



HOMESTAY GUIDELINES BOOKLET

FOR HOMESTAY FAMILIES
AND
INTERNATIONAL STUDENTS

HOMESTAY FAMILIES GUIDELINES

Please ensure that you go over the guidelines in this booklet with your student so that they understand the contents.

- In line with the (Pastoral Care of International Students, www.education.govt.nz) it is now a pre-requisite that all Homestay Carers provide a **New Zealand Police clearance** for all persons aged 18 or over residing in the household, excluding other International students. The Police Vetting process has to be updated every three years.
- It is important that the school and the homestay are **working together** to support the student in fulfilling the requirements of their Student Visa and in realising their study goals.

The students' parents are not only relying on us to deliver quality education, but also, to provide for their child's safety and well-being.

- **PAYMENTS:** The Homestay Fee will be paid through Rotorua Lakes High School by direct credit to the Homestay Family two weeks in advance, commencing the first day. The fee will be in line with the school Policy for foreign fee paying students, which is reviewed annually. If there is any additional cost involved, this will be negotiated through discussion with Rotorua Lakes High School.

In the event of a student leaving with one week's notice, the Homestay Family may need to refund one week of the homestay fees.

If a student intends to return to the same homestay following a vacation, a holding fee of \$20 per week is paid to the homestay.

HOME AND FAMILY LIFE

- **Room:** Provide the student with a separate bedroom which has a table, desk, chair, good lighting. Ensure there is a heated area in the house where your student can study. Provide clean towels and bed linen on a regular basis. Provide extra bed covers, hot water bottle/electric blanket, if required.
- **Meals:** Provide breakfast, lunch and dinner seven days a week, weekends and public holidays included, unless otherwise arranged with the school and student. Although the students, in general are expected to eat New Zealand food it is **really important** to be aware that particularly in the case of Asian students their diet is entirely different from our own. It is a good idea to take your student supermarket shopping, or to an Asian dairy, to buy food that they may be familiar with. Purchasing a rice cooker is a plus as it enables the student to always have rice prepared if that is their choice. Meals will normally be ready at standard times. During the week students are encouraged to take responsibility for preparing their own breakfast and lunch - food should be made available. If the student wishes to buy lunch from the canteen, that is their own responsibility.
- **Key:** Homestay Families should give the student a key to their home and show the student how to get in and to secure the home.
- **Family Involvement:** Invite the student to join in family activities and outings. Sensitively encourage students to interact with the host family. Spend some time every day communicating and encouraging the student to speak English.
- **Adjustment Period:** A visit will be made to the Homestay Family by the Homestay Co-ordinator within the first month of the student's arrival and, twice a year thereafter, to determine compatibility between the student and homestay family. The settling in period is often a difficult one, particularly for the student, as he/she adjusts to an entirely different family, cultural and educational environment. Should problems occur during this period a Counsellor, fluent in the student's native tongue, is available if necessary.

An effort is made to resolve these initial and inevitable "teething problems" such as homesickness, culture shock, loneliness etc. However, after consultation with both parties, if it is decided a change of homestay is the best option, the change will be made, giving the homestay family at least a week's notice. If this does occur, the homestay family should in no way feel they are a 'failure'. It is usually the result of 'chronic culture shock' and quite common when the student is initially adapting to their new way of life.

- **Care and Supervision:** Never leave the student alone overnight in the home if the family are away, unless special arrangements are made with the school. Do not leave a female in the house alone overnight if the host mother is away.

The Homestay Hosts agree to exercise the same care and supervision of any student under the age of 18 years as they would with their own children. It is important to be aware that many of our students, particularly in the case of those from Asian cultures, are used to a more structured/protected environment and their parents may have a more conservative approach to personal, boy/girl, relationships. We need to respect and support this. Assist the student with any personal problems to the best of your ability and notify Rotorua Lakes High School should any problems be other than minor ones.

Your student is in New Zealand on a Student Visa issued to study at Rotorua Lakes High School and their studies need to be their first priority. Unless there is a special occasion or there are special circumstances it is reasonable to expect your student to be home after school during the week. On the weekends, Friday to Sunday, the students often meet up with friends to socialise and we encourage this. They need time to relax and we want them to enjoy their New Zealand experience.

You need to set very clear expectations as to the time they are expected home. Obviously, this will also be dependent on the age of the student. It is important to know where your students are, and who they are socialising with – as you would if they were your own children.

- **Sickness and Accidents:** Notify the school immediately in the event of any accident involving the student. Ensure the school is advised before 8.45am should the student become ill and need to miss school. When the student returns to school he/she should have a written note explaining the absence.
- **Money:** For the protection of the Homestay Hosts and student, the following rules should be adhered to: Members of a Homestay family should –
 - Not lend money to a student
 - Not act as a guarantor on a loan
 - Not allow the student to use the telephone for personal toll calls without prior arrangement. Most students now use personal smart phones or laptops to keep contact with their families.

Please check that your student has opened a Bank Account and is not holding large sums of cash. The school can arrange for this, if not already organised by the Agent. It is unwise for students to carry large sums of money (over \$20) at school. If necessary they should give any larger sums of money to the teacher for safe keeping.

