

TAS International Accommodation Guidelines For Students and Caregivers

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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 \$200 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 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 Accommodation Coordinator. 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.
- c) It is advisable that the homestay either drives or helps the student to catch the bus on their first day at the School.
- d) It is assumed that the homestay will want to take their student to the airport on their departure.
- e) 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. Students may only enrol in any parts of the New Zealand Graduated License System with permission, and under the control of Tauraroa Area School , with the purpose of being able to drive once at a tertiary institution or on return to their home country. (An approved driver must have a full New Zealand license, be known to the homestay family and be reliable). International Students caught driving outside of these conditions are likely to have their student permit revoked.
- f) Host parents **must** check licenses. No overseas licenses are acceptable.

7. UNIFORM

- a) At Tauraroa Area School students in all years wear uniform. Please help them in purchasing their uniform. The website and school prospectus have all necessary information

- b) Second hand uniforms can be purchased from school and new uniforms can be obtained from Bethells Uniforms (www.bethellsuniforms.co.nz) in Whangarei or Northland Uniform Centre in Kamo.
- c) The school may have a selection of 2nd hand uniforms for International Students to purchase.

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 Tauraroa Area School.
- 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) International students are prohibited from smoking.

10. TELEPHONES

- a) All overseas telephone calls should be made collect or with a pre-paid card. (Host families and Tauraroa Area 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. The student may purchase internet connectivity through a prepaid phone agreement.
- b) Internet is available to all international students in the library at Tauraroa Area School.

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 negotiate with the host parent in advance about whether they will or will not be home for a meal.

b) Students must discuss with the host parent about where they are going (address) and what time they will be home and leave a contact number or leave their mobile phone switched on (in case of urgent messages). Mobile phone contact only is good enough.

c) No student is allowed to stay away from the host family home overnight without the consent of the host family.

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, or a simple 'goodnight.' New Zealanders seem quite cold to many other cultures.

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 midnight, but there are times at weekends when students aged 16 and 17 will want to be out at parties or with friends, sometimes after midnight. This needs to be specifically arranged beforehand, with details checked.
- c) Students aged 18 still need to have approval of their caregiver as to where they are going, with whom and how they will get home and by when.

20. OTHER

- a) A student attending Tauraroa Area School must abide by the starting and finishing times of the school, which are 8.40 am to 3.10 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 enhance their education and have an experience, 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 10 pm. A student is expected to have their lights out by midnight or else they find it difficult to get up the next day for school.

21. CONSEQUENCES

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

- a) Student disciplinary procedures in the event of unsatisfactory performance/behaviour:
- b) Daily check to dean of international
- c) Be grounded
- d) Written and verbal warnings 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:
 - 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 accommodation rules.
 - 8. Inappropriate and unsafe social behavior.

22. STUDENTS ARE RESPONSIBLE FOR

- a) Stationery / Workbooks 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) Personal telephone accounts
- i) Uniforms
- j) Losses and theft of student property (A police report may be necessary for insurance.)
- k) School trips

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

