



**ST MARY'S COLLEGE, AUCKLAND, NEW ZEALAND
CATHOLIC SCHOOL FOR GIRLS
YEARS 7 – 13 (AGES 11-18)**

11 New Street Ponsonby
Auckland 1101 New Zealand
PO Box 47003 Ponsonby
Auckland New Zealand 1144
Tel: 0064 9 376 6568
Alice Caiger 020 4060 5024
Email: acaiger@stmaryak.school.nz

HOST FAMILY APPLICATION FORM

**Please complete all sections of this form and
Return to St Mary's College**

PART ONE

Primary Caregiver's Name Last Name: First Name:		Secondary Caregiver's Name Last Name: First Name:	
Date of birth:		Date of birth:	
Address:			
Phone Numbers Home: Mobile: Work Number:		Mobile: Work Number:	
Email address:		Email address:	
Occupation:		Occupation:	
Employer:		Employer:	
Bank Account: - please complete the Direct Credit form attached (For homestay payments)			

Details of an emergency contact outside of your household:

Full Name:	Relationship:
Address:	Email Address:
Home No:	Mobile No:

Family profile:

Total number of household members				
Complete these details for each person living in the home				
Name:	DOB	M/F	Relationship to Hosts	

Preferred Placements – Please tick the appropriate boxes

<input type="checkbox"/> 1 student	<input type="checkbox"/> Short Term	<input type="checkbox"/> Long Term
<input type="checkbox"/> 2 students	<input type="checkbox"/> Short Term	<input type="checkbox"/> Long Term
Any particular notes?		

Family Interests:

Family Member(s)	Hobby/Interest/Sport/Musical instrument

Your Home Facilities:

Please provide brief details about your home. Please note, we do not allow students to share a room, except for some short-stay group tours. All bedrooms should have a study desk if possible (unless for short-stay group tours)

<input type="checkbox"/> Piano	<input type="checkbox"/> Near Beaches	<input type="checkbox"/> Near Shops
<input type="checkbox"/> Near public transport/bus stops	<input type="checkbox"/> Near Park	<input type="checkbox"/> Pool
<input type="checkbox"/> Wifi – Unlimited Fibre broadband	<input type="checkbox"/> Spa Pool	<input type="checkbox"/> Other
<input type="checkbox"/> Wifi Other	<input type="checkbox"/> Trampoline	<input type="checkbox"/>

Transport to and from school: advise how your student will get to and from school

Please set out the plan. i.e. 5 minutes walk to bus stop, catch the NZ101 and 20 min to school

<input type="checkbox"/> Walking	Mins	<input type="checkbox"/> By Bus	Bus No.	Mins
<input type="checkbox"/> By Car	Mins	Approx. cost of bus per trip: \$		

Different options: _____

Pets – Please list all pets	
Are these pets indoors or outdoors?	
Diet – Do you have a special diet? e.g. Gluten free	
Would you accept a student with a special diet?	
Total number of bedrooms in your home?	
Total number of bedrooms for students	
Study facilities for student, eg desk in room (needed)	
Number of Bathrooms in your home	
How <u>many</u> family members would the student share the bathroom with?	
Religion – Churchgoer Yes/No	
Main language spoken in home? Second language spoken in home?	
Do members of your home smoke?	
Does either host parent (s) go away overnight or for weekends?	
Do you have a back-up plan for someone to look after your student (s) if you/both caregivers go away overnight or for longer? (The school has back-up homestays but it's always useful if the homestay carer can make alternative arrangements)	Yes/No If so what are they:
Do both caregivers have a full driver's license?	
Does any family member have a medical condition the student should know about? Give details	
Do you have any relatives/friends who regularly stay with you who you have not mentioned above? Provide details	
Reasons for offering homestay accommodation	
Any other comments or requests?	

Family Routine: *Please give a brief description any specific activities that your International student may need to know of or attend with your family:*

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Referees: *Please provide details of two referees who can provide information on the suitability of both caregivers to care for an International Student in your home.*

Name	
Relationship	
Contact Details	

Name	
Relationship	
Contact Details	

Other:

Please include any additional information you may consider relevant:

--

PART TWO

Photos – We require 3 photos (.jpeg or .png file) which will also be held on file and sent, as part of your family profile, to a new student.

