



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

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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 1641"> <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*
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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.