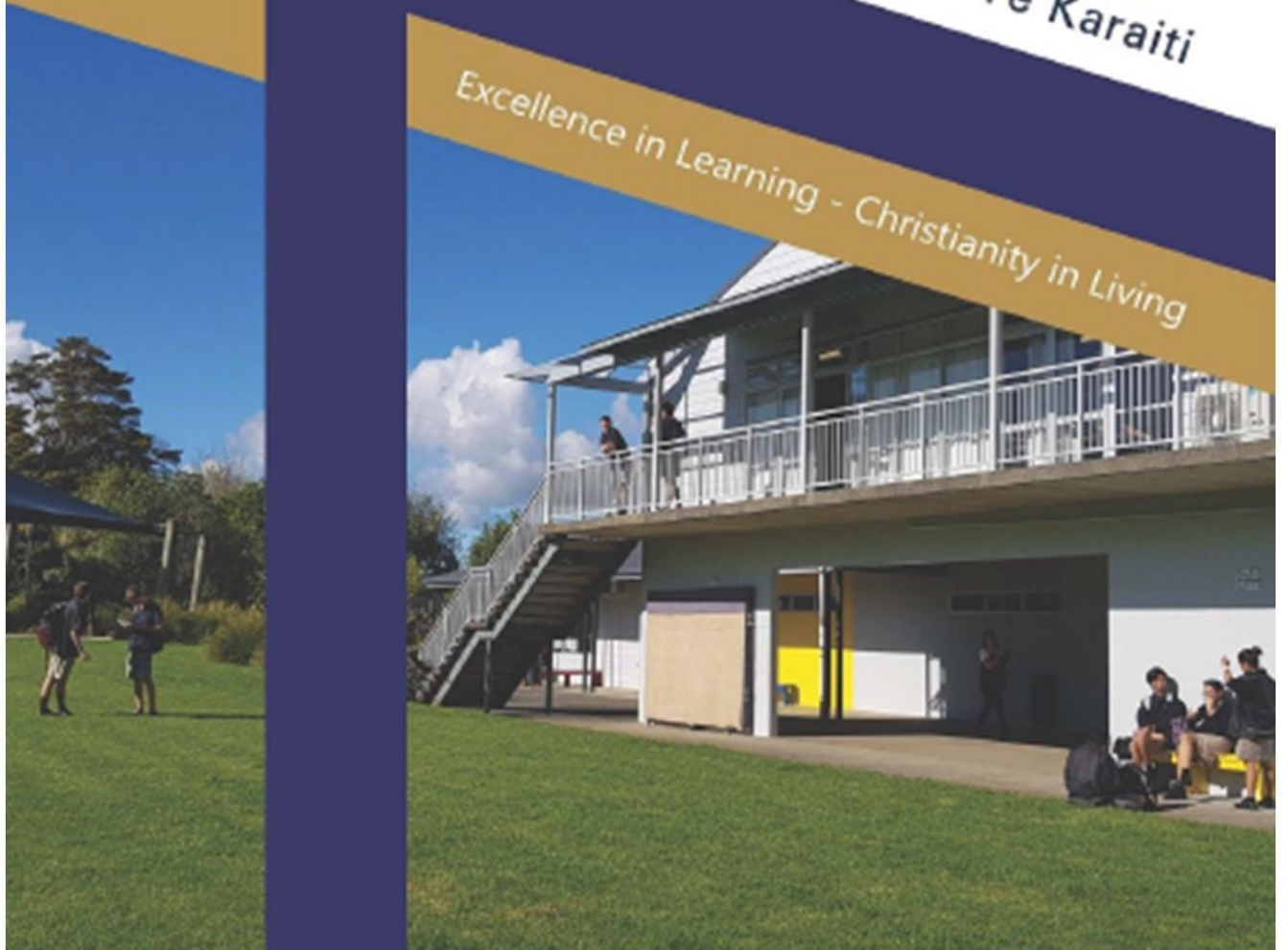


Excellere College

Whaia te Maramatanga o Te Karaiti

Excellence in Learning - Christianity in Living



Homestay Guide

Introduction

Thank you for offering to provide a homestay for an overseas student studying at Excellere College. This will be a challenge for you and your family but we hope it will also be a rewarding memorable experience. The information in this booklet is designed to prepare you for your role and help both you and your student to make a smooth transition to a new situation.

