



# New Plymouth Girls' High School

Accommodation Guidelines  
For Home Stay's,  
Caregivers and Parents  
2017



## **Section A – Definitions**

## **Section B – New Plymouth Girls' High School Home Stay Guidelines**

1. Student Arrival
2. Bedroom
3. Meals
4. Home stay Parents
5. Home stay Charges
6. Transport
7. Uniform
8. Holidays
9. Smoking
10. Telephones
11. Internet
12. Emergency Situations
13. Courtesy and Supervisions
14. Electrical Goods
15. Housekeeping
16. Water
17. Cultural Differences
18. Religion / Church
19. Curfew
20. Other
21. Computers
22. Consequences
23. Students Are Responsible For

## **Section C – Designated Caregiver Guidelines**

1. New Plymouth Girls' High School Expectation
2. Division of Responsibilities between New Plymouth Girls' High School and the Designated Caregiver

## **Section D – Parent Guidelines**



## **Section A – Definitions** *(as per the Code of Practice)*

### **What is a Home Stay?**

“Home stay” means accommodation provided to an international student in the residence of a family or household where no more than four international students are accommodated.

### **What is a Designated Care Giver (DCG)?**

“DCG” means a relative or close family friend designated in writing by the parents of an international student as the caregiver and accommodation provider for that student, but does not include establishment owner, manager or employee.

### **What is a Parent?**

“Parent” means the father or mother of an international student and includes court appointed guardians.

### **What is the “Code of Practice for the Pastoral Care of International Students”?**

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.



## Section B – Home Stay Guidelines

Thank you for agreeing to share your home and family with a New Plymouth Girls' High School International student. You (and they) will find it challenging and frustrating at times but ultimately we hope you find it rewarding and fulfilling and you have a life-long extended family member.

These guidelines meet the standard of care as expected under the Code of Practice and should form the basis of discussion between the host family and the student. We recommend that you discuss these guidelines with your student in the first week to avoid future conflict.

### 1. Student Arrival

When we place a student with you we will advise you of the student's course start date, duration and any student details available to us.

Your student will be met at New Plymouth Airport and delivered to your home by a member of our staff or you may choose to welcome them at the airport also.

### 2. Bedroom

Students need to have their own bedroom and their own bed with all bed linen provided.

This is their sanctuary when they need to be alone, so please make sure your children do not intrude. Each room needs a chest of drawers and a wardrobe supplied by the host family. A large desk with a chair for homework is also required for the student to study.

A heater is required as most cultures find our houses cold and under heated. Please be clear when discussing when / how to turn the heater off.

All teenagers of all cultures struggle to have a clean and tidy room.

## Meals



- a) Monday to Friday – please provide breakfast, a cut lunch (choice of fillings), after school snacks and an evening meal. Be clear with 'house' rules e.g. fruit consumption. Discuss what they like / dislike.
- b) Saturday and Sunday – please provide breakfast, lunch, an evening meal and snacks as per normal family arrangements.
- c) Do not 'hide' food or reserve food for your family. This is a common complaint that really upsets students.
- d) If you take your student out for lunch or dinner (McDonalds etc) it should be treated as a meal at home and paid by you. If your student chooses to go out for lunch or dinner with their own friends, it is your student who pays.
- e) Teenagers often have 'hollow legs' and can eat quite large amounts. Weetbix, rice, wholemeal bread help.

### 3. Home Stay Payments

- a) You will receive \$231.00 per week (for 7 nights).
- b) The home stay payments will be paid 2 weeks in advance into you nominated account every fortnight and cease 2 weeks before your student leaves at the end of the year.
- c) If you are going to be away, please inform the school and make sure a reliable adult will provide proper supervision for your student. If you cannot find a suitable adult then please give sufficient notice to the school so a temporary home can be found for your student.
- d) No student is to be left unsupervised overnight at any stage, regardless of their age. Note, this is a legal requirement. See the Code of Practice on [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). All Code requirements are applied to all of our students regardless of age.

