



**TAURANGA
BOYS' COLLEGE**

Best for Boys | Tama Tū Tama Ora



INFORMATION FOR HOMESTAY HOSTS

Homestay Families, Designated Caregivers & International Parents

2024

**WHY
HOST?**

To celebrate cultural diversity and develop globally connected citizens by providing International Students with an outstanding New Zealand experience both at school and home, and our New Zealand students and families the opportunity to gain an understanding of other cultures enabling everyone to grow as global citizens.

WELCOME AND THANK YOU!



Thank you for considering hosting a Tauranga Boys' College international student. I hope that this booklet will provide you with useful information to help you to firstly decide whether hosting an international student is the right thing for you and your family. If you do choose to become a homestay host, I also hope that this information 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 team are available to support both you and your student with any queries or concerns that arise. Please feel free to contact our office team between the hours of 8:15am and 3:45pm on our **direct line - 07 557 9065**. Our Homestay Manager will be your first contact person and her **extension is 2308**. Outside of these hours, you can email homestay@tbc.school.nz or send a text message to the **Homestay Mobile 027 269 7184**. We will endeavour to respond to your email or text message as soon as possible.

In an emergency, please call our emergency phone 022 560 7104. This phone is monitored 24/7.

Our Homestay Manager 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 support when needed. Our aim is to ensure that your student feels confident to 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

Thank you for considering hosting our International visitors who are coming as part of a short-stay group or for a long-term education experience at our school.

HOW TO BECOME A HOMESTAY HOST:

1. Read through this booklet "**Information for Homestay Hosts**" so that you know what you are signing up for.
2. Complete the **Homestay Family Application Form**
3. Sign the "**Homestay Carer "Caregiver Agreement"**
4. Complete the "**Police Vetting Forms**" for anyone over 18 who resides in the house. Please refer to the pages 6 & 7 of the guidelines to see the two forms of identification you need to provide.
5. Give the "**Homestay Referee Questionnaire**" to two people who are happy to act as referees for you and your family. Once completed they will need to email them to homestay@tbc.school.nz once they have completed them.
6. Return all completed forms, photos of your home, family and identification via email to homestay@tbc.school.nz
7. Be prepared for the Homestay Manager to contact you to organise a visit to your home. During this visit, the Homestay Manager will ask some questions and take a look around your home as part of the "**Homestay Suitability Assessment**". The Homestay Manager will also ask to site your two forms of identification that you provided for Police Vetting.

Please note: completing the application form and associated paperwork does not indicate an obligation on TBC to engage you as a Homestay Family.



As a Tauranga Boys' College homestay host we ask you to provide a safe, welcoming and friendly environment for your student where they will feel included as part of your family.

TBC IS A SIGNATORY TO THE EDUCATION (PASTORAL CARE OF TERTIARY AND INTERNATIONAL LEARNERS) CODE OF PRACTICE 2021

<https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>

SHORT-STAY GROUP STUDENTS

2-3 WEEKS

PRE-ARRIVAL

- TBC will give you as much information about your student as we can prior to their arrival.
- Homestay hosts will be sent a copy of the itinerary for the group visit.
- Homestay hosts will be paid the homestay fees the week before the group arrives.
- The Homestay Manager will confirm the arrival time of the group with you via text message.

ON ARRIVAL

- Homestay hosts are required to collect their visitors from Tauranga Boys' College at the specified arrival time.
- TBC will take photos of visitors as they leave with their hosts.
- TBC will ensure students have been briefed about cultural differences and behaviour prior to departing with the homestay hosts.
- Bus passes (Bee Card & Rural) will be given to homestay hosts when you pick up your student/s. You will just need to register these for them.

GETTING TO AND FROM SCHOOL EACH DAY

Homestay hosts are required to drop their student/s to school each day and pick them up at the end of the day unless they are travelling on a bus with a homestay sibling or a bus buddy has been organised. This is for safety reasons as many students arrive with limited English.

DEPARTURES

We expect the homestay family to drop their homestay student back at Tauranga Boys' College prior to the departure time and be there to farewell the student.