- **Holidays and Weekends Away:** The school must be notified in plenty of time if the Homestay Family are intending to be away, so that the student can be relocated.

If your student is planning to leave Rotorua to travel during the weekend/school holidays, the school needs to be notified (we have a Form – Travel Arrangements to be filled out and signed). You need to know where your student is travelling to, who they are travelling with and where they are staying. Ensure you have all relevant contact details in case of emergencies to ensure the safety and well-being of your student.

The student may need to get their parents' permission. This is done through the school who has an agreement with the student's Agent to liaise with the parents on such matters.

- **Change of Circumstances:** Notify the school should the situation of the family or conditions of the home be changed from that reported at the inspection. Such a situation may include the following:
 - Your house is for sale
 - Change of address
 - Disruptive remodelling or alterations to the home
 - Absence of an integral member, eg. holiday or separation
 - Change of people in the home, eg. long stay friends, new baby, etc
 - Family emotional crisis which may impact on the student
 - Intention to accept the other homestays or boarders
 - Acquisition of new pets which may alter the environment
- **Computers:** Set very clear guidelines about the use of the computers eg. time allowance, what it is being used for, etc. This also applies to a student's personal lap top/smart phone. Problems can occur when students are on these devices late into the night/early in the morning. This can seriously impact on their studies.

TRANSPORT, WORK AND INSURANCE

- **Transporting your student to school:** Most host families live within walking or biking distance from school. The school and town bus service caters for those living further afield, or you may need to arrange alternative transport to and from school.
- **Vehicle Ownership by Students (Cars/Motor Cycles):** Rotorua Lakes High School Policy on Car/Motor Cycle Ownership by students is as follows:
 - Discussion with the Principal regarding the terms of the Official Rotorua Lakes High School Car Pass must take place if a student would like to be considered for a Car Pass.
 - A student must have written permission from his/her parents (via their Agent)
 - A student must have gained a New Zealand Restricted Licence and undertaken a Defensive Driving Course.
 - A student must be studying at Year 12/13 level.
 - A student must have attended Rotorua Lakes High School for a minimum of 12 months.
 - A student must have a **proven academic school record**.

Rotorua Lakes High School will support International Students to obtain their New Zealand Drivers' Licence and have access to driving tuition.

Ownership or use of a car for transport to school is a privilege for **all** students at Rotorua Lakes High School.

If your student is accepting a lift in friends' cars, they need to be aware of the rules for a Restricted Licence and you need to be watchful that they are not placing themselves at risk.

- **Work Visa:** Students at Year 12 are permitted to apply for a Work Visa – up to 20 hours, in line with their Student Visa. This is dependent on:
 - Written permission (via their Agent) from their parents
 - A **proven academic school record**
 - A meeting with the Principal, Mr Walker

NB: Permission to work will be withdrawn if a student is not fulfilling school work commitments.

- **Insurance/Liabilities:** Homestay Families are not responsible for the insurance of the student's belongings during the homestay. It is now school policy for all students to have personal/medical insurance on enrolment and students will need to provide evidence of this. The school will organise insurance where agents have not done so.

Homestay Families may not hold the student responsible for any accidental breakages or damage to their residence or property, unless the student is not abiding by clearly defined homestay rules. All families should take out insurance to protect their property.

MISCELLANEOUS

Termination of Agreement: The Homestay Agreement may be terminated by either party on one week's notice or less if Rotorua Lakes High School for any reason, considers that the student should be moved. But in that event, fees for a full week shall be paid to the Homestay Family.

Contractual arrangements should not be made directly between the student and/or their families. All arrangements must be made through Rotorua Lakes High School. Our Agents have a Contractual Agreement with the school to liaise with students' parents

The Homestay Families acknowledge that Rotorua Lakes High School is representing the student only for the purpose of arranging this Agreement and will not be legally responsible for the defaults or actions of the student.

Other Students: The Homestay Families will not accept other students whose first language is not English at the same time as they have a Rotorua Lakes High School Homestay student, without gaining prior approval from the school.

*ENJOY YOUR
HOMESTAY FAMILY
EXPERIENCE!*

Please
COMPLETE AND RETURN
this page to Mrs G Hodgkinson

<p>Student's Name: _____</p> <p>Age: _____ Gender: _____</p> <p>Country of Origin: _____</p>

- The Homestay Family's Agreement for the above student, represented by Rotorua Lakes High School, is to provide care and accommodation for the student as per the **Rotorua Lakes High School Guidelines Booklet**.

ROTORUA LAKES HIGH SCHOOL HOMESTAY AGREEMENT

NAME/S HOMESTAY FAMILY: _____

Address: _____ Phone: _____

Date: _____

- We, the Homestay Family, agree to the terms in the Homestay Guidelines Booklet for all homestays which Rotorua Lakes High School may arrange with us.
- These conditions shall apply until new conditions are agreed to by us.

Signature of Homestay Parent: _____

Signature of Partner/Spouse: _____

NAME OF STUDENT: _____

- I have read and understand the terms in the Homestay Guidelines Booklet.

Signature of Student: _____

Homestay Agreement sighted:

Signed: _____
Principal

Signed: _____
Mrs Gail Hodgkinson