



# HOST FAMILY INFORMATION



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

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**Welcome to the TBC Homestay Family Team.**

Thank you for hosting a Tauranga Boys' College international student. I hope that this booklet will be useful and will help make your homestay experience rewarding, positive and enriching for both your family and your student.

To enable our international students to achieve academically, learn about kiwi life, culture and to feel at home in New Zealand; I know that the home you provide will play a huge part in their success. Our school is very appreciative of the invaluable role you will play in your student's life and the care that you will provide as he studies in a new country.

Our International Centre will support you in your role and is here to help both you and your student with any queries or concerns that arise. Our Homestay Manager, will be your first contact person and is available to talk to you on school days between 8.00am and 4.00pm. She will visit with you at your home during the year and at other times upon request to support you as a host family.

We also have first language advisors that we can contact who speak Chinese, Thai, Korean and Japanese. We can call on other staff members to assist with other first language needs. Your student can feel confident that he can communicate with us and we can make sure that he understands your expectations as a homestay family.

Please remember while reading this information that this booklet is to provide some guidance for you as a homestay host. We are aware that every student is an individual and we would expect that you have your own set of values and rules which you would like your student to adhere to.

Tauranga Boys' College is bound by the "Code of Practice for the Pastoral Care of International Students". This Code sets out the minimum standards of advice and care that are expected of educational providers. This includes the information which we supply to you as our homestay hosts. The Code applies to care and provision of information only and not to academic standards.

On behalf of Tauranga Boys' College, I would like to express my gratitude for the care and support that I am confident you will provide to our students and welcome your family to our International Homestay Family Team.

Warmest regards

**Annette Roff**

*Director of International Students  
Tauranga Boys' College*

## **General Requirements:**

- All homestay caregivers must be 25 years of age or over.
- All students must have their own bedroom (within the home – no sleep-outs are accepted)
- Tauranga Boys' 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 you family.

- The school reserves the right to not place a student with you without explanation.
- The school reserve the right to withdraw a student from a homestay without explanation.
- **It is illegal to leave your child at home alone if they're under 14. If you leave them at home, you need to make sure they are safely supervised. Please refer: [Summary Offences Act 1981](#).**

## 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 provide at least one character reference for each caregiver.
- To agree to the monitoring process, as required by the Education Code of Practice. A school staff member will visit your home every 6 months, or more often as the school deems necessary.