HOMESTAY PAYMENTS

\$50 a night per student

- These payments include three meals a day (breakfast, packed lunch & dinner, snacks, internet, laundry, transport to and from school and a warm bedroom to sleep in each night)
- There is also the expectation that you will show them our local area - a walk around or up Mount Maunganui, an ice-cream at the beach etc.
- Payments are made in advance by automatic payment to a bank account nominated by and in the name of the homestay host.
- If a student needs to be moved from a homestay host, the homestay host must refund to TBC the remainder of the homestay fees so that they can be passed on to the next homestay host.

ITINERARY FOR SHORT-STAY GROUPS

The students will;

- attend TBC each day during their visit.
- have a TBC buddy to help them get around and they will go with them to some of their classes.
- have daily English lessons.
- sometimes attend day trips to places like Rotorua where you may need to drop them off earlier or pick them up a bit later.

LONG-TERM STUDENTS

ONE TERM (10 WEEKS) OR MORE

PRE-ARRIVAL

- TBC will give you as much information about your student as we can prior to their arrival.
- Homestay hosts will be given a TBC welcome pack to put on the student's bed so it is there when they arrive.
- The Homestay Manager will confirm the arrival date and time of your student/s in advance and let you know whether the student will be flying into Tauranga Airport or arriving in an Auckland Airport Shuttle direct to your home.

ORIENTATION PROGRAMME

- All new international students will be involved in an Orientation Programme at TBC with the aim to set them up for success.
- During Orientation, students will be introduced to key staff, find out about life at TBC; how the school day runs, rules, attendance, english support, emergency procedures, buses, houses, uniform etc. We will also talk to the boys about the importance of keeping themselves safe, looking after their well-being, homestay expectations and help them develop an understanding of the cultural differences between NZ and their home country.

SETTLING IN PERIOD

- It's very common for people to experience culture shock when they arrive in a new country with different customs and traditions and where they are faced with understanding and learning a new language.
- Don't be afraid to use Google Translate to help you and your student/s communicate in the initial settling in period.
- We'd appreciate you dropping your student to school and picking them up until they feel confident enough to walk home or catch the bus.



HOMESTAY PAYMENTS

\$300 a week per student

- These payments cover full board and should include three meals a day; breakfast, packed lunch & dinner, snacks, internet, laundry, transport to and from school and a warm bedroom to sleep in each night.
- Payments are made fortnightly in arrears by automatic payment to a bank account nominated by and in the name of the host family.
- If you need to go away and your homestay student needs to stay with another approved homestay host, it will be up to you to transfer payment for the nights away to the person who has hosted your student.
- IRD - Tax requirements - we are not permitted to offer tax advice about hosting a student(s), but it is important you are aware of any tax implications. The school is not liable for any tax costs or non-disclosure. Please visit the IRD website to find out more; <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>

PAYING FOR SPECIAL EVENTS/DAY TRIPS/HOLIDAYS

Homestay payments do not cover special events as these are considered extras. It is an expectation that you will cover the meals including takeaways or any meals out but not the associated activities.

A special event may be a day trip to Rotorua where you have lunch and are going to the luge as a family. Prior to the event, you will need to have a conversation with the student to explain the plan for the day and any associated costs. eg "We are going to Rotorua on Sunday, we will provide lunch, you will have the chance to try the luge, but it will cost you \$50."

GENERAL REQUIREMENTS

All homestay caregivers must be 25 years of age or over.

We expect you and your family to provide a comfortable, safe environment for your international student and for you to care for them as you would your own child. It is important for each student to feel secure, emotionally and physically.

We know that there will be some cultural differences but it is important that you operate by New Zealand expectations about discipline, rules, duties, manners and attitude.

WHAT DO WE EXPECT FROM A HOMESTAY HOST?

- To provide a nurturing home environment and care for the student as you would your own child.
- To attend a Homestay Professional Development session at least once a year, parent evenings and international functions as required.
- To provide three meals a day (including any takeaways or meals out at your expense).
- 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 (eg: 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 International Homestay Manager.

HOMESTAY HOSTS MUST AGREE TO:

- 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.

HOMESTAY HOSTS MUST UNDERSTAND:

- 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 or 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](#).



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.

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.

IF YOUR CIRCUMSTANCES CHANGE

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 homestay unless they have spoken with our Homestay Manager.