### 4. Home Stay Changes

- a) 1 week notice by either party or 1-week payment in lieu of notice is required.
- b) New Plymouth Girls' High School reserves the right to move a student without prior notice if necessary. Should this happen to you, please do not feel offended as this action is usually due to cultural reasons beyond our control or the student is too embarrassed and uncomfortable to stay once the decision is made. This does not occur very often but if it does we make every effort to place another student in your household if suitable. In such circumstances, a refund may be due to the New Plymouth Girls' High School. We ask for your co-operation if this should occur.
- c) No student is to move without prior consent of the accommodation co-ordinator. The student permit may be withdrawn if a student moves without notice.

### 5. Transport



- a) If the school is not in walking distance the host family is responsible for providing transportation to and from school by either public transport or private car.
- b) If your student needs to travel by bus please provide a bus ticket, explain to your student how to bus from your house to school and back again, how to read the bus timetable- for all likely routes and where all the bus stops are. Check they have a school ID to lower the cost – these are available approximately 3 weeks after starting the term.
- c) Please either drive or help your student to catch the bus on their first day at New Plymouth Girls' High School.
- d) Extra transport requirements and care may be necessary for students under 18 years of age. Some of the students may have tuition after school, which may require them being collected after their lessons. Please ensure arrangements have been made for their safe transport home. (This is of particular concern to us during the winter months i.e. dark and cold).
- e) From time to time you will be expected to pick up or drop off your student to destinations other than school.
- f) It is expected that you will want to deliver your student to the airport on departure.
- g) Only international students **who live with their parents** have permission to drive with a licence gained in New Zealand.
- h) Students may only be driven by the home stay family or a person on a full NZ licence that has been approved by the home stay's family or school staff. Students may only enrol in any parts of the New Zealand Graduated Licence System with permission, and under the control of New Plymouth Girls' High School with the purpose of being able to drive once at a tertiary institution or on return to their home country. (An approved driver must have a full New Zealand licence, be known to the home stay family and be reliable). International students caught driving outside of these conditions are likely to have their student permit revoked.
- i) Host parents **must** check licences. No overseas licences are acceptable.

## 6. Uniform

- a) At New Plymouth Girls' High School all students wear uniform, please help them in purchasing their uniform. Uniforms can be purchased as part of the orientation process.
- b) New and second hand uniforms can be purchased through the New Plymouth Girls' High School PTA Uniform Shop. Shop hours can be found at [www.npghs.school.nz](http://www.npghs.school.nz).

## 7. Holidays



- a) Students are allowed to travel back to their home countries as long as they provide written permission from their legal parents as well as their agents prior to travelling. Students require the Principal's approval for any time off school.
- b) Long term students usually return home for the Christmas holidays.
- c) International students are not allowed to travel independently (i.e. without approved parental supervision) while they are studying at New Plymouth Girls' High School.
- d) International students are encouraged to travel in holiday time with their host family, with school organised groups and on trips and activities organised by their agents.
- e) There are a number of tour companies the New Plymouth Girls' High School International Office approves during each holiday. All tours are available from the Accommodation Co-ordinator.
- f) The Accommodation Co-ordinator **MUST** approve all travel arrangements prior to travel. Failure to do so could result in the student's visa being revoked.

## **8. Smoking**

- a) Smoking under the age of 18 is illegal in New Zealand, but many students do smoke in their home country.
- b) Make your family views on smoking very clear from the students first day at your home.

## **9. Telephones**

- a) Long term students often pay for their own telephone line.
- b) All overseas telephone calls should be made collect or with a pre-paid card. (Host families and New Plymouth Girls' High School accept no responsibility for any telephone accounts).
- c) All calls, local and overseas should be given a time limit e.g. 10-20 minutes.
- d) Phone calls should not be made after 9pm unless in an emergency.
- e) Students are to respect the host's wishes as the phone may be used for business.
- f) Encourage students to use pre-paid 0800 telephone card if possible which are available from the local dairy in your area. Please make sure the student asks if the card they are purchasing calls their home country as some cards don't call all places around the world.
- g) All students are responsible for paying their own telephone accounts directly to the host family.