Minimum basic requirements for homestay students:

Homestay students should be provided with:

- Meals - 3 meals a day and snacks, including a pack week.
- Laundry – washing and ironing.
- Bedroom with a table or desk, chair, mirror, reading lamp, bed with linen and blankets or duvet, heating system, chest of drawers and/or wardrobe.

Chores:

Student should not be expected to do a lot of chores, but should be asked to tidy their room and participate in family chores such as setting the table and doing the dishes.

Transport:

Foreign fee-paying students are not eligible for travel on Ministry of Education bus services. There is no other bus service to the school so **transport will either be provided** by the Homestay or Designated Caregiver, or the International student may walk if appropriate, but must be accompanied by another student. Because of the semi-rural location of the college, no bicycles should be ridden by International students.

Where the student requires transportation to and from extra-curricular activities, it is expected that the caregiver will provide this.

Toiletries:

Students have been asked to provide their own soap, toothpaste, shampoo, and personal toiletries. Please help them to buy more when they run out.

Heating:

Student will feel the cold and adequate heating must be provided.

Communication:

Student must have regular communication with their families. It is desirable that one phone call a week, and email access is provided. Payment for phone calls will be by the parents. The education provider will advise homestay carers of the toll call payment policy.

Student Care:

Homestay families are responsible for student for the school year, including school holidays. It is the homestay carers' responsibility to know where their child is, how they can be contacted and who they are spending their time with, at all times. A mobile phone number is not adequate as an only means of contact for a child. Homestay carers need to have a physical address for the child's whereabouts. If a child is staying at a friend's place

overnight, contact should be made with the host parents beforehand, and homestay carers should consider visiting the host home if possible.

When your student goes out, please ensure that he/she is carrying telephone numbers and addresses of both the school and the homestay.

Student must not be left alone in the house for any reason. If this is inconvenient because of an emergency please contact Les Gribben, phone 027 614 5311.

Homestay carers may need to be mindful of the developmental needs of older student.

Homework:

It is the homestay carer's responsibility to help international students with their homework.

Student Behaviour:

Homestay carers should expect the same standard of behaviour as would be expected from their own student of a similar age, but make allowances for cultural differences.

Illness:

In the case of serious illness or accident/emergency follow the emergency and accident procedures listed in the homestay Accident and Emergency Procedures form.

Safety:

It is the homestay carer's responsibility to care for the child in a way that ensures they are kept safe from harm and their emotional well-being is nurtured.

Contact with Parents:

It's a good idea to make contact with your child's parents. A letter/email introducing yourself and family members and some regular contact about the child throughout the year will be greatly appreciated by the parents.

Changing Homestays:

Students must give at least two weeks' notice or two weeks board in lieu of notice. Students may never change homestays without the knowledge of the school. If a student is to be moved, the homestay will be advised of the reason why.

Language:

The child will probably be unfamiliar with New Zealand accents (even if he/she has good English) and colloquial expressions and may take time to adjust. Homestay families should attempt to learn some basic greetings in the student's language. Learning a few phrases of your student's language helps to show respect for their culture and may help them feel more welcome and cared for.

Communication:

This will be your main challenge. Although International Students learn English, it is out of a textbook and in a different accent. Their pronunciation and your accent will initially need

getting used to. Avoid colloquial expressions. Keep a polite tone and remember they are not deaf; they just do not understand our language. Write down and repeat the sentences and questions. Often you will find they will disappear into their rooms with the written paper and come back to answer your question. Be patient. Encourage them to occasionally have conversations with the family even if it means pulling them out of bed.

In most Asian cultures saying “no” is regarded as rude or a loss of face so they tend to say “yes” to all things even if they haven’t understood – be aware of this and make sure a yes means yes.

If a misunderstanding should occur give them space and time and discuss it with them or call the International Director as the mediator. I am here to help you.

Some pointers.

