

International

Student

Programme



**TAURANGA
BOYS' COLLEGE**

Best for Boys | Tama Tū Tama Ora

HOST FAMILY INFORMATION



2018

Information and guidelines for Homestay families, Designated
Caregivers and International Parents

The success of our international student programme depends on the quality of 'homestay' we can provide. We at the College do what we can, but the international students spend a lot more time with their host families than they do at College. Therefore, as host families you have a major role in helping these students.

We are bound by a NSQA Code of Practice (www.nzqa.govt.nz), which obliges us to:

- provide high quality accommodation and
- monitor the progress and welfare of our international students.

What do we expect from a host family?

We expect you and your family to provide a comfortable, safe environment for your extra family member. It is important for each student to feel secure - emotionally and physically.

We know that there are some cultural differences, but you need to operate by New Zealand expectations about discipline, rules, duties, manners and attitude.

- **To attend Homestay Professional Development evening at least once a year**
- **To provide 3 meals a day (including any takeaways or meals out at your expense)**
- **To attend parent evenings and international functions**
- **To care for the student as you would your own child**
- **To provide a warm, comfortable single room with study facilities including a desk.**
- **To encourage the student to participate in the family's activities (e.g.: chores, family pictures, sports and family holidays)**
- **To ensure all clothing is laundered regularly.**
- **To provide internet connection so regular communication can be maintained with family back home.**
- **To communicate any changes or worries to the Assistant Director of International Students**

If homestay parents are negligent in their care, the student/s will be removed from the home – they will not be offered the chance to re-host and will forfeit the two-week notice payment.

Home Guidelines:

Computer:

Host Families also need to monitor iphone and other wireless technology to ensure that your students are not watching or downloading movies etc in private and after bedtime.

Relationships:

Expect good manners and a positive attitude. Students are a member of your family and should maintain good relationships with you as host parents, your family and your extended family.

Communication with Natural Parents: We are more than happy for you to communicate with your homestay students however please do not convey any information to do with health, school and behaviour.

This will be communicated to their agent who has a contract with the school and the natural parents.

Security:

Students need to feel safe personally and also their personal belongings need to be as secure as possible. It is a condition of enrolment that students have comprehensive insurance.

It is up to you as homestays to express clearly the expectations of security and also alarms etc. for your home.

The College shall not be liable for any costs, expenses, damages or other claims against the host Family arising from any acts or omissions of the international student. The College shall only be liable for the payments set out in these terms and conditions for the periods that the host is providing homestay accommodation to an international student.

Curfew:

It is reasonable to expect students to meet their friends and also to attend sport practises. Therefore, please communicate with your student a suitable time that he must be at home during the week.

- **where they are**
- **who they are with**
- **when they will be home**
- **If staying over with another international student, you must make contact with the other homestay or caregiver and inform the Assistant Director via text message where your student is (students must only stay in approved homestay homes).**

There are some older international students in town that attend the Polytech. Please remember that our students are College students and we have different expectations of them, especially as regards social activities.

Food and Meals:

Menu service is not required - offer what the family normally has. Either provide 'cut' lunch or provide access to ingredients for lunch. Set clear expectations about meal times; what student is to do if planning to eat out. Students staying out for dinner should let you know in advance. If they are planning to stay over at a friend's house, the arrangement should be confirmed between host parents, not just between students and the Assistant Direct needs to be notified of the arrangements.

Alcohol:

Our policy is that no student is permitted to drink Alcohol while on a student Visa.

Smoking:

We have told all students that their host families' homes are smoke free zones (as is the College). We do not expect our students to smoke.

Shower and bathroom:

Set clear expectations about total time and cleanliness in the bathroom we recommend 10 Minutes in the shower per day or after sports.

Toiletries:

Students should provide their own personal toiletries, for example (deodorant, shaving gel)

Household Duties:

Negotiate set duties/chores such as setting/clearing the table emptying the dishwasher, cleaning own room taking out the rubbish etc. Some students are keen to help with other household duties.

Telephone:

Set clear guidelines about time allowed using the telephone (making and receiving calls). However please be mindful that some families are in different time zones.

Tauranga Boys' College will not take responsibility for any unpaid bills incurred by your student.

Personal effects:

Give clear guidelines about the student's room - posters on walls? Stereos? eating in room? friends in room?

Visitors:

It is unreasonable for more than one or two students to turn up regularly at another host family's home before or after school or in weekends unless you have agreed to this.

Time out:

Recognise that students need time out by themselves - don't be alarmed or offended if your student wants to be alone sometimes. Our international students are adjusting to huge cultural changes. If there are younger children in your home, please keep them out of your student's room.