1. The outside of your home
2. The student's bedroom
3. Your family members including pets

Send digital copies as an attachment to: acaiger@stmaryak.school.nz

TERMS AND CONDITIONS

Thank you for offering to become a homestay for International students attending St Mary's College. As part of this application process, please sign the attached **Homestay Carer Agreement** and carefully read the terms and conditions it contains.

I/We acknowledge that the above information is true and correct

Signature – Homestay caregiver(s):

Printed Name:
Date:

Thank you for taking the time to complete the Application Form
Alice Caiger 020 4060 5024
acaiger@stmaryak.school.nz



HOMESTAY CARER AGREEMENT

(For use when the School arranges homestay accommodation for international students at the School)

This is an agreement between the Homestay Carer, being a residential caregiver, and the School (the **Agreement**).

Name of school: St Marys College, Auckland (the **School**)

Homestay carer's full name: _____

Homestay carer's full name: _____ (together the **Homestay Carers**, each a **Homestay Carer**.)

Homestay carer's address: _____

_____ (the **Residence**)

TERMS

For the purposes of this Agreement the following terms shall have the following meanings:

Homestay has the meaning as set out in the Code. For the avoidance of doubt, this means accommodation provided to an international student in the residence of a family or household in which no more than four (4) international students are accommodated.

Residential Caregiver has the meaning as set out in the Code and for the purposes of the Agreement, includes a homestay carer.

AGREEMENTS

1. The term of the Agreement is for a consecutive 12 months from the date of signing by both parties (the Term). Unless otherwise mutually agreed, the Term automatically renews unless a notice of termination has been provided in writing from one party to the other.

HOMESTAY CARER/S

2. The role of the Homestay Carer/s is to act as a residential caregiver for the School to provide homestay accommodation in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) for international students attending the School
3. The Homestay Carer/s agree to support all students in their care to abide by all rules and expectations set by the School.
4. The Homestay Carer/s have read and agree to comply with the requirements for Host Families set out in the School (Homestay Caregivers Handbook)
5. The Homestay Carer/s agree that the accommodation provided is welcoming, caring, safe, positive and is a healthy environment for students, and complies with the relevant sections of the Code.

6. The Homestay Carer/s agree to provide appropriate levels of care where an international student in their care is unwell or injured, including caring for the student at home and taking the student to visit a doctor when required.
7. The Homestay Carer/s will obtain the prior approval of the School before a student in their care stays overnight in any accommodation that is not supervised by the Homestay Carer/s or organised and supervised by the School.
8. The Homestay Carer/s will immediately inform the School if they become aware of, or have any reason to believe that a student in their care, is engaging in any at-risk behaviours or behaviours that breach the school's code of conduct for international students.
9. The Homestay Carer/s will immediately inform the School of any changes whatsoever that may impact the care provided to the student by the Homestay Carers, and the Agreement.
10. The Homestay Carer/s will provide the School with no less than fourteen days (14) days prior notice of any changes relating to the family's circumstances that may affect the Agreement. This includes, but is not limited to, any change of Residence or any change to the number of adults eighteen (18) years of age or over living at the Residence.
11. For the avoidance of doubt, when at any time, the Homestay Carer/s has a student or students in their care who are enrolled at the School, they agree not to provide accommodation to other fee-paying guests without the prior approval of the School.
12. When at any time, the Homestay Carer/s have a student or students in their care who are enrolled at the School, they agree not to act as a homestay carer for any other student, whether enrolled at the School or any other school, without prior approval from the School.
13. The Homestay Carer/s agree not to negotiate the payment of any addition fees whatsoever with the student and/or natural parents. For the avoidance of doubt, any additional payments must be negotiated by, and agreed to, by the School.
14. The Homestay Carer/s agree that all information regarding the student(s) in their care will be kept confidential, and that the Homestay Carer/s will abide by all requirements of the Privacy Act 2020.
15. The Homestay Carer/s agree that it is their responsibility to insure their property against damage by a student in their care, and understand that in most cases such damage is not covered by international student insurance policies.