## Home Guidelines:

### What do we expect from a host family?

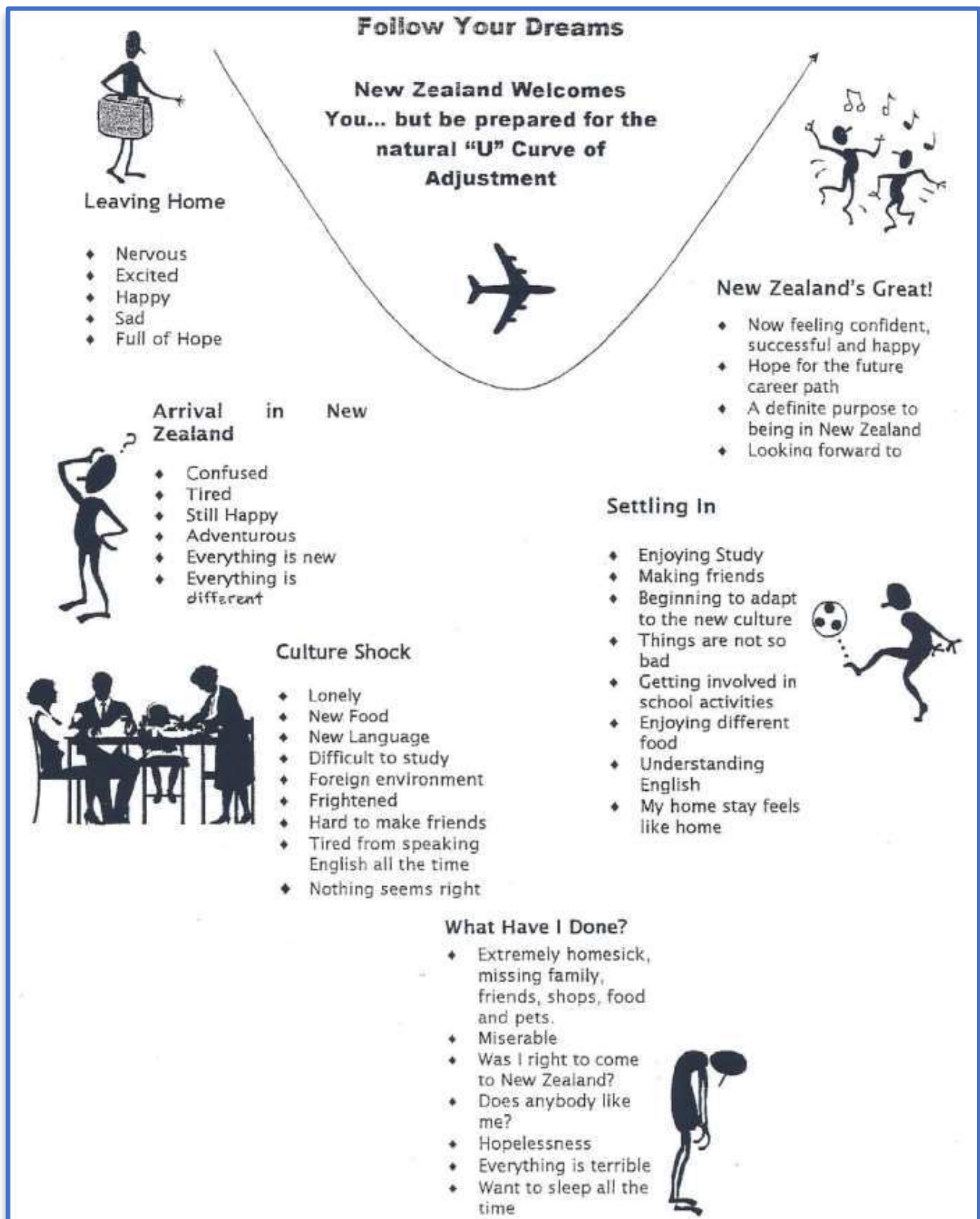
We expect you and your family to provide a comfortable, safe environment for your extra family member. It is important for each student to feel secure - emotionally and physically. We know that there are some cultural differences but you need to operate by New Zealand expectations about discipline, rules, duties, manners and attitude.

- **To attend a Homestay Professional Development at least once a year, parent evenings and international functions as required.**
- **To provide 3 meals a day (including any takeaways or meals out at your expense)**
- **To care for the student as you would your own child**
- **To provide a warm, heating/cooling as required, comfortable single room with study facilities including a desk, inside the home, (no sleep-outs are accepted).**
- **To encourage the student to participate in family activities (e.g.: chores, family pictures, sports and family holidays)**
- **To ensure all clothing is laundered regularly by the homestay family not the student.**
- **To provide internet connection so regular communication can be maintained with family back home.**
- **To communicate any changes or worries to the Homestay Manager 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.

## Adjusting to Life in New Zealand

Below is a diagram of how potentially your student may be feeling.



## Homestay Changes:

Tauranga Boys' College places a student in a homestay for an intended length of time in good faith. There is however no guarantee that the student will remain in the same homestay for the nominated time. Moving a student is not undertaken lightly. If a problem occurs the guardian and/or the school will work closely with the homestay and student to overcome the problem. Students are constantly encouraged to work through any problems by talking to their homestay and the staff in the International Centre.