Please advise us immediately should a student indicate that they are leaving the family home.

01 CULTURAL DIFFERENCES

It can take time to get used to the 'Kiwi' lifestyle. Discuss with your student how your family greets, says goodnight etc. Most problems occur through cultural differences and not bad behaviour so communication can go a long way to solving many problems.

Be aware a student may find your accent and colloquial expressions unfamiliar.

Treat the student as you would want any son or daughter to be treated overseas and you will get it right 99% of the time.

At times this can be a challenging and frustrating experience but ultimately we hope that you will find it fun, rewarding, and fulfilling.

03

04

IN YOUR HOME

THE BEDROOM

- All students must have their own bedroom (within the home - no sleep-outs are accepted)
- Students need their own bed (and all linen), and storage for clothing and personal items.
- Rooms must have adequate lighting and heating/cooling available as required. Please ensure that your student knows when to turn the heating off and how to use it.
- Students will also need study facilities - a desk and a chair.
- Students will need clear guidelines as to things such as whether or not they can put posters on the wall, eat in their room and have friends in their room.

THE BATHROOM

- You may need to explain to the student how your shower and bathroom facilities work, including sitting down on the toilet and how we place toilet paper in the toilet and not a bin.
- Set clear expectations about time limits (we recommend no more than 10 minutes per day or after playing sport) and any standards you have around cleanliness in the bathroom.
- Please provide soap for your student to wash themselves. Students should provide their own personal toiletries such as deodorant and shaving gel.

HELPING OUT AROUND THE HOUSE

- As a member of a family, students should assist with household tasks if asked to do so. Please expect the same from your international student/visitor as you would your own children. We recommend setting expectations from day one.
- You are responsible for the student's laundry (this includes washing and ironing) however students tend to be very shy about giving you their laundry. Show them the washing machine and either get them to place their dirty washing in there or show them where they can put it so that it can be washed.

USE OF THE INTERNET

- Students need to be able to stay in contact with their family and friends so you will need to negotiate reasonable access for internet use.
- If your student wishes to use the internet for things other than staying in contact with their family and friends please ensure that the same rules apply as to the ones you have for your own children.

MOBILE PHONES

- Students will all arrive with their own mobile phones.
- Set clear guidelines about expectations regarding phone use in your home. Please be mindful that some families are in different time zones.

TECHNOLOGY USE

Homestay hosts need to monitor mobile phone and wireless technology to ensure that students are using it appropriately. Please monitor our international students in the same way you would monitor your own children.



FOOD AND MEALS

MEALS

- Monday to Friday - please provide breakfast, a packed lunch, after school snacks and an evening meal.
- Saturday and Sunday - please provide breakfast, lunch, an evening meal and snacks as per normal family arrangements.
- Menu service is not required - students have come for a New Zealand experience so please just offer them what the rest of the family is having.
- Set clear expectations about meal times.
- Let your student know what you would like them to do if they plan to eat out with a friend such as how far in advance you would like them to tell you. If this involves staying over at a friend's house, the arrangement should be confirmed between the homestay hosts, not just between students. Please let the Homestay Manager know via email of any overnight arrangements.
- Please be clear about any house rules regarding food (eg is it okay to eat snacks in the bedroom?)
- If you take your student out for lunch or dinner it should be treated as a meal at home and paid for by you.
- Do not hide or reserve food for your family.
- 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 lunch time. Some students need time to adapt to a bread-based lunch.

A FEW HELPFUL TIPS

- Asian Families are used to having their food and drinks warm. It takes them a little while to get used to the fact that we drink lots of cold drinks and eat lots of cold food.
- 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. In some cultures, food is often eaten with the mouth open and slurping sounds. This is a sign of enjoyment. 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 fish then it would be nice if you kept this in mind when planning your menu. Perhaps have something for them in place of fish for the meal.
- Many students will buy extra snacks themselves, sometimes these are snacks from their home country.



SCHOOL GUIDELINES

UNIFORM

International Students are expected to wear the correct school uniform to school every day.

They must also bring the correct Physical Education (PE) uniform to school every day.

ATTENDANCE AT SCHOOL

It is an expectation that all international students attend school each day.