THE SCHOOL

16. The School agrees to pay the Homestay Carer a fee in return for providing homestay accommodation for international students in accordance with the Agreement. The School will advise the Homestay Carer/s of the fee and schedule for payments when a student is placed for homestay accommodation.
17. The School may agree to pay the Homestay Carer a holding fee to be agreed between the parties from time to time to hold homestay accommodation for periods where a student is absent from the homestay accommodation and no other fee is payable. The holding fee must be agreed in

advance by the School and a student's parents. For the avoidance of doubt, no holding fees will be paid without prior approval, in writing, from the School.

18. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular visits to the Residence and meetings with any student placed at the Residence and the Homestay Carer/s.
19. The School may remove a student from the Homestay Carer/s at any time without prior notice or agreement at the sole and absolute discretion of the School and this may terminate the Agreement.
20. The School has provided, and the Homestay Carer/s have read and understood, relevant information about the requirements of being a residential caregiver including the sections of the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) relevant to residential caregivers.
21. The School agrees that all information regarding the Homestay Carer in providing accommodation will be kept confidential, except disclosure to students or their parents or legal guardians, to any professional consultant or such person where it is in the interests of students placed at the Residence to provide the information or pursuant to any statutory or other legal duty.
22. The School agrees that information concerning the Covid-19 vaccination status of the Homestay Carer/s and their household will only be used for the purpose of deciding on the placement of an international student in the care of the Homestay Carer/s. For the avoidance of doubt, information concerning the Covid-19 vaccination status of the Homestay Carer/s and their household will be used and stored in accordance with the requirements of the Privacy Act 2020.
23. Contact information for the Homestay Carer/s may be shared with the School's homestay carer community for the purposes of communicating with other homestay carers and will not be passed on to any other parties or used for any other purpose without written agreement from the Homestay Carer/s.
24. The School may use photographs and/or video of the Homestay Carer/s for the purpose of sharing and promoting international education at the School.

TERMINATION

25. This Agreement may be cancelled by either party giving fourteen (14) days written notice.
26. Failure by the Homestay Carer/s to provide the homestay care in accordance with requirements set out by the School may result in termination of the Agreement.
27. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School policies.

SIGNING

HOMESTAY CARER/S:

By signing below, the Homestay Carer/s confirm that they

- have read the Agreement and agree to be bound by it in all respects

- have read and understood the (Homestay Caregivers Handbook) and have discussed with the School any concerns or questions they have about the responsibilities of being a homestay carer.

Name: _____
(Homestay Carer)

Signature: _____

Name: _____
(Homestay Carer)

Signature: _____

Date: _____

SCHOOL:

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: _____

Signature: _____

Date: _____



**ST MARY'S COLLEGE
AUCKLAND, NEW ZEALAND
CATHOLIC SCHOOL FOR GIRLS
YEARS 7 – 13 (AGES 11-18)**

11 New Street Ponsonby
Auckland 1101 New Zealand
PO Box 47003 Ponsonby
Auckland New Zealand 1144
Tel: 0064 9 376 6568 Fax: 0064 9 376 0206
Email: acaiger@stmaryak.school.nz

DIRECT CREDIT FORM

Please note for long term hosting, payments are deposited on a Friday starting the Friday **AFTER** the student moves in.

Host Family	
Address	
Account Name	
Bank	
Branch	

Bank	Branch	Account	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide a copy of your bank statement showing your name and bank account.

I agree to homestay payments being credited to the account above.

Signature _____ Date _____



**ST MARY'S COLLEGE
AUCKLAND, NEW ZEALAND
CATHOLIC SCHOOL FOR GIRLS
YEARS 7 – 13 (AGES 11-18)**

11 New Street Ponsonby
Auckland 1101 New
Zealand PO Box 47003
Ponsonby Auckland New
Zealand 1144
Tel: 0064 9 376 6568
Fax: 0064 9 376 0206
Email: acaiger@stmaryak.school.nz

ST MARY'S COLLEGE 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 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 (no sleep-outs are accepted).
- St Mary's 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.
- The school reserve the right to withdraw a student from a homestay without explanation.
- **The student must not be left overnight without school approved supervision.**