However, some students cannot face discussing quite minor problems because they think it will be interpreted as rudeness by the homestay. They would rather avoid the issue by changing homestay. In many cases it takes at least one month/six weeks for students to feel settled in a new homestay. If after talking about the problem and no resolution is forthcoming a new homestay will be found.

For sudden or temporary changes including emergency situations please contact the Homestay Manager so that alternative arrangements can be made; and the student's family notified. However, the school does require at least two weeks notice from the host family if a change is required. This gives time for the school to find another suitable host family for the student.

Tauranga Boys' College reserves the right to move the student without prior notice if necessary if the school feels the student's health and wellbeing is at risk. At all other times a minimum of two weeks notice will be given to you. Wherever possible we will endeavour to give you more notice of a student move.

## Change of Circumstances:

It is a requirement that you inform us of any change in accommodation details as soon as possible. This could include changes in phone numbers, occupations, addresses or in people over the age of 18 residing in the household.

***This last point is vital as any person over the age of 18 who becomes part of the household requires police vetting.***

If you are moving address, please advise us in advance so that we can let the student's family know. We will arrange to visit you in your new home once you are settled. Students are not allowed to change homestays unless they have spoken with our Homestay Manager. Please advise us immediately should a student indicate that they are leaving the family home.

## Communication with Natural Parents:

We are more than happy for you to communicate with your homestay students families however please do not convey any information to do with health, school and behaviour. This will be communicated from TBC to their agent who has a contract with our school and the natural parents. If there are issues around your student and the natural parents are contacting you directly, please direct them to the Homestay Manager or the International Director.

## 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.

## Time out:

Recognise that students need time out by themselves – do not 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 without permission, and never when they are not there.

**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.**

## 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 Homestay Manager 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 Tertiary Institutions. Please remember that our students are College students and we have different expectations of them, especially in regard to social activities.

## Computer:

Host Families also need to monitor mobile phone and other wireless technology to ensure that your students are not watching or downloading any inappropriate movies etc in private.

## Smoking & Alcohol:

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.



### Alcohol:

**Our policy is that no student is permitted to drink any alcohol while on a Student Visa**

### 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.**

### 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.

### 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:

All linen, soap for washing and the student's laundry and ironing are done for them. Students should provide their own personal toiletries, for example (deodorant, shaving gel)

### 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. You are not expected to provide accommodation for visiting friends or relatives.

### Homestay Household Insurance:

Tauranga Boys' College accepts no liability for any loss or damage incurred by any International Student. Homestay families must ensure that they have adequate insurance cover and have notified their insurance company that they have an International student residing in their home.

## Food and Meals:

Menu service is not required - offer what the family normally has. Either provide a cut lunch or provide access to ingredients for lunch. Set clear expectations about meal times, what a 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 friends house, the arrangement should be confirmed between host parents, not just between students and the Homestay Manager needs to be notified of the arrangements.

### Some Meal Tips:

- Students from Asia appreciate frequent servings of rice.
- Chilli and soy sauce on the table are appreciated.
- Some students have never used a knife and fork so providing a spoon and fork can be a good idea.
- Most students are used to drinking with their meals, so some water on the table will be appreciated.
- The table manners of your student may differ from those of your family. It is important to understand that there is no right or wrong way, it is just a matter of different customs. Gently explain the manners expected at your table.
- One helpful thing to do may be to take your new student to the supermarket and ask them which foods they prefer to eat. If you know your student does not like to eat say fish then it would be nice if you kept this in mind while planning your menu. Perhaps have something for them in place of fish with the meal.
- Please provide a snack after school as students can be hungry when they come home. Many students will also buy extra snacks eg snacks from their home country. Please ensure they know your house rules for eating in their room – is this allowed?
- Explain where to put dishes after a meal as this varies in homes.
- The International Centre has hot water available for students to make noodles at morning tea and lunchtime. Some need time to adapt to a bread-based lunch.
- In some cultures food is often eaten with the mouth open and slurping sounds. This is a sign of enjoyment. However gentle encouragement of acceptable practise in your home is encouraged.