If your student is unwell, please either telephone the school Attendance Officer on **578 4029 extension 220** or email attendance@tbc.school.nz on the morning of the absence.

Please do not report any sickness to the student's natural parent/s, the Director of International Students where necessary, will make contact with the natural parent/s.

LIASING WITH STAFF

Homestay hosts may attend parent/teacher interviews but please note that liaising with teachers of all international students is the responsibility of the Director of International Students. 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.

ACADEMIC STUDY AND EXAMINATIONS

Please encourage your student to 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 about their study, please communicate these with us.

All international students are required to sit all internal school exams.

Homework - As a guideline, it is recommended that all Year 9 and 10 student's should study for a minimum of one hour per night and students in Years 11, 12 and 13 a minimum of two hours per night.

ACTIVITIES AND SPORT

We encourage all students to participate in sport or cultural activities while they are in New Zealand. This also includes extra-curricular activities. Please take the time to find out what their interests are and see if you can work out a way to support them to get involved.



GENERAL INFORMATION

SUPERVISION

You must not leave a student under the age of 14 unsupervised at any time. This is a legal requirement. If you leave them at home, you need to make sure they are safely supervised. Please refer to the Summary Offences Act 1981 for more information - <https://www.legislation.govt.nz/act/public/1981/0113/latest/whole.html>

TRAVEL

All students wishing to leave Tauranga overnight with or without their homestay host, **must** complete a "Permission to leave Tauranga form". These forms are available from the international office or on the website under International.

You do not need to fill out a form if you are going on a day trip.

Forms should be completed no later than seven (7) days prior to travel.

It is imperative that we know where all students are at all times.

DRIVING

No International Student is allowed to own or drive a motor vehicle while enrolled at Tauranga Boys' College. The only exception to this is if the student lives with his natural parents.

Please ensure that your student only drives with a family member or friend that has a full drivers' license. The friend must bring his drivers' license to the international office before being allowed to drive one of our international students.

BIKING AND E-SCOOTERS

Permission must be given from the Director of International Students before allowing your student to bike or scooter to and from school.

All students must wear a helmet, and cannot ride their bike or e-scooter after dark.

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.



SMOKING, ALCOHOL AND VAPING

We tell our international students that their homestay homes are smoke-free zones (as is the College). We do not expect our students to smoke or vape.

No international student is permitted to drink any alcohol while they are in New Zealand on a Student Visa.

CURFEWS

It is reasonable to expect students to meet their friends after school. However, each student signs a behaviour contract when they arrive and we expect that homestay families will come up with agreed times for which the student is allowed to be out at night.

As a guideline, we believe that on;

- weeknights students should return home at a reasonable hour factoring in that some students will have sporting or cultural commitments.
- weekends students who are 16 and under, should return home by approximately 9pm.
- weekends students who are 17 and over, should return home by approximately 11pm.

The students should be discussing the following with you and it's reasonable for you to know where they are at all times;

- where they are
- who they are with
- when they will be home

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.

OVERNIGHT STAYS

If your student wants to stay overnight with another international student, you must make contact with the other homestay to confirm the plans. It is vital that you know where your student is staying if they are not staying with you! Please note that students must only stay in approved TBC homestay homes.

If your student wishes to stay overnight with a kiwi boy, they must ask for permission from the international office one week prior to the planned overnight stay. For safety reasons, we will do our due diligence and confirm back to you that this is allowed. We **cannot** allow any last minute overnight stays to take place.

SUPPORTING YOUR STUDENT

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 they should not go into your student's room when they are not there.

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 OF PERSONAL BELONGINGS

Student's 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 homestay 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.

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.

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.

PERSONAL BANK 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 New Zealand. Where necessary, we will help student's get these set up when they first arrive in New Zealand.

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.



STUDENT WELL-BEING: ILLNESS OR MEDICAL CONCERNS

MEDICAL CONCERNS

Host families should refer conditions needing medical attention to their own preferred GP or dentist.

Please get your students receipts for later claims.

Enabling a student to have access to healthcare is a requirement of the Code of Practice.



MEDICAL EMERGENCIES

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 let the Homestay Manager or Director of International know straight away if there is an emergency situation.