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 agree to the monitoring process, as required by the Education Code of Practice. A school staff member will visit your home at least once per year, or more often as the school deems 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 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, and understand New Zealand money. Please provide them with this help.
- If you want to go on a family trip away, you can ask that the student contributes to the costs. Be fair and reasonable. If the family does an activity together ie. goes to the zoo you may wish to ask that the student pays for her admission but you contribute to the food. Always explain the costs before hand to the student so there are no surprises. All students get pocket money from their parents but it does vary.
- The school staff are here to support you.
- Homestay payments will be made weekly in arrears on a Friday.
- Your student should participate in chores such as table-setting, laundry, loading the dishwasher and should make their own beds and keep their rooms tidy.
- Communication is very important. The school provides a leaflet on important communication tips and useful information to ask when a student first arrives with you.

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. 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. It is a good idea to take them to the supermarket and ask them what they like to eat. They may take some time to adapt to the food here. 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.
- Bedroom with a window, a door that closes, a table/desk, chair, mirror, lamp, bed with linen and blankets/duvet, heater, storage and a smoke alarm in the house.
- Laundry detergent for the student's laundry (unless wants to use her own) They may need to be taught how to use a washing machine, including ironing – please have patience.
- Toiletries – you provide what the household uses i.e. shampoo, conditioner, soap, toothpaste and the student, just like a member of your family, has the choice to use these or buy her own. The student buys her own sanitary pads or products. It is the homestay's choice if they purchase personal things for the student in their weekly shop. Please make sure the student knows this and has personal hygiene products to use. If a student appears to be using an excessive amount of something i.e. shampoo, then talk to the student – they may be using it as body soap? Or suggest that they buy their own special supply.

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
- 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 wants to stay at a friend's place overnight, contact should be made with the parents of sleepover beforehand to confirm adequate supervision, and then International Department notified to obtain the student's natural parents' consent.
- 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.
- Take an interest in the student's schooling. Contact the school if you have concerns.
- Notify the school if there are any changes or additions to the household, especially people over 18 as the school has to police check everyone.
- If the student is sick or not coming to school please email attendance@stmaryak.school.nz
- Notify the school if you have concerns over the student's health or behaviour
- Inform the school if the student seems very homesick or sad
- Supervise the student appropriately – they may never be left home alone overnight, or for long periods of time. Students under 14 should always be under supervision.

The host family is not expected to:

- Insure the student's belongings (they have their own insurance)
- Provide accommodation for visiting friends or relatives

School contact details

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

Contact Person: **Alice Caiger**

Office Hours Tel: **09 376 6568 extn 817**

Mobile: **Alice Caiger (020 4060 5024)**

Email: acaiger@stmaryak.school.nz

Emergency No: 111 and then contact Alice Caiger (020 4060 5024)



HOMESTAY COMMUNICATION TIPS

Information to discuss with your new student when they first arrive:

1. **Write down the names of all the family members**, phone numbers and address so that your student has that to refer to.
2. **Get connected** – share phone numbers so you can BOTH get in touch. Share your WIFI password.
3. **Make sure your student knows how to get to and from school:** The first trips to and from school are scary so please make sure they are confident.
 - Go on the bus trip or walk with them for the first time if needed.
 - Write instructions down as they may forget or get them to take photographs on their phone.
 - Getting home from school – make sure they know where to catch the bus or where to meet their homestay sister after school.
4. **Tell them what time they set their alarm to be ready for breakfast and school?** Show them what breakfast is and how they make it.
5. **Show them how to make their lunch if that is what is expected of them.** Explain if they have to make it at night etc.
6. The most common challenge from homestay families is the use of the bathroom. Below are some expectations to help make it clear. We use the bathroom very differently than some cultures, so bear that in mind.

