



NEWLANDS INTERMEDIATE HOMESTAY FAMILY HANDBOOK 2020



WELCOME

This booklet has been specially prepared for those families, selected by Newlands Intermediate, who host International Students. We hope it will also be a useful guide for the Designated Caregivers of International Students.

Thank you for accepting an International Student in your home. We gladly acknowledge the wonderful effort of our Homestay hosts in trying to make each person happy, comfortable and secure. We ask that you treat your student as a family member rather than as a boarder, and are accepting of cultural differences. They need your guidance due to their young ages.

CODE OF PRACTICE

As from 2002, all New Zealand schools and host families have had to comply with the Ministry of Education "Code of Practice for the Pastoral Care of International Students". This code is to ensure the protection and wellbeing of these students.

INTERNATIONAL STUDENT SUPPORT TEAM

Their responsibilities are: -

- Selecting and interviewing prospective host families.
- Making arrangements for placing the student in Homestay.
- Meeting the student at the airport.
- Regular conferencing with the Homestay to monitor progress.
- Regular conferencing with the student on wellbeing in the Homestay.
- Being available for consultation at school (mornings).
- Assisting with insurance claims and renewing student visas when necessary.
- Ensuring that the student adheres to the conditions stated on page 8 if travelling out of Wellington.
- Reporting to students, agents and natural parents.
- Liaising with the Principal and Deputy Principals on a regular basis to monitor the students' welfare.

Some students have an independent Advisor/Counsellor employed by their agent, whose job it is to liaise with them in their own language. They will maintain contact with you as well. Any major homestay issues should be referred to the Homestay Counsellor.

INTERNATIONAL STUDENT MANAGER

The principal Angela Lowe has the overall responsibility for International Students. The 'Team' meets on a weekly basis to discuss issues which may arise. Rama Smith, the International Students Coordinator, is the primary contact person for the "Team".

ARRIVAL INTO NZ

When students first arrive they will probably be affected by both jet-lag and culture shock. They may be very quiet at first. Please do not expect the student to speak or understand English readily during the first weeks. They will often nod in agreement to appear polite or say they understand when they really don't. It will be easier to communicate after the initial shock of changing countries has passed.

A welcome gesture is to learn some basic greetings and phrases in your student's own language. This helps to show respect for their culture and may make them feel more welcome. In the beginning they will feel apprehensive, and will be uncertain about New Zealand ways. They will miss their families and everything familiar to them. Please reassure them that you understand and things will improve after the adjustment period. Imagine our children placed in a similar situation in a non-English speaking country.

HOMESTAY HANDBOOK

Each student is issued with a Homestay Handbook which clearly explains what is required of them. Please discuss only the ESSENTIAL information first. It will take time to cover all the points raised. However, your clear expectation of behaviour will always be important. You may need to draw the student's attention to aspects of this book during the year or during their stay, which will help to eliminate misunderstandings.

COMMUNICATION

With The Student

This is so important. Talk about the little things that happen before they become big issues. Please contact the Homestay Coordinator earlier rather than too late, if behavioural problems arise and the student is unwilling to be counselled. It can be difficult at times to amend inappropriate behaviour if it has gone unchecked.

Homestay careers should expect the same standard of behaviour as they would of their own children of a similar age, while making allowances for cultural differences.

Warm and frequent communication between the Host family and student, results in a happy environment for all. Some students come with limited English and initially this can present a challenge! Your patience, and attempts to rephrase questions and statements using very simple language, will be much appreciated. Students are often afraid of making a mistake with their spoken English, but please encourage them to speak in sentences rather than just a yes or no response. They may have an electronic translator which can help.

Above all, each student is an individual with his/her own personality, weaknesses, strengths and needs, like our own children. It may take time to develop the relationship and your perseverance will be really appreciated.

With Student's Parents

It can be a good idea to make contact with the student's parents, (if they speak some English), before the student arrives. Subsequent contact would be appreciated by the family, but not to the extent of reporting every detail of their stay. If there are behavioural issues, the Homestay Coordinator must be consulted first.

HOSTING A STUDENT

The Host Family

International students will benefit most from their time in New Zealand if they make a real effort to become part of their host family.