## **10. Internet**



All students are told before they arrive in NZ that internet access will be available in the homestay. Free internet access must be provided by the host family. It is recommended you have a discussion with your student around acceptable and unacceptable use and internet safety rules.

Internet facilities are also available at New Plymouth Girls' High School library for all students to use during interval and lunchtime.

## 11. Emergency Situations

- a) International students must have the appropriate and current medical and travel insurance while studying in New Zealand. Any students needing medical assistance need to pay for their own treatment at time of treatment (not host parents) and claim for the expenses after through the international office.
- b) International students should be taken to the nearest hospital or emergency clinic in an emergency.
- c) International students should be taken to the host's own local doctor in cases of illness.
- d) International students are advised they should always carry their insurance card in their wallets.
- e) Most international students are not entitled to publicly funded health services while in New Zealand. Full details on entitlements to publicly funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>.
- f) The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

## 12. Courtesy and Supervisions

- a) Students must negotiate with the host parent in advance about whether they will or will not be home for a meal.
- b) Students must negotiate with the host parent about where they are going (address) and what time they will be home and leave a contact number if possible (in case of urgent messages). Cell phone contact only is not good enough.
- c) Host family will make suitable arrangements for the student if they are to be away from home for a meal or overnight.
- d) No student is allowed to stay away from the host family home overnight without consent of the host family and the Accommodation Co-ordinator.

## 13. Electrical Goods



New Zealand electricity is 240 volts so students may need to use transformers on any electrical appliances they bring here. Please check this carefully BEFOE you plug anything in.

#### **14. Housekeeping**

- a) As a member of the family, students should assist with some minimal household tasks if asked to do so. If the New Zealand children help around the house, so should the student.
- b) Laundry is usually done by the hosts. Some students prefer to do their own but please ensure that the student knows how to use the machinery and where to hang their washing. (Some students do not like their washing hung out in public, please respect their wishes).

#### **15. Water**

- a) Electricity is expensive in New Zealand so please advise students to spend only 5 to 8 minutes for their daily shower
- b) Students should be aware not to place too much toilet paper or any objects in the toilet as it may become blocked. It may be wise to place a small bin next to the toilet for any sanitary items. Some cultures place all toilet paper and objects in a basket so you will need to explain carefully what happens in New Zealand.
- c) Host families please explain how your shower and other facilities work and the surfaces that you leave dry.

#### **16. Cultural Differences**

- a) Discuss with your student how your family greets, says goodnight etc.
- b) The biggest difference we have encountered is the openness of New Zealand society when compared to that of Asia. Please understand that most students from Asia are uncomfortable with physical contact. They can often misinterpret what for us is normal affection. Girls can also feel uneasy if left alone in the house with male family members. To avoid any possible problems or misunderstanding for male members of the household, please make sure girl students have a female companion if the host mother is away overnight. (Some Asian fathers are absent from home more often than not so there may be no familiarity with how to interact as father / daughter and even the most natural for us signs of affection, can cause embarrassment).
- c) Please remember most problems occur through cultural differences and not bad behaviour so communication can go a long way to solving many of the potential problems. This and sensitivity to your student's personality will help bridge those cultural barriers to form a strong family relationship.

#### **17. Religion / Church**



Students come from many cultures and religions and this should be respected. It is often very difficult and embarrassing for students to say 'no' when pressed to attend church that is not their belief.

## 18. Curfews

- a) Students under 16 should not be going to parties unless you are very sure of the arrangements and 16-18 year olds must give you all the details.
- b) Students under the age of 16 are not allowed out unless accompanied by the host family or someone approved by the host family. Please always check who the 'responsible adult' is and that they are, in fact, aware of that responsibility (and that they are aware of the outing!). You may need to drop off and pick up if necessary.
- c) Students between the ages of 16 and 17 may want to stay out late. This needs to be specifically arranged beforehand, with details checked.
- d) Students aged 18 still need to have approval of their caregiver as to where they are going, with whom and how they will get home and by when.
- e) If unsure please check with the Accommodation Co-ordinator.