## 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 please communicate with us.

## **Absentee:**

If your student is unwell, please either telephone the College Attendance Officer on **578 4029 ext. 220** or email [attendance@tbc.school.nz](mailto:attendance@tbc.school.nz) on the morning of the absence.

**Please do not report any sickness to the student's natural parent, 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.

## **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 internal school exams.

# **General Guidelines:**

## **Travel:**

All students wishing to go out of Tauranga with or without their host families, **must complete a permission to leave Tauranga form** - these forms are available from the International office or on the website under International.

- No student is allowed to leave Tauranga without the completion of this form.
- **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 including a Car, Ute or Motor Bike while enrolled at Tauranga Boys' College while living with an approved Homestay Family. The only exception to this is if the student lives with his natural parents.

- No International Student is given permission to drive in a car with a person who has a learners licence.
- All International Students are not allowed to drive in cars with friends who have a full licence unless permission has been granted by the International Director.

## Biking:

Permission must be given from the Director before allowing your student to bike to and from school.

## Confidentiality:

We need to respect the privacy of students, avoid 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). If a student is away from their homestay for 14 nights or longer you will be paid the 14 nights. Payment will then be stopped until the student has returned to your home. You will be advised in advance by email if your payment is to be stopped. It is up to homestay families to seek independent advice on their personal tax requirements.

## 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.

## IRD – TAX LIABILITY:

Tax and Homestay, we are not permitted to offer tax advice about hosting a student(s), but it is important you are fully aware of any tax implications. Please check IRD website below. The school is not liable for any tax costs or non-disclosure.

<https://www.ird.govt.nz/property/renting-out-residential-property/residential-rental-income-and-paying-tax-on-it/rules-for-working-out-rental-income-and-expenses/standard-cost-method-for-boarders-and-home-stay-students>

## Insurance:

If your student goes to The Doctors on Devonport Road then they will invoice Unicare directly. 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. If however you take your student to another Medical Centre then he will have to pay himself, then give receipts to the International Administrator to claim on his medical insurance.

## 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 Homestay Manager 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 does not 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 is open from 8:00am to 4:00pm 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**



### **Homestay Manager**

**Mrs Maryann Grainger**

**Mobile: 022 560 7104**

**Email: homestay@tbc.school.nz**

**Office: Tel: 577 9065 ext 241**



### **International Administrator**

**Mrs Susan Chote**

**Email: s.chote@tbc.school.nz**

**Office Tel: 557 9065**



## Tauranga Boys' College Code of Conduct for International Students

### The student agrees to obey all School rules:

1. Be respectful to school staff, students, caregivers and homestay families.
2. You are not allowed to smoke, vape, drink or supply alcohol while enrolled at Tauranga Boys' College.
3. **You are not allowed to gamble, or access objectionable material, or misuse of IT.**
4. Not to lend money or take anything from another person without their permission.
5. Never use drugs illegal or legal of any kind unless prescribed by a doctor or pharmacist. **It is illegal in New Zealand to possess or consume drugs and synthetic substances.**
6. **Not purchasing, owning or driving a motor vehicle including a Car, Ute or Motor Bike while living with a approved Tauranga Boys' College Homestay Family.**  
**No International Student is given permission to drive in a car with a person who has a learners licence.**  
**All International Students are not allowed to drive in cars with friends who have a full licence unless permission has been granted by the International Director.**
7. Not to have any kind of paid employment.
8. Attend school every day and be on time to your classes and complete all Tauranga Boys' College internal exams and assessments when required to do so. If registered for NCEA then all external exams must also be completed.
9. Abide by all school rules pertaining to jewellery, hair and uniform.
10. Obtain their natural parents written permission to get a tattoo or body piercing.

