



INTERNATIONAL

GUIDELINES FOR HOSTING AN INTERNATIONAL STUDENT

Thank you for your interest in hosting an international student. These guidelines are a summary of the requirements for being a homestay family.

General Information:

- All homestay caregivers must be 25 years of age or over.
- The student must be accommodated within the family home in their own bedroom. No caravan or sleep-outs are accepted.
- The student's room is required to have
 - a window
 - a door that closes
 - wardrobe and storage for clothes (drawers or lined shelves in the wardrobe etc')
 - bed with linen/blankets/duvet that are changed regularly
 - heating, if central heating is not available in winter
 - study desk/chair/lamp
 - mirror
 - smoke alarm outside bedroom for safety requirements
- Tauranga Girls' College reserves the right to decline any application without explanation.
- Once you become a registered host family, we are unable to guarantee a student placement with your family.
- The school reserves the right to not place students with you without explanation.
- Negligent behaviour on the part of the homestay family may incur the student being removed from your home. Should this occur, you will unfortunately not be offered the chance to re -host and may forfeit the 2 weeks' notice of payment. TGC reserves the right to withdraw a student without explanation.

Host families must agree:

- To submit to a police vetting check (every 3 years) for all persons aged 18 years or over residing in the house, or those who stay overnight on a regular basis.
- To sign the Homestay Carer Agreement yearly.
- To be available for an initial homestay assessment interview with all family members present.
- To provide at least one character reference for each caregiver.
- To agree to the monitoring process, as required by the Education Code of Practice. A school staff member will visit your home twice a year, or more often if the school deems it necessary.

Some helpful points to remember:

- Your student is a young person, away from home, often lonely and faced with customs that are very different from their own.
- Your student will need the love and care that you would like for your own child to receive in the same situation. If in doubt about what to do, it's helpful to ask yourself *"what would I like a host family to do for my son/daughter if they were living overseas?"*
- The International staff are here to support you.
- We would expect your student to assist with chores such as table-setting, loading the dishwasher and they should make their own beds and keep their rooms tidy.
- Communication is very important for a positive relationship between the student and your family.

The Host Family is expected to provide the student with:

- Three meals a day plus snacks, including a packed lunch during the school week. Ask your student what foods they like and don't like.
- Food and snacks they enjoy, while encouraging them to eat the same meals as your family but remember it may take your student sometime to adapt to a new diet.

Please note that:

- If you have takeaways or invite the student out for dinner, you are expected to pay for the student's meal. If your student goes out and buys takeaways with friends or by themselves, they pay for it.
- Your student may take some time to adapt to 'Kiwi' food, so it is a good idea to take them to a supermarket or Asian supermarket if they are from those countries, so they can show you what they like to eat.
- Offer regular outings/day trips to points of interest.

The host family is also expected to:

- Make decisions about acceptable behaviour and set some limits. The student should have the same rights and duties as any child in your home, provided these are reasonable and understood
- Provide a safe and nurturing living and studying environment
- Treat the student with respect. Make them feel comfortable and part of the family
- Respect the student's privacy and belongings (this applies also to other children in the home who should not enter the student's room without their permission, and never when they are not there.)
- Always know the whereabouts of the student, how they can be contacted and who they are spending time with. If a student is staying at a friend's place overnight, contact should be made with the parents beforehand. Contact the Homestay Coordinator if your student wishes to stay away or travel.
- Supervise the student appropriately- they should never be left home alone overnight or for long periods of time. Students under 14 should always be under supervision. Students 18+ years, may consult with the International Director/Homestay Coordinator about appropriate overnight stays.
- Ensure that your student has safe transport home from school, school-related activities, and social events. If you are providing transport for sporting/school events, please inform your student how often a week you are available to do this.
- Set rules, boundaries and expectations that are fair and reasonable. Do not assume anything!
- Wash your student's laundry, however if the student insists on doing their own washing, please teach them how to use your washing machine.
- Provide internet connection so your student can undertake their study and contact their parents. Reasonable internet access/phone and its subsequent rules will need to be negotiated by yourself. Students should not be on the internet late at night, talking with family and friends during the week as this makes for a very tired learner. The school is not responsible for any unpaid phone /internet bills.
- Take an interest in your student's schooling. Contact the International Department if you have concerns.

- Notify the International Department if there are any changes or additions to the household. Inform the Homestay Coordinator if another person is moving into your home even temporarily. The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 requires police vetting of all person's 18+ years if residing in your home.
- Notify the International Department if you have concerns over the student's health or behaviour
- Inform the International Department if the student seems very homesick or sad
- Contact the Homestay Coordinator if your student wishes to stay away overnight or travel.
- Assist with taking your student to any medical appointments and care for them at home if they are sick. Notify the school if they are going to be absent for the day.
- Do not run an Airbnb or boarding house while you have one of our students in your care.
- Do not allow your student to travel in a car with anyone who does not have a full drivers licence.
- Realise that year 9 & 10 students need to study for a minimum of 1 hour per night. Year 11,12 and 13 a minimum of 2 hours per night. The school uses Google Classroom as a learning platform and most teachers post assignments on this. You are within your rights to check with the student what has been posted and monitor them to see if the work has been done.
- Attend homestay parent orientation evenings, or an individual orientation session. We like you to attend Homestay social functions and Te Ara Ako (school parent/ student learning conversations)
- Not to purchase or provide alcohol for your student regardless of age.
- Know where your student is, and be home using the timing guidelines below

Week Nights

6.00pm (unless your student is at a school or sporting event)

7.00pm (during daylight saving hours)

Weekends

Years 9 & 10 - 10.00pm

Years 11, 12, 13 - 11.00pm

(Please note this is not applicable to those Japanese students whose schools have set their own school guidelines.)

The host family is NOT expected to:

- Pay for the student's personal telephone calls
- Insure the student's belongings
- Provide accommodation for visiting friends or relatives of the student
- Personal toiletries, i.e., shampoo, deodorant, sanitary items, clothes or pay for any activity costs.

Application Process:

Should you wish to proceed with applying to be a Homestay Carer, please do an online application

<https://www.tgc.school.nz/homestay-host-details>

Alternatively, if you require the forms to be emailed to you, please contact me on the email address below.

School contact details

If you wish to discuss any matter relating to hosting a student, or the guidelines contained in this document, please contact the school.

Homestay Coordinator

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