Here are some useful guidelines to get to know your student:

1.	<p>Meals</p> <ul style="list-style-type: none"> • What food do they like to eat? What are their dislikes or allergies? • Discuss any kitchen rules. What can they eat if they are hungry i.e. fruit or snacks – where are they kept. Can they make a sandwich or make pot noodles anytime? • Do they know how/are they allowed to use the toaster, kettle or microwave? • Let them know what their lunches will consist of i.e. sandwiches or rolls, yoghurt, fruit, snacks and treats and if they need to make it themselves so they allow enough time in the mornings • If they have their own food – let them know where they can store it (i.e. not their bedrooms)
2.	<p>Expectations & house rules</p> <ul style="list-style-type: none"> • Explain what house rules apply in your family e.g: <ul style="list-style-type: none"> ○ Their bed is made in the morning and curtains pulled back. ○ The room is kept tidy ○ Dinner is with the family each night and no cell phones at the table ○ No food in the bedrooms or other areas if applicable ○ Their bathroom has to be kept clean and show them what is expected
3.	<p>Showers & personal hygiene</p> <ul style="list-style-type: none"> • When is the best time for the student to shower – remind the student that we have to pay for water so no more than 10 minute showers. • Where can she keep her toiletries? • Where are the towels and where should she put her towel after use? • She needs to buy her own sanitary products and can use the shampoo etc. that the family uses but if they want something special they have to buy it themselves. • How does she dispose of sanitary pads/tampons?

4.	<p>Laundry</p> <ul style="list-style-type: none"> • Discuss how you do the washing in the family and how the student’s washing will get done i.e. put washing in a laundry basket and it will be collected and washed from where and on what day. Bear in mind that students may feel uncomfortable and sensitive about other people seeing their washing, so if you are happy that they do their own that is ok, but sometimes a separate washing bag for their underwear is a good idea. • Some students will want to wash everything including their entire uniform each night – just let them know that this is excessive and what works best in your house. • Also explain there is no washing of clothes in the bathroom sink 																												
5.	<p>Internet</p> <ul style="list-style-type: none"> • We encourage open communication on internet use as every family has different internet expectations – especially if the WIFI is turned off at a certain time. Please remember that Japan, for example, is four hours behind so at 10.00pm it is 6pm and their friends will be coming home from school. 																												
6.	<p>Spending Money</p> <p>If you want to go on a family trip away, you can ask that the student contributes to the costs. Be fair and reasonable. If the family does an activity together ie. goes to Rainbows End the Zoo you may wish to ask that the student pays for her admission but you contribute to the food. Always explain what costs the student has to pay before hand so there are no surprises and awkwardness. All students get pocket money from their parents but it does vary.</p>																												
7.	<p>Curfews</p> <ul style="list-style-type: none"> • We understand that overseas students go to bed late. Realistic expectations need to be set that fit in with your family rules. <p>Usual Curfew Times</p> <p>These are the school’s guidelines and we leave it to Homestay families judgement as to a suitable time for the student to be home depending on the circumstances. Your family rules apply.</p> <table border="1" data-bbox="316 1137 1040 1639"> <thead> <tr> <th>AGE</th> <th>SUN-THURS</th> <th>FRIDAY</th> <th>SATURDAY</th> </tr> </thead> <tbody> <tr> <td>Under</td> <td>6.00pm (summer)</td> <td>Under</td> <td>Under</td> </tr> <tr> <td>14 years</td> <td>5.00pm (Winter)</td> <td>Supervision</td> <td>Supervision</td> </tr> <tr> <td>14 -15</td> <td>7.00pm (summer) Winter before dark</td> <td>8.00 – 9.00pm</td> <td>8.00 – 9.00pm</td> </tr> <tr> <td>16</td> <td>8.00pm (summer) dark</td> <td>10.00pm* 10.00pm* Winter before</td> <td></td> </tr> <tr> <td>17</td> <td>8.00pm (summer) dark</td> <td>11.00pm* 11.00pm* Winter before</td> <td></td> </tr> <tr> <td>18</td> <td>8.00pm (summer) Winter before dark</td> <td>12.00* midnight midnight</td> <td>12.00*</td> </tr> </tbody> </table> <p>* As the Homestay family you MUST be comfortable with transport arrangements whether it be a bus or Uber. Students must be responsible for their own safety. If they want to go out in the weekends, they must keep you informed as to where they are. The school may contact their parents to find out what is acceptable, but they need to abide by your rules.</p>	AGE	SUN-THURS	FRIDAY	SATURDAY	Under	6.00pm (summer)	Under	Under	14 years	5.00pm (Winter)	Supervision	Supervision	14 -15	7.00pm (summer) Winter before dark	8.00 – 9.00pm	8.00 – 9.00pm	16	8.00pm (summer) dark	10.00pm* 10.00pm* Winter before		17	8.00pm (summer) dark	11.00pm* 11.00pm* Winter before		18	8.00pm (summer) Winter before dark	12.00* midnight midnight	12.00*
AGE	SUN-THURS	FRIDAY	SATURDAY																										
Under	6.00pm (summer)	Under	Under																										
14 years	5.00pm (Winter)	Supervision	Supervision																										
14 -15	7.00pm (summer) Winter before dark	8.00 – 9.00pm	8.00 – 9.00pm																										
16	8.00pm (summer) dark	10.00pm* 10.00pm* Winter before																											
17	8.00pm (summer) dark	11.00pm* 11.00pm* Winter before																											
18	8.00pm (summer) Winter before dark	12.00* midnight midnight	12.00*																										
8.	<p>Sleepovers Policy</p> <ul style="list-style-type: none"> • All sleepovers must be approved by host family and the International Office. • They need to be pre-approved, not last minute e.g. at the house then requesting a sleepover <ul style="list-style-type: none"> ○ The school understands that students want to develop relationships with friends and sleepovers are often part of this however we must be satisfied that we know the home is safe for the student. Sleepovers with boyfriends are not permitted. 																												