However, we do not encourage students to spend more than one hour at a time in their bedroom other than at bedtime. They NEED to be part of your family so therefore watching television together or talking should be encouraged at all times.

School Guidelines:

Study:

Encourage study and take an interest in what subjects your student is doing at school just as you would your own children. If you have any concerns communicate with us.

Absentee:

If your student is unwell, please either telephone the College Attendance Officer on **578 4029 ext. 220** or email n.tuala@tbc.school.nz on the morning of the absence. **Please don't report any sickness to the student's natural parent as if this needs to be relayed it must be done by the Director of International only.**

Liaising with staff:

Homestays and caregivers may Attend parent/teacher interviews but be aware that liaising with teachers of all International students is the responsibility of the International Director. This also applies to any important information that needs to be forwarded to your student's natural parents. Please advise us if you are not receiving the school newsletter, as this should be emailed to you weekly.

Uniform:

Check correct uniform (Years 9 to 13). Also encourage correct PE gear.

Activities and sports:

All students are encouraged to participate in a sports or cultural activity your support and encouragement with this would be much appreciated.

Examinations:

All International student are required to sit all school Exams

General Guidelines:

Travel:

All student wishing to go out of Tauranga with or with out their host families must complete a permission to leave Tauranga form these are available from the International office or on the website under international.

- No student is allowed to leave Tauranga without the completion of this from.
- **It is imperative that we know where all students are at all times.**
- Forms should be completed no later than **7 days prior** to travel.

Driving:

No International student is allowed to own or drive a motor vehicle while enrolled at Tauranga Boys' College. Please ensure that your student only drives with a family member or friend that has a full driver's license.

Biking:

Permission must get given from Mrs Roff before allowing your student to bike to and from school.

Confidentiality:

We need to respect the privacy of students, avoiding sharing any personal information. Students should also respect the privacy of their hosts and be discouraged from gossiping about 'home' matters.

Payment:

Payment is made on a **fortnightly** basis to your nominated account (paid in arrears).

Personal accounts:

Each student should either have a credit card from home or have a personal bank account and a cash card from a bank in NZ. We expect students to manage their own pocket money. They should not carry large amounts of cash or give Homestay families any personal money to look after.

Costs:

Homestay payments should cover full board. Any special events should be considered as extras. Prior to the event, explain the activity and the associated cost e.g. "We are going to Rotorua on Sunday, we will provide lunch, you will have a chance to try the luge, but it will cost you \$50.

Insurance:

It is a condition of enrolment that all students have comprehensive insurance. We prefer to deal with UNI-CARE but many students use other insurers. Students should pay for the treatment and get a receipt, getting a refund does take a little time. Details are provided to students in their own language. Please ensure that your household insurance covers any accidental breakages in your home. It is up to you to advise your insurance company that someone else is living in your home.

Medical:

Host families should refer conditions needing medical attention to their own preferred GP or dentist; get your students receipts for later claims. If the illness or injury is an emergency take the student to the nearest accident and emergency department or if appropriate dial 111 and ask for an ambulance. **Please do not convey any illness or accidents to the natural parents under any circumstances. In this situation all contact must be made by the Director of International so please advise the Director of International or Assistant Director of any emergencies as soon as possible.**

Most of our International Students have come from highly regimented, strongly disciplined backgrounds. They need to be shown that freedom doesn't mean being able to do what they want.

Freedom is the ability to choose – we need to guide students to appropriate choices.

Office Hours:

The International Office at TBC is open from 8.15am to 3.45pm daily.

Final Comment:

We appreciate your support in hosting one of our international students. We hope that the experience will be a positive one for you and your family. Please do not hesitate to contact our team during office hours if you need any further advice or support with your student.

International Director: Mrs Annette Roff

Mobile: 027 284 9378

Email: a.roff@tbc.school.nz

Office Tel: 557 9065

Assistant Director: Mrs Julie Cole

Mobile: 022 560 7104

Email: j.cole@tbc.school.nz

Office: Tel: 557 9065

International Administrator: Mrs Susan Chote

Email: s.chote@tbc.school.nz

Office Tel: 557 9065

Tauranga Boys' College Pastoral Care Contract Agreement for International Students

The Student agrees to:

1. Be polite and friendly to my parent/caregiver/homestay and show respect for their property. Go to bed at a reasonable hour and keep noise to acceptable levels.
2. Keep my room tidy, make my bed and not eat or smoke in my bedroom.
3. Assist with cleaning up after meals and help with the dishes and other light household chores when asked.
4. Arriving on time for all meals and will advise my parents/caregivers/homestay family by 4.00pm if I will be late home.
5. Consult with my parent/caregivers/homestay family by 4:00pm if I intend to stay at a friend's place for the night.
6. Always ask my parent/caregiver/homestay family for permission before inviting a friend(s) to come to my home to visit. Do not have more than three friends home without advance permission.
7. Ask my parent/caregiver/homestay family for permission to invite a friend to stay overnight by lunchtime of that day.
8. Ask my parent/caregiver/homestay family for permission before using the telephone and using a phone card or ring collect for International calls.
9. Be considerate when using the telephone or Internet, as other members of the family may need to use them. I agree to not download anything illegal such as pornography, music, film or software programme files onto a computer or bring other X-rated or undesirable materials of a sexual or violent nature into the homestay. **Internet use is to be restricted to one hour a day from Monday to Thursday and from Friday to Sunday time can be negotiated with Homestay parents.**
10. You are not allowed to gamble, smoke, drink and supply alcohol while under the care of Parents/Caregivers/Homestay parent(s) and enrolled at Tauranga Boys' College.
11. Not to lend money or take another persons' belongings without their permission.
12. Never use drugs of any kind not prescribed by a Doctor or Pharmacy. It is illegal in New Zealand to possess or consume drugs and synthetic substances not supplied by a Doctor or Pharmacy. **Tauranga Boys' College has a zero-tolerance policy on the use of illegal substances.**
13. **During the weekend (Friday and Saturday nights) ask my homestay family for permission to go out after dinner, if they agree and are happy with where you are going, you may go out until a time that suits them, but this time should not exceed the following:**
 Return home by 10.00pm as I am sixteen years and under.
 Return home by midnight as I am aged 17 years or older.
 Weeknights you may catch up with friends or go to sports practices afterschool but please discuss a suitable time to be home with your homestay.
14. **Do not swim or surf alone, you must swim between the flags.**
15. **Extreme sport, for example but not limited to Skydiving, Rafting, Quad bikes, shooting etc. must be signed off by the International Director and your natural parents.**
16. If Students are going to be away from Tauranga overnight, they must complete the **Permission to Leave Tauranga Form** signed by the Director and the homestay family before travel plans are made. The Parents must also give permission for their son to travel or go away from Tauranga. This must be attached to the permission to leave form. The International Director will require at least one week's notice of travel intentions in normal circumstances.
17. It is a legal requirement to wear a helmet when riding a bicycle and to wear seatbelts in a motor vehicle. Never hitchhike.
18. Not to have any kind of paid employment.
19. NOT PURCHASING, OWNING OR DRIVING A MOTOR VEHICLE WHILE ENROLLED AT TAURANGA BOYS' COLLEGE.
20. **I must complete all Tauranga Boys' College internal exams and assessments when required to do so.**

Name: _____

_____ Signature

_____ Date

Quick Reference

Very important guidelines to remember when it comes to your student.

1. **Your student must Never** be left at home over night by themselves regardless of their age.
2. **You must always** text me if your student is staying anywhere other than your own home for the night.
I will need to know with whom he is staying, their contact details and confirmation that you have called the other family to ensure that they are aware that your homestay son is staying overnight. Your student may only stay in approved international homestay families.
3. **You must always** complete a **permission to leave Tauranga form** in advance of your leaving date as we need to go through a process here at the office, this form must be fully completed.!
4. If your student needs to go somewhere at night please ensure that if you are unable to take them that they are **not walking or biking** around the streets at night.!
The only safe options are you taking them and picking them up or them catching a taxi home as the buses stop running at 8pm and the buses often stop some distance from your homes, leaving your student still walking in the dark. We would hope in most instances you would be able to help them with transport. Car pooling is also okay as long as the driver has a **full drivers license**.
5. **Week nights** we don't want your student on the **internet** all evening. Please as you would with your own kids be aware of what your student is doing on the internet encourage them to use the internet out in your dining room where you have more control and if they are in their room don't be afraid to knock and go into their room and have a look at what they are up to. If you have a problem with the internet, please call me as there are some other options I can suggest.
6. **Riding in Cars** Your student is not allowed to travel in a car with anyone who does not have a **full drivers license**.
7. If your student has an **accident or is very unwell** this is when you need to call **Mrs Julie Cole** immediately on **022 560 7104** if you are unable to reach Julie call **Mrs Roff on 027 284 9378**. **Please do not call us in the weekends for minor issues only genuine EMERGENCIES**.
8. If someone new moves into your home and is staying with you short term or long term **you must let us know**, if this person is over the age of 18yrs and with you long term (longer than a few days) then they must be police vetted. This is a code requirement!!
9. Homework- It is expected that all year 9 and 10 students study for a minimum of one hour per night. Years 11, 12 and 13 a minimum of 2 hours.