Homestays are most successful when the family is supportive, sympathetic, caring and;

- Understanding of differences in climate, culture, diet, religion, school and family life.
- Tolerant of teenage problems and behaviour and being flexible over smaller issues.
- Consistent and fair, establishing clear guidelines for students, appropriate to their age. Your student should be treated as if they are your own child.
- Willing to share family activities and to include the student in family holidays, if possible.
- Refrain from comparing one student with another, or discussing other host families with any student.
- Supportive of the school by following school guidelines and rules and meeting school objectives
- Supportive of the student by attending school functions e.g. “meet the teacher” evenings; student BBQ’s and dinners etc. Attendance is considered mandatory under the Code of Practice.
- Are prepared to attend the annual meeting for host families to discuss issues relating to Homestay students. The Ministry of Education stresses that this is part of professional development for host families and therefore attendance is mandatory.

Providing For the Student

- Own bedroom (not shared for long term stays) with appropriate bed and warm bedding, drawers, wardrobe, desk, chair and lamp etc.
- Heating in bedroom as well as in the general areas of the house, is mandatory during the colder weather. People are generally unhappy if cold.
- Three wholesome meals per day, seven days per week, prepared. (Cut lunch on school days). Access to snacks.
- Twenty-four/seven monitoring of the students leisure time. If hosting two students, they are not allowed to be of the same nationality. In most cases girls are not permitted to stay with another male International Student.

Student Personal Matters

Sleep Habits

International students will frequently appear sleepy in the first few weeks. This is caused by the change in climate and diet and by the stress of dealing constantly in another language. They may also have different sleeping hours. You can expect them to conform to your family pattern. Do not allow them to have long afternoon naps. This is sometimes a way of avoiding the stress of meal times, and it also means that they will find it hard to cope at school if they are up half the night.

Eating

Please insist that your student eats with you, especially the evening meal. This is an excellent time for general conversation. Include the student in the conversation. It is good for his/her language development and it is excellent for socialising. You could suggest a topic for discussion which they could prepare for in advance.

Please have snack food available for after school. This could be food students are used to eating, e.g. noodles and fruit.

New Zealand food is frequently heavy and rather high in fat content for many overseas students, who are used to several small meals, rather than three larger ones.

Initially your student may appreciate the chance to eat food more like their own sometimes, e.g. rice two or three times a week, if Asian. Most students are appreciative of fresh vegetables and fruit daily, and healthy food. They generally like variety, to keep meal times interesting, rather than takeaway food on a regular basis. TO AVOID STUDENT COMPLAINTS PLEASE ENSURE THERE IS SUFFICIENT FOOD AT EVERY MEAL.

If the host family cannot be present at any time for the evening meal, please ensure that a prepared meal is available for your student.

Chores

Please give your student a small daily chore to do. The purpose of this is to make them feel part of the family. Many students come from homes with servants and will have done very little for themselves. It may require some patience and persistence, and you will have to show them what you want done, and in some cases, remind them.

Recreation

Students need to be encouraged to join sports and cultural activities so that they are involved with groups of New Zealand students. School staff will try to do this too. Many students have had no exposure to the 'sporting culture' that New Zealanders embrace. Those who do get involved, have the most positive experience.

Bathing and Laundry

Many International students will not appreciate that showering should be done quickly so as not to hold up others. They may come from countries which, because of the heat, do not usually have hot water in the bathroom. Hence, they will not grasp the notion of emptying the hot water cylinder. Please show them the cylinder and explain that they should shower for only 5-10 minutes because of this.

We ask that Homestays do their student's laundry. Laundry can be intensely personal for many overseas students and seeing personal items of clothing on the line can be acutely embarrassing for them. They may want to wash underclothing themselves and may hang it in cupboards, out of sight. Explain that in New Zealand all family laundry is done together. If they insist on washing their own underwear, show them where they can do this and hang it appropriately.

Personal Hygiene

Girls will find it very difficult to talk about menstruation. This is not a topic which is easily discussed in some countries. It is very private and definitely female only. Host mothers should explain the correct terms for menstrual items so that the student can buy them easily for herself. She should also be shown how to dispose of them appropriately. You will probably need to take the initiative in this, rather than wait to be asked.

Privacy

Because many Asian communities are sometimes overcrowded, personal space is often very limited. Personal privacy is extremely important. It is not common for family members to impose on it. This privacy should be respected by knocking on doors of bedrooms, before entering. In homes with young children, please make sure that they do not enter the student's room if the door is closed. The student may find it difficult to discuss this with you if it becomes a problem. The Homestay Coordinator may have to intervene on the student's behalf.