### The student agrees to obey all Health & Safety rules:

1. It is a legal requirement to wear a helmet when riding a bicycle and to wear seatbelts in a motor vehicle.
2. Hitch hiking as a form of transport is not permitted.
3. Have their cellphone on them at all times so they can be contactable by homestay or the school.
4. **Do not swim or surf alone, you must swim between the flags. Life jackets must be worn at all times when on boats or water sports including Kayaking.**
5. The student shall seek specific written consent from the parents when they are going to participate in any extreme sport for example **bungy jumping, skydiving, white water rafting, kitesurfing, quad bikes, surfing or shooting.**

### The student agrees to obey all Homestay rules:

1. During the weekend (Friday and Saturday nights) you must ask your homestay family for permission to go out, if they agree and are happy with where you are going, you may go out until a time that is agreed by them but this time should not exceed the following:
2. **Return home by 9.00pm as I am sixteen years and under.**
3. **Return home by 11.00pm as I am aged 17 years or older.**
4. **Weekday days/Week nights you may catch up with friends or go to sports practices after school but please be home by 6.00pm or until a time that is agreed upon by your homestay.**
5. Theft from homestay or anywhere will not be tolerated.
6. If students are going to be staying away from Tauranga overnight, they must complete a **Permission to Leave Tauranga Form** and submit at least 7 days prior to the trip for approval by the Director of International.

Parent Signature: \_\_\_\_\_ Students Signature: \_\_\_\_\_

Parents Name: \_\_\_\_\_ Students Name: \_\_\_\_\_

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. **Overnight stays** – It is okay for your student to stay overnight at a friend's house. However, as you would your own children, we would expect that you contact the other family to ensure that they are aware that your homestay son is staying overnight and exchange contact numbers. This only applies if the sleepover is in Tauranga.
3. If your student intends to **travel outside of Tauranga**, he must **ALWAYS** complete a **permission to leave form** (this **MUST** be authorized by the International Director.) This form requires your signature as homestay parent. If you are taking your student outside Tauranga on a day trip this form does not need to be completed. However, it is good practice to send me a text advising that you will be out of town for the day.
4. If your student needs to go somewhere at night please ensure that if you are unable to take them, they are **not walking or biking** around the streets after dark. The safest options are you drop off and pick up or they catch a taxi home, buses cease at 8pm. We would hope in most instances you would be able to help them with transport. Carpooling is okay as long as the driver has a **full license**.
5. **Weeknights** we do not want your student on the **internet** all evening. Please as you would with your own children be aware of what your student is doing and encourage them to use the internet in your dining room or a communal area where you have more control. If they are in their room do not be afraid to knock and go in and ask what they are doing.
6. Your student is not allowed to travel in a car with anyone who does not have a **full driver's license**.

If your student has a **serious accident or is very unwell** you need to contact us:

Director **Mrs Annette Roff on 027 284 9378.**

If you are unable to reach Mrs Roff call myself

**The Homestay Manager on 022 560 7104.**

**DO NOT CONTACT STUDENTS PARENTS DIRECTLY OR LET YOUR STUDENT CONTACT THEIR PARENTS UNTIL YOU HAVE SPOKEN TO EITHER MRS ROFF OR MRS GRAINGER.**

**Please do not call us during the weekends for minor issues only genuine EMERGENCIES. Office hours are 8:00am – 4:00pm.**

8. If someone new moves into your home and is over the age of 18 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 1 hour per night. Years 11, 12 and 13 a minimum of 2 hours.
10. If your student wishes to partake in any extreme sport activities e.g. white-water rafting, sky diving, bungee jumping, paragliding. They **MUST** request permission from the International office and complete some paperwork. Students are also **NOT** allowed to drive ANY farm vehicles or use a firearm (e.g. for hunting). We must protect and keep all of our students' safe at ALL TIMES.

**We hope you enjoy your time as a host parent and please do hesitate to contact me should you have any questions. Thank you again for choosing to host for Tauranga Boys' College.**