## 19. Other

- a) A student attending New Plymouth Girls' High School must abide by the starting and finishing times of the school and all the school rules. Please read the school newsletter so you are aware of holidays etc.
- b) Most students are in New Zealand to complete their education and not to develop their social lives. Check the goals of the student when they arrive. A short term student has different expectations than a long term student. Set up regular contact with the student's parents. Students should be able to have fun while still attempting homework, assignments and exams. Please encourage regular and steady homework habits and don't be afraid to ask what they are doing at school / for homework etc.
- c) All students in years 11 – 13 are required to sit NCEA exams. These exams cost approximately \$400 and are an extra cost to the students and provide a record of learning when they leave.
- d) Host families are not expected to:
  - i. Pay for toll or mobile phone calls
  - ii. Cook special food
  - iii. Insure the student's goods or pay for property the student damages or loses.
  - iv. Offer accommodation to visiting friends or relatives.
  - v. Comply with unreasonable requests.

## 20. Internet Access



One or two hours maximum use at a time is reasonable but all family members need fair access. It is not appropriate for students to be on social media for hours. Computer use can be a real problem, impacting negatively on school and family life.

Lights need to be turned off at a reasonable hour or students are tired at school. Check with the Accommodation Co-ordinator if there are any issues.

## 21. Consequences

Students who are not abiding by the school rules will be dealt with as follows:

- a) Standard disciplinary procedures in the event of unsatisfactory performance / behaviour.
- b) Daily check to International Administrator.
- c) Written and verbal warnings may be given to the student. A student may have their student permit revoked if the situation does not improve.
- d) A student may be asked to return home in serious situations – below are some examples:
  - a. Illegal activities (drugs, shoplifting, theft)
  - b. Violence and aggression
  - c. Habitual truancy
  - d. Bullying
  - e. Emotional imbalance
  - f. Dishonesty / untrustworthiness
  - g. Inability / unwillingness to comply with school and home stay rules
  - h. Inappropriate and unsafe social behaviour
  - i. Driving if not living with a parent

## 22. Students Are Responsible For

- a) Stationery / Workbook costs
- b) Mobile phone, tablet/laptop computers, electronic equipment
- c) Personal pocket money and personal expenses
- d) Exam fees
- e) Holiday costs
- f) Medical / dental expenses
- g) Telephone accounts
- h) Uniforms
- i) Losses and theft of student property (a police report may be necessary for insurance.)

Parents and students have signed a contract agreeing to abide by all of the rules and policies.



## Section C – Designated Caregiver Guidelines

The student's parents have placed their child in your care. New Plymouth Girls' High School MUST be informed prior to any changes to this arrangement.

The parents take full responsibility and accept the decisions made by you about the day-to-day requirements of their child and understand that New Plymouth Girls' High School will make every endeavour to provide care and welfare of their child whilst studying at New Plymouth Girls' High School.

Should there be a concern about the welfare of your student, the school will consult the pastoral care staff within the school and will discuss the concern with you and parents of the student. The school may also refer the matter to the New Zealand Police or any other appropriate welfare or outside agencies. If necessary the school may relocate the student to an approved home stay if any issues cannot be resolved (with permission of the parents).

New Plymouth Girls' High School will visit your home on or prior to enrolment in order to meet with you and establish a communication arrangement with you. The school will ensure that your selected accommodation is satisfactory. The school will interview your student at least once a term to monitor her on going well being.

## Section D – Parent Guidelines

- a) Students living with parents must still be monitored by the school.
- b) The home of a parent may be visited to verify the living situation.
- c) At no time can a parent leave the student unsupervised overnight or for any length of time without first informing the school and seeking approval for a temporary adult caregiver to take their place. This will probably be a designated caregiver that needs to be approved.
- d) If students are living with a parent, then the parent has full responsibility for the pastoral care of the student outside tuition hours and may be called up to the school at short notice on school matters.
- e) If a parent leaves a student unsupervised in New Zealand, that student will lose their place at the school and New Zealand Immigration will be informed. Parents must follow all the policies of the school at all times.
- f) Please note, no international student may drive a car while enrolled at New Plymouth Girls' High School regardless of their accommodation arrangement.



# New Plymouth Girls' High School

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