Cultural Sensitivity

Unlike the usual NZ family situation, where touching and hugging can be commonplace, many students come from cultures where such behaviour is not usual. It is therefore possible that these personal gestures might be misinterpreted by an International student. Please bear this in mind and ensure that there is an appropriate personal space observed, especially with regard to International female students and males of the household. It is preferable to err on the side of caution in this matter.

Leisure Time

THE HOST FAMILY IS RESPONSIBLE FOR 24 HOUR CARE OF THEIR STUDENT. PLEASE BE VERY VIGILANT IN THIS RESPECT. THEIR SAFETY IS OUR CONCERN.

Weekdays

During the school week, Sunday to Thursday, students should not be out in the evening unless it is a school activity. A regular routine for homework should be established.

Weekends, Friday and Saturday Evenings

ALL students should be given clear guidelines as to how late they can stay out. They should not go out alone.

Overnight Stays

These can only be by prior arrangement. IT IS THE RESPONSIBILITY OF THE HOST PARENT WHOSE STUDENT WISHES TO STAY OVER, TO CONTACT THE OTHER FAMILY AND CHECK THE ARRANGEMENTS. You may wish to visit the house to check that appropriate supervision and care will be given. If you are in any doubt please check with the International Student Coordinator. Please ensure you have a contact number, name and address. A cell phone number does not indicate their whereabouts!

Home

If the host parents need to travel away from Wellington on a weekend, or go overseas, it is their responsibility to make arrangements for their student's care during this time. Please notify the International Student Coordinator well in advance to give details, as police vetting may be necessary, and we need such information on the student's personal file at school. The temporary caregiver must adhere to the Code of Practice regulations and offer 24-hour supervision. Ask your student to return the house key while you are away. This will ensure everyone's security.

Host Mother's Absence

In Homestays with a host father and/or older host brothers, and the student is female, it is preferable for everyone's protection, that the student stays elsewhere if the host mother has to be absent from the house. This is to protect all parties concerned. Please advise the Homestay Coordinator.

TRIPS, TRAVEL AND HOLIDAYS

1. Travelling Away with the Host Family

If the student travels away with the host family, parental permission is not needed, but the International Student Coordinator **MUST BE INFORMED** and be given travel details, contact numbers etc., should the student need to be located if an emergency arises.

If the student needs to contribute to travel costs, please discuss this fully with him/her in advance. Entry to entertainment centres should be paid for by the student.

Travel Behaviour

It is common for some students to sleep during trips. This is a custom in their own countries and is not intended to be rude. Regular breaks help but do not be surprised when this happens.

2. Travelling Away from Wellington without the Host Family

Students may wish to travel in the holidays to see the scenery or visit relatives/friends.

As our students are under 18, they may only travel IF:

- They go directly to their destination and stay with another approved host family, relatives or a family, who has been checked by the host family this end. Official forms need to be signed and permission sought from their natural parents. The students must keep contact with the host family in Wellington on a daily basis through texting.
- They are visiting their natural parents back home. Consent of the natural parents and a copy of travel details will be requested.
- They are travelling with their natural parents, when visiting NZ.

3. Staying Beyond the End of Term

If the student chooses to stay on or travel **in New Zealand** after school ends, the above rules still apply. They will still have to abide by the rules of the homestay and the intermediate, for students in our homestay, until they leave the country. If they wish to travel **outside New Zealand**, their contract with the school will be terminated as soon as they leave New Zealand. The school cannot take responsibility for their welfare. Agents and parents will be notified of their plans.

In all cases the International Student Team must have all travel details, dates, addresses, phone numbers etc. **WELL IN ADVANCE** as permission must be sought in writing from the natural parents before they are allowed to go. This takes time.

THE SCHOOL RESERVES THE RIGHT TO REFUSE THE TRAVEL IF IT IS NOT CONSIDERED APPROPRIATE OR SAFE.

Christmas Vacation

Students should notify you of departure times, at least three weeks in advance, and return dates if applicable. The student would appreciate you fare welling and meeting them at the airport if possible. We expect all students to return to their home country for the long summer break at the completion of their course. Please notify the Homestay Coordinator of the return dates to NZ, as often the school does not have this information and therefore cannot initiate the commencement of homestay payments.

MEDICAL AND TRAVEL INSURANCE

It is compulsory for all International students to have medical insurance arranged by the school or their agent. If they need to visit a doctor or have prescribed medication, they are to pay these bills at the time, retain receipts, then make a claim. Claim forms can be uplifted from the Homestay Coordinator. She will assist with this. Reimbursement will be made directly to their bank account, or they can use the school account through negotiation with the Homestay Counsellor. Please register your student with your local doctor as soon as they arrive and inform the school of details. It is much easier to get an appointment urgently if this is done in advance.