The school is responsible for contacting the agent/international student's parents. As a homestay host, you are not responsible for this, and in an emergency or accident, contact with the international student's parents should be made by a representative of the school only.

MEDICAL INSURANCE

International Students all have current medical and travel insurance while travelling in New Zealand.

If your student goes to The Doctors on Devonport Road then they will invoice Unicare directly. 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.

OUR INTERNATIONAL OFFICE TEAM



INTERNATIONAL DIRECTOR

Mrs Annette Roff

Email - a.roff@tbc.school.nz

Mobile - 027 284 9378

Office Phone Number - 07 557 9065 extension 2110



INTERNATIONAL ADMINISTRATOR

Mrs Lucy Munzer

Email - l.munzer@tbc.school.nz

Office Phone Number - 07 557 9065 extension 2288



HOMESTAY MANAGER

Mrs Mel Young

Email - homestay@tbc.school.nz

Office Phone Number - 07 557 9065 extension 2308

Homestay Mobile - 027 269 7184

24/7 Emergency Mobile - 022 560 7104

OFFICE HOURS

The International Office is open from 8:15am to 3:45pm daily.

HOW TO CONTACT US

Please do not hesitate to contact our team during office hours on **07 557 9065** (see extensions above) if you need any further advice or support with your student. Alternatively, you can email us or send a text message to the Homestay/Emergency Mobile **022 560 7104**. We will endeavour to respond to your email or text message as soon as possible.

In an **emergency**, please call our emergency phone **022 560 7104**. This phone is monitored 24/7.

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 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 motorbike while living with an approved Tauranga Boys' College Homestay Family.
7. No International Student is given permission to be a passenger in a car with a person who has a learners licence.
8. All International Students are not allowed to be passengers in cars with friends who have a full licence unless permission has been granted by the International Director.
9. Not to have any kind of paid employment.
10. 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.
11. Abide by all school rules pertaining to jewellery, hair and uniform.
12. 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 their 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, kite surfing, 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:
 - Return home by 9.00pm as I am sixteen years and under.
 - Return home by 11.00pm as I am aged 17 years or older.
2. During the week you may catch up with friends after school but please be home by the time as agreed with your homestay host (a guideline would be 6.00pm). If you are involved in a sports practice/game that goes later, you need to make sure your homestay host knows what time to expect you home.
3. Theft from homestay or anywhere will not be tolerated.
4. If students are going to be staying away from Tauranga overnight, they must complete a Permission to Leave Tauranga Form and submit at least seven (7) days prior to the trip for approval by the Director of International.

Parent Signature: _____ Students Signature: _____

Parents Name: _____ Students Name: _____

Date: _____

QUICK REFERENCE GUIDELINES

1. **Your student must never** be left at home over night or for long periods of time by themselves regardless of their age. **Students under 14 should always be under supervision.**
2. **If your student wishes to stay anywhere other than your own home for the night** it is an expectation that you will call 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, unless permission is given by the international office to stay with a kiwi boy.
3. If you plan to travel out of Tauranga, 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, biking or scootering around the streets after dark!** The only safe options are you taking them and picking them up, or them catching a taxi or uber as the buses stop running at 8pm. Please also remember that buses often stop some distance from your home, 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 driver's license.**
5. **Please be aware of what your student is doing and monitor how much time they are spending on the internet or using technology as you would with your own children.** Encourage them to use the internet out in your dining room where you have more control. If they are in their room do not be afraid to knock and go into their room and have a look at what they are up to. If you are concerned about their use of technology, please make contact with us.
6. **Riding in Cars** - Your student is not allowed to travel in a car with anyone who does not have a full driver's license.
7. If your student has an **accident or is very unwell please call the Homestay/Emergency phone on 022 560 7104. This phone is monitored 24/7.**
8. **If someone new moves into your home and is staying with you short-term or long-term please let us know.** If this person is over the age of 18 years and with you long-term (longer than a few days) then they must be police vetted. This is a requirement under the Code.
9. **Homework** - As a guideline, it is recommended that all Year 9 and 10 student's should study for a minimum of one hour per night and students in Years 11, 12 and 13 a minimum of two hours per night.



Hostfamily

noun: A 'normal' family which opens its doors to experience a new culture and gives students a second home.