done by the hosts. Some students prefer to do their own so please ensure that they know how to use the machinery and where to hang the washing. (Some students do not like their washing hung out in public, please respect their wishes).
- c) Long Bay College students are not obligated to baby sit for you at any stage.

Water

Please explain how your shower and other facilities work and the surfaces you wish to be left dry.

Cultural Difference

Most problems occur through cultural differences and not bad behavior so communication can go a long way to solving many potential problems. This and the sensitivity to your student's personality will help you bridge those culture barriers to form a strong international-family relationship.

Treat your student as you would want your own son/daughter to be treated overseas and you will get it right 99% of the time.

Religion/Church

Students come from different cultures and religions (if they have any) and this should be respected. Please do not insist that your student attends church with you as it is often very difficult and embarrassing for students to say 'no' when pressed to attend church that is not their belief.

Weekend Activities

We encourage you to show your students a little of Auckland, this needn't be expensive i.e. a trip to Muriwai Beach, a walk around the beaches from Murray's Bay to Campbell's Bay, a picnic at the beach, Devonport North Head, City etc. Some of the students only come for 6 months so they need to see as much as they can of our beautiful country with your help.

Consequences

If a student is not abiding by the school rules they will be dealt with as follows.

- a) Student disciplinary procedures in the event of unsatisfactory performance and behaviour.
- b) Daily check to International Dean.
- c) Be grounded.
- d) Written and verbal warning may be given to the student. A student may have their student permit revoked if the situation does not improve.
- e) A student may be asked to return home in serious situations – below are some examples.
 - Illegal activities (alcohol, drugs, shoplifting, theft)
 - Violence and aggression
 - Habitual Truancy
 - Bullying
 - Emotional imbalance
 - Dishonesty untrustworthiness
 - Inability/unwillingness to comply with school and homestay rules
 - Inappropriate and unsafe social behaviour
 - Driving a car.

Section C – Designated Caregiver Guidelines

Under the Code of Practice for International Students Long Bay College has to:

- Ensure that the person nominated to be the designated caregiver is a relative or a close family friend of the student's parents.
- Have indemnity document signed by the student's parents
- Visit the home of the designated caregiver, prior to enrolment if possible.
- Assess the home and living conditions and determine that the environment will be safe and that the living conditions are acceptable.
- Determine that the designated caregiver's home is not a boarding establishment.
- Advise the designated caregiver of the frequency and nature of any visits and checks that the signatory is likely to undertake during the student's enrolment.
- Meet with each student living with a designated caregiver at least four times a year.
- Police Vet all adults aged 18 and over who are living in the home.

The student's parents have placed their child in your care. Long Bay College **MUST** be informed prior to any change in this arrangement.

The parents take full responsibility and accept the decisions made by you about the day to day requirements of their child and understand that Long Bay College will endeavour to provide care and welfare of their child whilst studying at Long Bay College.

Should there be a concern about the welfare of your student, the school will consult the pastoral care staff within the school and will discuss the concern with you and parents of the student. The school may also refer the matter to the New Zealand Police or any other appropriate welfare or outside agencies. If necessary the school may relocate the student to an approved homestay if any issues cannot be resolved (with permission from the parents).

Long Bay College will visit your home, on or prior to enrolment, in order to meet with you and establish communication arrangements with you.

The school will ensure that your selected accommodation is satisfactory. The school will interview your student at least once a term to monitor his/her on-going wellbeing.

Emergency and Accident Procedures for Homestays

This information sheet contains information about what you need to do in case of an accident or emergency involving your international student. Please keep it in a safe place.

Homestay caregivers need to ensure that everyone who takes care of the international student is aware of these procedures.

Long Bay College's Responsibility

Long Bay College has responsibility in the case of emergencies and accidents during and outside the school hours when the student is in a homestay. This means that Long Bay College should be contacted as soon as possible in these situations. Long Bay College will help and support you and make sure that all appropriate procedures are followed.

What to do in an Emergency

1. In an emergency act appropriately, e.g. remove the student from danger, apply first aid and call an ambulance.
2. Contact the school's 24 hr emergency number, International Homestay Co-ordinator, **027 473 2503** who will contact the Principal and Dean of International Students.
3. **Long Bay College is responsible for contacting the international student's parents. You are not responsible for this, and in an emergency or accident contact with the international student's parents will be made by the Principal.**

In case of Accident or Illness

If an international student is injured or unwell and your level of concern is high take the student to the nearest Accident and Emergency Department or, if appropriate, dial 111 and ask for an ambulance. If your level of concern is low or moderate take the student to your GP, or call Long Bay College for advice during the day.

Your student's details:

Insurance Details (Company, Policy no., Contact no.)	Medical Concerns	Allergies	Previous Illnesses