



# RANGIORA NEW LIFE SCHOOL

## POLICY AND PROCEDURES FOR INTERNATIONAL STUDENTS

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

	International Students	Accommodation Policy	
Ratification		Chairperson	
Last Review	June 2007	Chairperson	

Rangiora New Life School undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students and to approve appropriate homestay accommodation for them.

The categories of accommodation that will be accepted by the school are:

- i) Living with a parent
- ii) Living with a designated caregiver
- iii) Living in a homestay
- iv) Living in a boarding establishment
- v) Temporary accommodation for group students and short courses only

### POLICY OBJECTIVES

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential carer in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

### PROVISION OF ACCOMMODATION

Rangiora New Life School or its designated authority *will* arrange accommodation for international students.

### USE OF ACCOMMODATION AGENTS

Rangiora New Life School *may* make use of accommodation agents to organise and monitor student accommodation according to the Code of Practice for the Pastoral Care of International Students.

### ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

#### *General*

1. Students under 18 years will not be permitted to rent a flat/room/house/apartment or live on their own.
2. All accommodation queries and issues will be dealt with initially by the designated person/unit for accommodation. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the appropriate pastoral care person/unit.
3. For each student, the full name, current address, contact phone number, occupation and relationship to student of the residential caregiver will be held.
4. Any serious concerns relating to accommodation will be reported to the Code Administrator.

#### *Students not living with a parent*

For all students under 18 years and not living with a parent:

1. Any accommodation to be used by international students will have:
  - An on-site assessment to determine that living conditions are of an acceptable standard.
  - An assessment to determine whether the accommodation type is a boarding establishment, a homestay or has a designated caregiver.

- An assessment of the residential carers suitability and whether they will provide a safe physical and emotional environment.
  - If a boarding establishment, an assessment will be done to ensure it is a registered and fully licensed.
2. Each student will be interviewed at least quarterly to ensure that their accommodation is suitable.
  3. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
  4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay or designated caregiver accommodation used by a student.
  5. Rangiora New Life School will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

#### *Homestay and Boarding Establishments*

1. Students within the school homestay programme or staying in a boarding establishment must make payments for accommodation in advance at the beginning of each term.
2. Students must not make their own private accommodation arrangements without the approval of the school or its designated authority.
3. Students staying in a homestay or boarding establishment are required to exhibit appropriate behaviour.
4. Where a student's behaviour or demands are such that their hosts can not reasonably be expected to have the student continue in their care, the accommodation service may be discontinued and the student may be sent home.
5. Where a foreign student wishes to withdraw from the school accommodation programme, at least two weeks notice must be given in writing to the Principal.
6. Advice and a support infrastructure for carers/hosts will be provided by the designated person for accommodation.

#### *Designated Caregivers*

1. Parents of each student living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to Rangiora New Life School approving the accommodation.
2. On or before enrolment, Rangiora New Life School will meet and establish communication with the designated caregiver.
3. The relationship between the designated caregiver and student's parents will be checked to confirm that they are a bona fide relative or parent's friend.

### **DIVISIONS OF RESPONSIBILITY**

Rangiora New Life School will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Monitoring the activities of any Accommodation Agents at least once a quarter.
- Selecting, monitoring and approving all accommodation.
- Providing a support infrastructure for homestay carers.
- Recording the results of all accommodation assessments.
- Recording the results of all quarterly student interviews.

#### *Accommodation Agent*

The Accommodation Agent will be assigned the appropriate responsibilities by Rangiora New Life School as set out in the Accommodation Agents agreement:

#### *Caregivers*

Rangiora New Life School will expect all residential caregivers to:

- Provide a safe and friendly living and studying environment.
- Provide day to day care including:
  - 3 meals a day and access to snacks
  - own room
  - bed and bedding
  - study desk and chair

- adequate bedroom furniture to store clothes, books etc.
- lamp and adequate lighting
- adequate heating
- transport arrangements to and from school
- bathing/showering/bathroom access
- laundry
- Treat the student with respect.
- Make the student feel comfortable and part of the family.
- Notify the school if there are any changes or additions to the household.
- Notify the school immediately if there are any problems with the student. e.g medical condition, misconduct.
- Notify the school immediately if the student seems very homesick or depressed.
- Look after the student in their home to the best of their ability.

Host Families will not be expected to:

- Provide an internet connection for the student, however access to email facilities would be appreciated.
- Pay for toll or mobile phone calls.
- Cook special food.
- Insure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.

## **REVIEW**

This accommodation policy will be reviewed on a triennial basis.