	<p>The Code of Practice requires:</p> <ul style="list-style-type: none"> ○ that there is appropriate separation of international students from students of different ages in the accommodation; and ○ that the student is appropriately supervised in the accommodation. ○ If you or the International Department are not satisfied these conditions are being met in sleepover arrangements, then it cannot go ahead.
9.	<p>Heating</p> <ul style="list-style-type: none"> • What are the rules about heaters/electric blankets? Students feel the cold so please make sure they are warm enough and highlight any fire hazards or safety measures when using heaters.
10.	<p>Chores</p> <ul style="list-style-type: none"> • Once the student starts to settle in, feel free to discuss any jobs or responsibilities that you would like the student to be involved with i.e. setting the table, washing the dishes, emptying the dishwasher. A lot of the time students want to help – some are fantastic in the kitchen and like to help prepare meals – it’s a great way to learn new things and improve their English.



ST MARY'S COLLEGE ACCOMMODATION RULES THAT THE STUDENT SIGNS

**(AS PER STUDENT CONTRACT)
(Schedule One – Part Three)**

While living with a School approved Homestay, the Student agrees that:

1. International students, whilst enrolled at St Mary's College, are not permitted to drink alcohol, smoke cigarettes including e-cigarettes, own or drive motorcars or motorcycles.
2. Additional requirements as per the school Code of Conduct (Schedule One and in Student Diary).
3. To comply with all laws of New Zealand.
4. Not to engage in any social or leisure activities that may place them or other persons, in undue danger or risk of harm. This includes the Student putting himself / herself in a position which may give rise to suspicions or allegations of such activities.
5. To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments.
6. To comply with all Homestay rules, expectations and curfews set by the School and Homestay parents, including any policies of the School which apply.
7. To not use or not do anything which may cause damage to the Accommodation, including applying hair dyes, or smoking cigarettes including e-cigarettes or engaging in any other activity that may cause damage to the Accommodation.
8. To keep the Homestay parents always informed of your whereabouts. Provide them with phone numbers, if applicable, of any other students/families whom you are out with.
9. There is to be no overnight sleepovers without permission from the International Department and no friends sleeping over without permission from both families.
10. The student agrees that if they are in a romantic or intimate relationship with another person they will not have unsupervised or overnight meetings and, if the school or homestay considers the relationship could put the student at risk or potential harm, the school will intervene, as necessary, with the collaboration of the parents.
11. Not to travel during the day or overnight outside of the town or city (as defined by the School) where the student is living, without prior written permission of the School.
12. Respect the privacy, values and property of the Homestay.
13. Respect the home and personal property of the family. There are to be no visitors to the house unless the host family has been advised first.
14. Help to keep your home safe and secure. Lock windows and doors, switch off heaters and electrical appliances when not in use.
15. Always ask before borrowing or using any household items. Inform your host parents if something is damaged or broken. You do not pay for accidental damage, but you should replace something if you have been careless.