- Make clear how you want to be addressed
- Speak slowly and clearly
- Use short sentences and simple words
- Try not to raise your voice
- Let them switch off from time to time
- Use positive phrase such as “Please come” rather than “are you coming”
- They may not look you in the eye when speaking as it may be rude to do so in their culture
- As part of the introduction go over house rules, write them down if necessary

Housekeeping

Provide a routine both with daily tasks and school tasks. Set them tasks and expect it to be done. Some suggested tasks are making their own bed, setting the table, helping with the dishes. If you wish they can make their own cut lunch if you show them how. Do not expect them to do the lawns by themselves or cook for everyone (some may).

You will find that you may have to teach your students manners. Please do not assume they have been taught manners, as in many cultures there may not be an equivalent. Things like serving themselves dinner at the table may have to be taught too.

You will find that the girls will want to wash and dry their own under clothes. Please provide them with a place where they dry the smalls (not a clothesline) as it must be kept out of sight from others. In addition, disposal of sanitary goods will have to be explained.

Bathing and showering New Zealand style may be new to them. When giving them an orientation ask them or tell them how to shower and set a 5-minute time limit. (Some can spend an hour in there and that hot water....). Show and explain to them how to use the toilet at, e.g. after using the toilet paper it is placed in the toilet bowl and flushed, not in the rubbish basket. (In some countries the paper is not flushed as it will cause the toilet to block). Please make sure bathroom and toilet doors have locks on them. Discourage hair colouring in the house.

You may find that new students come up in rashes due to stress or are prone to mosquito bites. Calamine solution or a paste of baking soda works wonders. Do not be alarmed if they tell you there are fleas or ticks in the house, it is usually mosquitoes. Try insect repellents. Some students are frightened of moths too.

In some cultures it is not polite to blow your nose in public thus you will find a lot of sniffing also the hiding of the face. Show them the paper tissues and tell them it is okay to blow ones nose.

Respect the student's privacy and space. Ask to enter their room, knock on their door. Let them have time out in their room – it is their personal space.

Although access to the telephone must be provided, you do not have to put up with late night phone calls unless it is prearranged or an emergency.

Set the last allowable snacking time or else you will be kept up in the wee hours in the morning from food smells and noise. Make sure they are asleep by 11.00 pm at the latest. Also, monitor their homework.

Do not be disappointed if they sleep on a trip away, many sleep while travelling. Also, do not expect them to be over-joyed about an outing.

It normally takes a good three months before things settle. Those that do not settle will usually leave. If you have behavioural concerns please contact the international Director or Principal. It is expected that they will tell you where they are going every time they leave home. It is also your responsibility to know where they are at ALL TIMES. The International Director must approve their leaving town if the Host parent(s) does not accompany them. If

you, the Host parent, are going away with or without the student for more than a day trip the International Director must be notified.

Note that the student may feel much colder than you do. Please provide a safe form of heating for them. An oil heater on a timer switch is the best idea. New students tend to leave the electric blanket on day and night, put them on timer switch, or check that they turn it off. Teach them to turn out their lights before turning in or provide a night-light.

Try to keep a normal “kiwi life” routine but right in the beginning you might want to cook them some meals that they are familiar with such as rice, noodles, or pasta especially for the Asian students. Remember it will take them time to adjust to the Kiwi palette.

Homestay Payment

For long term arrangements automatic payment through the year is made two weeks in advance. The first and last payments are usually by cheque as adjustments are required. If a student has stayed a night elsewhere payment will be adjusted to reflect this. Students only pay a limited amount in homestay fees to the school and when someone else minds the child it is only fair to compensate them, therefore deduction from payment or a refund will be requested by the school as this cost cannot be absorbed by the school. Short-term exchange students do not pay for homestay.

Host parents duties

- You will care for the student as you would your own student. If you still have your student at home please be fair to all.
- You will provide a private room with adequate lighting, heating, smoke alarm, a desk, wardrobe and bed for your student. And arrange travel to school related activities.
- Facilitate the purchase, hire age or loan of equipment required for EOTC and sporting activities.
- Access to the telephone should be provided, calls home should be encouraged, and a record kept of all calls to and from the students’ parents. Encourage use of phone cards for calling or negotiate a procedure for payment of telephone bill.
- Internet access will be provided.
- For the Homestay fee paid you will provide FULL BOARD. Homestay students should be provided with:
 - ☐ Meals - 3 meals a day and snacks, including a packed lunch during the school week.
 - ☐ Laundry – washing and ironing.
 - ☐ Bedroom with a table or desk, chair, mirror, reading lamp, bed with linen and blankets or duvet, heating system, chest of drawers and/or wardrobe.
 - ☐ Travel to and from school and extra-curricular activities, purchasing uniforms, stationery and personal items.