Many host families believe that international students' insurance will cover damage by them, to items in the house belonging to the homestay. Unless negligence or (in some cases) legal liability can be established, the insurer may not pay out. Most families insure their expensive items and the claim would be made under their policy. In reality, we rarely experience any problems.

TELEPHONE, INTERNET - RULES/CURFEWS

Homesickness/Calls Home

Homesickness is common, especially once the initial stage of curiosity and excitement is over. Students then realise how far away they are from family and culture and how many weeks are ahead of them. Phone calls home will be helpful, BUT you should feel happy about setting limits. Excessive use of phone, internet or skypeing can be very unsettling for all concerned.

Explain that overseas calls are expensive and that they must pay for these.

Students Homestay Handbook states as follows:

“Making International Calls

It is anticipated that the majority of calls will be made through, Messenger, Viber, WeChat or free calling applications like these, however, if you make calls using a landline then you must pay for your own INTERNATIONAL calls if you use the host family phone.

Try not to phone or talk using cyber chatting (e.g. skype) to your family too often. This makes it hard for you to settle into homestay. Your parents will feel sad if you complain about changes in your life and they will worry unnecessarily.”

ELECTRONIC DEVICES (INCLUDING COMPUTER) AND MOBILE USE

Internet is available at school for the students.

DOWNLOADING COPYRIGHT MATERIAL ON THE INTERNET ILLEGALLY

Please warn your student/s that this is illegal and will incur a heavy fine if detected.

Apparently the household internet could be disconnected for a long period of time.

INTERNET USE IN HOMESTAY

It is important that Homestay families agree to provide unlimited internet to all students, and will not pass on additional costs.

In conjunction with this, you are asked to monitor the times of use to prevent them accessing their devices excessively. The guidelines are:

Years 7-8 Sunday to Thursday – off at 9pm

These times can be shortened depending on age, and family rules for siblings. Should any student move beyond these hours, please tell them you have been asked to adhere to the above and if they wish to

complain, they are to speak directly to the Homestay Coordinator. If all homestays adhere to the above, we shouldn't have a problem.

The students need to be warned that you are entitled to monitor the sites they visit to ensure they are appropriate.

SCHOOL INFORMATION AND PARENT PORTAL

All school newsletters and communications are sent electronically. Please check your emails regularly.

MOBILES: Please ensure your student has your home and mobile numbers keyed into his/her phone, for easy contact.

Bus Passes

Students bussing to school should buy a pass giving discounts. Please assist them to purchase this from the Newlands Coach Service. (Phone 478 8315). This can be arranged through the school, please contact the International Coordinator

SCHOOL LIFE

School Rules

Homestay hosts are asked to support the school in seeing that school rules in the following areas are followed:

Attendance

Notes to explain sickness or absence. **Please phone the school first thing that morning to report absence, or you will be phoned to ask where your student is. Students are not permitted to phone in excusing themselves.**

Uniform

Uniform is correctly worn.

Would homestays kindly assist students to name all clothing when they arrive.

Short stay students (up to 6 weeks) are not required to wear our school uniform.

STUDENTS PACKING UP AND LEAVING PERMANENTLY:

All students are expected to pack up their belongings when they are leaving the country permanently. You are NOT expected to store anything for them. You can suggest that they either check with friends or arrange and pay for a storage company to store them.

HOMESTAY FINANCES

Homestay fees are paid every two weeks in advance throughout the year, by Direct Credit into your bank account, up until the student's departure. This includes the holidays in April, July and October but not the long summer break.

If the student travels away for 5 nights or more in any official school holidays, we ask you to return half of the Homestay payment to them for that time. This will help to offset their travel costs and is in line with other schools' policy.

Additional term time taken out of school does NOT qualify for any refund and the maximum number of weeks that can be refunded over the year is six. Please raise this with the students before they travel as they are often too embarrassed to do so themselves.

Should the student return home before the end of a term, the International Student Coordinator requires a minimum of two weeks' notice because of payments being made in advance. Please advise the International Student Coordinator, when you know their departure dates.

Payment is made fortnightly, into your bank account late on alternate Fridays. This covers the full 2 weeks from Monday to Sunday inclusive. If a student starts or leaves mid-week, the amount is adjusted accordingly. Earnings are not taxable when hosting one or two students. If in doubt, refer to the IRD website.

