



GUIDELINES FOR HOSTING AN INTERNATIONAL STUDENT

(These guidelines are a summary of the requirements for being a homestay family)

General Requirements

- All homestay caregivers must be 25 years of age or over.
- Except by prior agreement with the school, all students must have their own bedroom within the home.
- The student must be accommodated within the family home (unattached sleep-outs are not accepted).
- Hillcrest High School reserves the right to decline any application without explanation.
- Although you may 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.
- The school reserve the right to withdraw a student from a homestay 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 be available for an initial homestay assessment interview with all family members present.
- To provide at least TWO character references.
- To agree to the monitoring process, as required by the Education Code of Practice. A school staff member will visit your home every 6 months, or more often as the school deems necessary.
- Your student should not be asked to do housework, but they should participate in chores such as table-setting, loading the dishwasher and should make their own beds and keep their rooms tidy.
- Communication is very important in a positive relationship between the student and your family.

The Host Family is expected to provide the student with:

- Three meals a day plus morning & afternoon tea. If you have takeaways or invite the student out for dinner, you are expected to pay for the student's meal. If they go out or buy fast food with their friends, they will pay for their own food. They must buy their own junk food. If your student is from an Asian country, you may want to visit an Asian supermarket with them, if one is available in your area. Please try to provide food and snacks they enjoy, while encouraging them to eat the same meals as your family.

- A house key.
- Soap for personal washing and laundry. Student to provide their own personal items e.g. shampoo & deodorant.
- Bedroom with a window, a door that closes, a table/desk, chair, mirror, lamp, bed with linen and blankets/duvet, heater, storage and smoke alarm.

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 the home, provided these are reasonable and understood.
- Set reasonable times to be home e.g. Sunday – Thursday 5-5.30pm. Friday & Saturday night's 7 – 9pm with Homestay checking how student is getting home (is it safe) or arranging to pick them up.
- Supervise the student appropriately – **they must not be left home alone overnight.** Students under 14 should always be supervised.
- 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).
- If student is unwell notify the school office. If possible arrange an appointment with your family Doctor, it is often easier for you to get an appointment than the school.
- Notify the school office as soon as possible if the student is absent from school for any reason, via the main school phone no: **857 0297** or email: notify@hillcrest-high.school.nz.
- Notify the International Director if you have concerns over the student's health or behaviour.
- Know the whereabouts of the student at all times, how they can be contacted and who they are spending time with. **If a student is staying at a friend's place overnight the Homestay must check arrangements with the parent of where the student is staying.**
- Students must obtain permission from the International Department for out of town travel without their Homestay. If travelling out of town with the Homestay, the Homestay should discuss travel & Accommodation arrangements with the International Department.
- Take an interest in the student's schooling. This may include attending Parent Teacher Interviews. Contact the school if you have concerns.
- Notify the International Department if there are any changes or additions to the household.
- 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.

- Not allow students to travel in vehicles unless you know the driver has a ‘full’ licence. **International Students may learn to drive but require permission from the International Director. They may not own or drive a car or motorbike while at Hillcrest High School.**

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 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 student may need help to open a bank account, join the library, obtain a sim card, and understand New Zealand money. Please provide them with this help.
- Homestay payments will be made weekly in advance. Please do not discuss financial arrangements with the students or ask them to pay for any extras without prior discussion with the school’s international department.
- Ensure that your student can get to and from school safely. It is important to accompany the student on the first few days even if they say they can find their way alone.

The host family is not expected to:

- Pay for the student’s telephone calls.
- Insure the student’s belongings.
- Provide accommodation for visiting friends or relatives.
- Make academic, medical or social decisions for the student.

Homestay Parents can expect the Hillcrest High International Department to:

- Provide support as required and quick action to be taken with problems.
- Provide regular contact and information.
- Provide 24 hour ‘emergency’ contact and to be available during work hours for non-urgent issues.

School contact details

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

International Director, Rae Selby

School hours: 857 0297 extension 839

Mobile: 027 621 4305

Email: rselby@hillcrest-high.school.nz

Homestay Manager, Delwyn Dawson

School hours: 857 0297 extension 886

Mobile: 027 388 9668

Email: ddawson@hillcrest-high.school.nz