- You will encourage students with homework and encourage English language conversations daily.
- You will attend parent's nights on behalf of the parents and monitor students' progress in school.
- You will make sure the students whereabouts are known at all times and provide appropriate curfews.
- You will invite the student to be included in family outings and activities.
- You will make sure the International Director or Principal is notified of any overnight stays and any travel at least a week in advance.
- You will not leave the student at home alone for long periods and never overnight.
- Try to resolve problems as soon as they occur, always notify the International Dean or Principal of any problem never mind how minor you may think it is.
- You will make available information to students about safety, health and in some cases sexual matters.
- Many students feel colder than you many, make sure to provide adequate heating
- You will not verbally or physical abuse the student, nor take advantage of them in any way.
- If you wish for the student to be removed from your home for any reason you must provide two weeks' notice or default the rest of the payment from the day the student leaves. Please note there may be exceptions to this on a case-by-case basis.
- You will notify the school of any absences immediately by phoning the school office. A note should be sent with the student to school on the first day back after absences.
- Should you be faced with a medical emergency please follow the emergency procedures proved and notify the Principal as soon as possible. If you are not able to find the Principal – take the best appropriate action.
- If you feel you are in danger or feel intimidated or threatened, you have the right to call the police. Document the incident in detail and forward this to the Principal with any police report etc.
- To provide in writing to the International Director any improper conduct or bad behaviour.
- To return forms for police report request to Excellere College (applicable to all household member over the age of 18 and any frequent visitors who have regular contact with the students).
- Should your household status change at any time while hosting a student you must notify the school as police vetting maybe required for the new occupant(s) and/or frequent visitor(s).

Please note the Principal is available at all times to help or arrange mediation.

If you are having difficulties with your placement or are not comfortable, please notify the Principal as soon as possible. Once the student is placed you may request a move by giving two weeks' notice. No student is a permanent placement.

IMPORTANT:

PLEASE COMPLETE ALL FORMS FULLY BEFORE RETURNING

***Consent to disclosure of information* form needs to be FULLY completed by every occupant in the house over the age of 18 years.**

Should you require more forms please contact Les Gribben.

HOMESTAY FAMILY APPLICATION

Please include recent photos of your family and your home. These will be scanned and returned to you.

Print clearly answers to the following questions which will be forwarded to your prospective homestay student.

Your family name:

Residential Address:

Postal Address: (if different to above)

Telephone (Home) _____ (Work) _____
(Mobile) _____

Fax: _____ Email: _____

Best number to use in emergency: _____

Whose number is this? _____

Household Members:

| Parents | Name | Occupation | Full or Part- time |
|---------|------|------------|--------------------|
| Mother | | | |
| Father | | | |

Please list below details of other household members and their relationship to homestay applicant:

| Name | Sex | Age | Occupation | Relationship | Mobile No. |
|------|-----|-----|------------|--------------|------------|
| | | | | | |

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| | | | | | |

Will any of your children be attending Excellere College? If so who?

Household Information

| | | | |
|---|--|---------------------------|--|
| Total number of bedrooms | | Number of spare bedrooms | |
| Number of bathrooms | | Number of telephone lines | |
| Do you have a computer with email facilities for an international student to use? Yes / No | | | |
| Facilities available (e.g. swimming pool, piano, books etc): | | | |

Please describe your neighbourhood and the facilities in your area, including distance to shops, school, public transport etc.