Section 2: Person being vetted to complete and return to agency

This form refers to the [Policing \(Police Vetting\) Amendment Bill](#) (“Vetting Bill”), which is expected to amend the Policing Act 2008

The purpose of this form is to allow the New Zealand Police Vetting Service to confirm who you are using Police records, carry out a Police vet, and obtain your consent to share any relevant information with the agency that requested the vet.

What you are consenting to. You are agreeing that the Police Vetting Service can share relevant information they hold about you (if any) with the requesting agency. This information will be used to help the agency decide whether you are suitable for the role they are considering you for or that you are engaged in.

The information that may be shared is outlined in *section 2.4* of this form. For further details, you should refer to the [Vetting Bill](#) or visit the [Police vetting website](#).

Who collects your consent. The agency requesting the Police vet will collect your signed consent.

The law that applies. Your consent is required by law. We are asking for your consent under the [Vetting Bill](#).

Your rights under the Privacy Act 2020 include: you may request a copy of the Police vet report provided to the agency by contacting the agency. You can withdraw your consent to a Police vet at any time before the vetting process is complete by contacting the agency. The agency may keep the Police vet only for as long as required for vetting purposes.

You may request correction of your personal information at any time at [police.govt.nz -> requesting information](https://police.govt.nz/requesting-information).

How long the information is valid for. The information in the Police vet is correct only at the time it is shared. It is up to the agency to decide how often they ask for updated vetting.

2.1 Personal information

* Mandatory field

Family/ last name *		(that you are most commonly known by)	
Given/ first and middle name(s) *			
Gender *		Date of birth * (dd/mm/yyyy)	(must be 14 years of age or over)
Place of birth (Town/ City/ State)			
Country of birth *			
NZ Driver Licence number			
Name of parent or guardian		(if person being vetted is 14 or 15 years old *)	

2.2 Other names

Please include all other names you are or have been known by. Including, but not limited to: previous legal names (eg. maiden names, or due to divorce or adoption), aliases used, name changes by deed poll. Include ALL names - first, middle and last.

Family name	First name	Middle names

Continued on following page...

2.3 Permanent residential address

* Mandatory field

Flat/ number - and street name *			
Suburb		Post Code	
Town/ City *			

2.4 Your consent to share information

1. **A Police vet will include the following information, if held by New Zealand Police.** Please refer to the [Police vetting website](#) for more information regarding the [Clean Slate Scheme](#), what may be released, and the vetting process.

Either:

- a. A result indicating that no information is held or relevant to the purpose of the vetting request,

Or, one or both of:

- b. The vetting subject's criminal record (if any), unless the Clean Slate Scheme applies.
c. A summary of other information that is readily retrievable, relevant to the purpose of the vetting request, and deemed accurate.

This may include pending charges, charges without conviction, youth court charges, infringement offences, demerit points, arrest warrants, involvement in family violence, overseas convictions, police investigations without charges, interactions with Police, and other information held by Police.

Information may also be released where it is subject to a suppression order or statutory prohibition, involves offences by individuals under 18, or relates to mental health or substance abuse issues.

2. If you are vetted as a Children's Worker, and you continue to hold that role, the Police Vetting Service may release any newly obtained relevant information to the requesting agency at any time.

The Police Vetting Service will take reasonable steps to:

- a. confirm that the purpose of the Police vet remains valid – for example, that you are still employed or engaged as a Children's Worker, and
b. notify you before any information is disclosed.

3. Information provided in this consent form may be used to update New Zealand Police records.

Authorisation of person being vetted:

- ✓ I confirm that the information I have provided in this form is about me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to this application (as described above) to the agency making this request.

Full name:		Date: (dd/mm/yyyy)	
Signature:		Electronic signature: *	<input type="checkbox"/>

If you are 14 or 15 years of age (as at the date of the application) please provide consent from a parent or guardian.

Parent/Guardian's full name:		Date: (dd/mm/yyyy)	
Parent/Guardian's signature:		Electronic signature: *	<input type="checkbox"/>

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.