CIVIL EMERGENCY

In the event of a civil emergency during school time, the school's policy will prevail.

In the event of a serious accident or civil emergency while in the care of the Homestay, the Homestay will continue to maintain responsibility for the student's safety and welfare.

Please contact the emergency mobile number on the inside front cover of this booklet.

This is your first point of contact.

EARTHQUAKE EMERGENCY (as for 'Civil Emergency' but)

DROP, COVER, HOLD

Stay where you are until the shaking stops.

If inside remain inside, if outside stay outside.

Homestay/Student Contract

- Students are expected to obey the laws of New Zealand and rules of Newlands Intermediate, accept the authority of the school and host parents.
- Students must be financially independent. Homestay parents are not responsible for travel expenses, toll calls, medical expenses or any incidental costs which may be incurred by the student.
- Students may not move to another address without consulting the school.
- Homestay parents will supervise homework and leisure activities as if the student was their own daughter/son. Suitable rules e.g. times to be home, permission to go out, will be set at the outset.
- The student is not a “guest” in the home and is expected to take a turn with household chores such as drying dishes, and to be present for meals.
- Students must have full medical and travel insurance.
- Students are expected to agree with standards set by the host family and guidelines from their own family. Moderation and appropriate behaviour are expected at all times.
- In the event of any gross misconduct in the homestay the school may not be able to continue to provide homestay accommodation.

Signed: _____ (Homestay Parent)

Signed: _____ (Student)

Date: _____

International Student Homestay Agreement

Newlands Intermediate expects the Homestay to:

- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured
- Take into consideration the cultural needs of the student
- Provide 3 meals a day and access to snacks
- Care for the student as you would your own family
- Provide a warm, comfortable room for the student, including study facilities
- Set reasonable rules and boundaries and discuss expectations of these with the student
- Ensure safety for students under the age of 14. They should not be left alone in the house without adult supervision
- Attend parent/teacher conferences/interviews when held and attend international student social functions and the annual professional development meeting for all career's
- Ensure that the school has up-to-date information on contact details and changes or additions to the Homestay household
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student
- Inform the school in advance if the caregiver is going to be absent and that alternative arrangements are made

The Homestay can expect Newlands Intermediate to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours
- Provide an ESOL programme for the student (if applicable)
- Provide an appropriate programme of learning for each student.
- Maintain regular contact with the Homestay parent on matters relating to the progress of the student
- Provide school newsletters and any other information sent to Parents' of the student

- Provide school reports
- Provide support and quick action in case of problems
- Provide an interpreter for liaison with the school (if applicable)
- Interview the child once a term.

Should there be a concern about the welfare of the student, the education provider will consult the pastoral care staff within the educational institution and will discuss the concern with the designated caregivers and parents of the student. If necessary, the school may relocate the student to an approved Homestay. The education provider may also refer the matter to the New Zealand Police or any other appropriate welfare agencies.

I understand and accept the above conditions as the Homestay career for

_____ (Name of Student)

Signed: _____ (Homestay Career)

_____ (International Student Coordinator)

Dated this _____ day of _____ (month) ____ 20____ (year)

International Students Designated Caregiver Agreement

Newlands Intermediate expects Designated Caregivers to:

- Be a 'bona fide' adult relative/close family friend of the student's family
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured taking into consideration the cultural needs of the student
- Provide 3 meals a day and access to snacks
- Care for the student as you would your own family
- Provide a warm, comfortable room for the student, including study facilities
- Set reasonable rules and boundaries and discuss expectations of these with the student
- Ensure safety for students under the age of 14. They should not be left alone in the house without adult supervision
- Attend parent/teacher conferences/interviews when held and attend international student social functions and the annual professional development meeting for all careers
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student
- Inform the school in advance if the caregiver is going to be absent and that alternative arrangements are made
- Maintain regular contact with the parents about the student's educational progress and welfare.

The Designated Caregiver can expect Newlands Intermediate to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours
- Provide an ESOL programme for the student (if applicable)
- Provide an appropriate programme of learning for each student.

- Maintain regular contact with the designated caregiver on matters relating to the progress of the student
- Provide school newsletters and any other information sent to Parents' of the student
- Provide school reports
- Provide support and quick action in case of problems
- Provide an interpreter for liaison with the school (if applicable)
- Interview the child once a term.