Pets

| | | | | |
|--|---------|----------|------|---------------------|
| Please circle | Cat (s) | Bird (s) | Fish | Kept in or outdoors |
| Dog (s) (Please state what kind and how many): | | | | |
| Other pets (please state) | | | | |

Family Information

| | |
|---|--|
| Religious affiliation: | Attend church or other place of worship weekly Yes / No |
| Do you follow any special dietary regime? (E.g. vegetarian, don't eat pork etc.) | |
| Could you cope with special needs or special dietary needs such as a vegetarian student? | |
| What is your ethnic origin? | |
| What languages are spoken in the home by family members? | |
| Do any household members smoke? | If yes do they smoke inside? |
| Are there any possible risks to the health and safety of the student in the accommodation? | |
| Are there any unusual lifestyle patterns or procedures that an international student should know about? | |

Will your insurance policy cover any breakages or damage caused by your international student?

Medical Information

Does any member of the family have an existing medical condition that an international student should be made aware of? (e.g. Asthma, Epilepsy, etc) Yes / No

If yes please state which family member and the medical condition.

International students will usually be taken to the residential caregiver's general practitioner in the event of illness. Please give your family doctor details:

Family Activities:

Please list the hobbies, sporting activities and interests in which your family is involved:

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|--|
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| |
| |
| |

Which family member(s) will help the student with his/her homework?

What can your family offer an international student?

International Student arrangements:

| | | |
|--|-----------|----------------------|
| How would an international student get to school from your home? (Please circle) | | |
| Walk | Be driven | Other (Please state) |
| Will they be accompanied to school? Yes / No By Whom? | | |
| How would the student get home from school? <i>(if different from above):</i> | | |
| How long will it take the student to get to and from school? | | |
| If your student is under 14 years of age, please state what arrangements would be made for the care of an international student after school? <i>Note - Your international student must not be left at home without reasonable provision being made for supervision and care.</i> | | |

I declare that this information is true and complete to the best of my knowledge and I have not left anything out.

Signed by applicant to host international student

Name: _____

Date: _____

This application provides information which will be viewed only by the International Student department staff and the student to be placed. Confidentiality is guaranteed.

Do you (please circle below) your home?

Own / Rent / Other (Please specify) _____

International Student preferences:

| |
|--|
| Number of students you would like to have: |
|--|

| |
|---------------------------------|
| Preferred nationalities: |
| Any other requests or comments: |

Have you ever hosted a student before? If so please give details:

What would be your preferred length of stay for students? (Please tick)

- ☐ Visiting High School Group 1 – 4 weeks
- ☐ Students coming for 6 months
- ☐ Students coming for 1 year or longer
- ☐ All of the above

Name: _____ Signed: _____

Date: _____

Consent to disclosure of Information

Exception-section 19(3)(e) Criminal Records (Clean Slate) Act 2004

To: Licensing and Vetting Service Centre
Office of the Commissioner of Police
PO Box 3017
Wellington

IMPORTANT: All parts of
the form need to be
completed in full.

To be completed by third party that is to receive the personal information

*I declare that the exception contained in section 19(3)(e) of the Criminals Records (Clean Slate) Act 2004 applies to this vetting request – the individual concerned has made an application to act in the role predominantly involving the care and protection of, but not predominantly involving the delivery of education to, child or young person. The role the person will be acting in is that of **Home-stay (host) parent**.*

Signed _____ Marja Smith (International Director)

To be completed by individual authorising release of personal information

I hereby authorise you to disclose any information you may hold about me to the above-signed third party. I confirm that I am aware that my full criminal record will be released even if I meet the eligibility criteria stipulated in section 7 of the Criminals Records (Clean Slate) Act 2004 due to the application of exception contained in section 19(3) of that Act, as set out above.

Signed: _____ Date: _____

Full Name: _____

Sex: Male / Female

Date of birth: _____

Place of Birth: _____ (town & country)

Nationality: _____ Drivers Licence no: _____

Full Residential Address: _____

If this part is not completed in full we cannot process your application.

Comments of the New Zealand Police

This form will only be viewed and used by the International Student Department Staff.

| | |
|--|--|
| <p>Office Use:</p> <p>Police Vetting Sent:</p> <p>Name:</p> <hr/> <p>Name:</p> <hr/> <p>Name:</p> <hr/> <p>Name:</p> <hr/> | <p>Returned:</p> <hr/> <p>Clear / Reservations / Not suitable</p> <p>Clear / Reservations / Not suitable</p> <p>Clear / Reservations / Not suitable</p> <p>Clear / Reservations / Not suitable</p> |
|--|--|