



HAMILTON GIRLS' HIGH SCHOOL

Information for Homestay Carers



HOST FAMILIES WHAT'S EXPECTED

Hamilton Girls' High School welcomes students from all over the world - having the opportunity to live with a New Zealand family is an invaluable part of their time here. Our hope is that families will provide a positive, welcoming environment for our students and at the same time enjoy this enriching opportunity to host a young women from another culture.

Hamilton Girls' High School have minimum requirements that a host family must meet when hosting a student. We always hope that our hosts will go above and beyond and provide the student with a memorable experience as well.

As a signatory, Hamilton Girls' High are bound by the Code of Practice for the Pastoral Care of International students. Full details of the Code of Practice can be found on the Ministry of Education website www.minedu.govt.nz as well as on our school website.

UNDER THE CODE OF PRACTICE HAMILTON GIRLS' HIGH SCHOOL IS REQUIRED TO:

- Provide a suitable living environment conducive to study, and a safe and supportive home life.
- Involve a host family in the welfare of a student who is away from the student's family and home country.
- Assist the student in successfully integrating into the New Zealand lifestyle.
- Work towards the peace of mind of overseas parents, knowing that the student is well cared for and happy in New Zealand.

OUR EXPECTATIONS

It's important to understand what is involved and what is expected in the role of homestay parent. If you have any questions, contact school.



- We require all our families to treat their students with care, kindness and respect. It is important that our student feels safe and comfortable in the family we have placed them in.
- If you have specific rules that you expect a student to follow in your home, the International Coordinator must be made aware of these before a student is placed with you.
- All host families must agree to a Police Vetting Check for all persons aged 18 or over residing in the house, as required by the Code of Practice. The vetting process will be repeated every three years for all host families.
- Terms and conditions for hosting International Students may change from time to time without notice. We will endeavour to keep you up to date on any variations.

HOST FAMILIES MUST:

- provide three meals a day and access to snacks
- provide a suitable bed with warm bedding, and extra blankets if requested
- provide additional heating in winter if requested by the student
- provide a study desk and chair, and adequate bedroom furniture to store clothes and personal items.
- provide a lamp and adequate lighting
- assist with transport arrangements to and from school
- provide bathing/showering/bathroom access and help them with laundry
- provide internet access
- Include her in family outings and occasions, and make her feel part of the family
- provide a safe and friendly living and studying environment and day to day care

GENERAL REQUIREMENTS

- All host parents must be aged over 25 years old
- There must be a host mother in the family
- Students must have their own bedroom within the family home (cannot be a sleep out)

STUDENT CARE

- Homestay families are responsible for students for the entire school year, including school holidays.
- It is the homestay carers' responsibility to know where their student is, how they can be contacted and who they are spending their time with. A mobile phone number is not adequate as an only means of contact for a student - it is important you know where your student is at all times.
- When your student goes out, please ensure that she is carrying telephone numbers and addresses of both the School and her homestay.
- If a student wishes to stay overnight at a friend's house, contact should be made with both the International Coordinator for advice and the friend's parents beforehand. The International Coordinator may wish to visit the friend's home prior.
- Students must not be left alone in the house overnight. If a situation arises due to an emergency please contact the International Coordinator as soon as possible.
- Homestay carers are responsible for taking their student to the doctor, dentist or hospital if they are unwell or have suffered an injury. In this situation you must advise the International Coordinator as soon as possible.
- Homestay carers are responsible for making transport arrangements for their student to all school sports and activities they participate in.
- Homestay carers must ensure their student attends school each day, and notify the International Coordinator if you have any concerns about attendance.

HOST FAMILIES ARE NOT EXPECTED TO:

- cook special food for students
- pay for toll or mobile phone calls.
- insure the students goods or pay for property the student damages or loses
- offer accommodation to visiting friends or relatives
- comply with unreasonable requests

FURTHER, HOMESTAY FAMILIES MUST NOTIFY THE INTERNATIONAL DEPARTMENT:

- immediately if there are any problems with the student; e.g. medical condition, misconduct
- immediately in the event of a medical and accident emergency involving the student
- if the students seems very homesick or depressed
- if there are any changes or additions to the household
- if you or the student will be away from the home overnight – a student must not be left home alone overnight without a host PARENT present
- as soon as possible if a student's plans to travel on the weekend or during term break.

CHANGES IN CIRCUMSTANCES

It is a requirement that you inform the International Coordinator of any change in homestay details as soon as possible. This includes changes to:

- Contact details
- A move to a different physical address
- A new criminal charge for a member of the host family living at the address.
- A change in the composition of the household
- A change in employment requiring significant changes to hours of work
- A request for the student to change the room they sleep in.
- The addition of any person aged 18 and over who is now residing at the address. This last point is vital as any person aged 18 or over who is part of the household requires police vetting.

Any breach of homestay rules or requirements on the part of the homestay family will result in the immediate removal of the student from your home.



Payment in lieu of notice to homestay families will be forfeited.



HOMESTAY CHECKS

Under the legislation for Pastoral Care of International Students, all homestay homes are required to be visited by the International Coordinator prior to the student moving in. The International Coordinator will need to see the bedroom where the student will be sleeping during their time in your home.

At your address, photos of the student's bedroom may be taken to place on file. This can solve any issues that may arise in the future, for example if there were any disputes over damage to the host or the student's property.

For long-term Homestay placements, the International Coordinator will be in regular contact with you via phone, email and visits throughout the exchange to ensure the host experience is working well for both you and your student.

HOMESTAY PAYMENTS

- Homestay payments are paid fortnightly by direct credit. From January 2021, the homestay fee is \$520.00 per fortnight.
- As homestay payments are made by direct credit only, please ensure that you provide your correct bank account details to the International Coordinator and advise them of any changes.
- All Homestay payments are administered through Hamilton Girls' High School and it is agreed that payment will not be received directly from the student, without approval from the school.

HOLDING FEE

- A holding fee is generally negotiated between the host family and the student where your student is away for 4 weeks or more over the Christmas holidays and plans to return to your address the following year. The school recommend a holding fee of \$50 p/w.
- Should your student be away during term time for more than 4 weeks then the first 2 weeks will be paid at \$520 per fortnight, and then a holding fee of \$50 is payable for the remainder of the time.

We appreciate your support of Hamilton Girls' High Schools' International programme and welcoming one of our students in to your home. It is an important role and please remember we are here to support you and answer any questions you may have.



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"A wise woman shapes her own destiny"