Should there be a concern about the welfare of the student, the education provider will consult the pastoral staff within the educational institution and will discuss the concern with the designated caregivers and parents of the student. If necessary, the school may relocate the student to an approved Homestay. The education provider may also refer the matter to the New Zealand Police or any other appropriate welfare agencies.

I understand and accept the above conditions as a designated caregiver for

_____ (Name of Student)

Signed: _____ (Designated Caregiver)

_____ (International Student Coordinator)

Dated this _____ day of _____ 20_____

**International Student Tuition Contract
Between the Parents and Newlands Intermediate**

Thank you for your interest in enrolling at Newlands Intermediate. To process the application quickly we must ensure that you fully understand the requirements of the Student Visa/Permit to study at Newlands Intermediate. Please read the following conditions and sign that you understand and agree with these requirements. Your son/daughter must also read and sign that they understand these conditions. Your son/daughter must prove that he/she is an International Student by keeping to the following requirements:

He/she must:

- Provide honest and accurate information at the time of application and enrolment.
- Attend all classes and be on time and ready to focus on schoolwork.
- Agree to co-operate with staff and to accept the authority and rules of conduct of the school as set out in the discipline structures within the school.
- Stay in a homestay approved by Newlands Intermediate for the length of the visa and follow the rules which apply within the homestay (see the Homestay Handbook). All private homestay situations must be approved by Newlands Intermediate. No International Students are permitted to live in flatting situations, regardless of age. Students living with Newlands Intermediate Homestays, remain with their Host Families during the holidays unless alternative travel arrangements have been made in advance, and approved by the school.
- Inform Newlands Intermediate of any sickness, behavioural problems, disability or special education needs before enrolment is considered.
- Not take extra time away from school unless authorized by a member of the International Student "Team".
- Prove that he/she has adequate medical and personal loss insurance throughout his/her stay in New Zealand.
- Meet the conditions of Immigration New Zealand relating to student visa requirements.
- Inform Newlands Intermediate if any contact details change i.e. parents' address (es), phone numbers, and email addresses.
- Understand that his/her student visa will be issued for Newlands Intermediate only.

In the case of a critical incident, (e.g. serious accident or death), Newlands Intermediate will act in *loco parentis* for the management of the proceeding events.

In the event of any gross misconduct in the homestay the school may not be able to continue to provide homestay accommodation.

I understand that failure to comply with any of the above requirements, undeclared health problems or breaking a New Zealand law could result in the contract being revoked and the normal school discipline procedures applied. If this occurs it is likely that the visa would then be revoked by the New Zealand Immigration Service.

I have read and understand the application and associated documents.

Signature (student):

Date:

Signature (parent):

Date:

Parental Homestay Accommodation Contract

Information on Newlands Intermediate Homestay Accommodation

Newlands Intermediate provides carefully selected homestays for International Students. The Homestay Coordinator supports and monitors the wellbeing of the students and their host families on a regular basis throughout the students' stay. The Host Families are police-vetted and visited twice a year. Students pay their homestay fees to the school. The school requires the fees in advance, and is responsible for transferring the homestay fee to the Host Family.

If a student is going to live with a family member or close family friend in Wellington, that person is responsible for the welfare of the student. An "Indemnity Contract for Designated Caregiver" is required to be signed by the parents giving permission for the student to live with this designated caregiver. Designated Caregivers will be police-vetted and visited twice a year by the Homestay Coordinator.

Both Homestay Families and Designated Caregivers sign contracts with the school, agreeing to abide by the conditions set out for hosting International Students.

The school provides an information booklet (Homestay Handbook) about living in a New Zealand homestay.

Please contact us if you require a copy. An electronic copy is available on our website:

www.newlandsint.school.nz

Please refer to the statement below regarding discussion with your son/daughter.

THIS CONTRACT is to be signed by parents who are using Intermediate Homestays, and is valid for the duration of the student's stay.

- I agree to place my son/daughter under the direct care of the Newlands Intermediate Homestay provided, and accept that the advice and guidance given to them will be supported by you.
- I guarantee the good behaviour of my son/daughter in New Zealand. I understand that any unacceptable behaviour which may compromise his/her safety, may lead to the termination of my son/daughter's enrolment at Newlands Intermediate.
- I have read and understood the summary of the Homestay Handbook and I have discussed these with my son/daughter.
- I agree to pay the homestay fees in advance.
- I agree to settle all outstanding accounts, for example, telephone and internet costs with the homestay family.
- I understand any breaches of the above could result in my son/daughter being asked to leave the Intermediate.

Name of Parent:

Parent's Signature:

Date: