



RANGIORA NEW LIFE SCHOOL

PRINCIPAL ~ GREGG WEAVER

DENCHS ROAD, RANGIORA

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Dear Applicant to be a Homestay Caregiver,

Enclosed in our Homestay pack you will find a number of documents that need to be read or filled out and returned to the school for our records and for processing. School's are legally required to police vet Homestay providers. Hence it is compulsory for anyone living in your home who is over 18yrs of age to be police vetted.

The information booklet will help you understand what to expect if an international student is placed with you and includes ideas on how you can help them settle into the family and details of the support networks for you.

To make sure everyone understands their responsibilities I have outlined below the areas of responsibility for the School and for Homestay carers:

The School

The school is responsible for:

1. The procedures for the selection and monitoring of homestay carers and homestay residences. Such as: visiting your facilities, taking a photo of the bedroom for the student, completing other checklists and discussing our expectations in relation to the school's special character.
2. Meeting with the students at least once a term to ensure that the accommodation is suitable.
3. Meeting with the agent from time to time to review the procedures, evaluate placements and record changes.
4. Adhering to the conditions of the Code of Practice for the Pastoral Care of International Students including:
 - ❖ assessment and selection of homestay placements
 - ❖ ongoing training for host families
 - ❖ monitoring of placements, including home visits
 - ❖ evaluation on suitability and success of placements
5. Providing information for parents and host families
6. A 24/7 emergency contact person

Host Family/Designated Caregiver

The Host Family/Designated Caregiver is responsible for:

1. A safe and friendly living and studying environment
2. 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

Host Families/Designated Caregivers must:

- ❖ 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
- ❖ aid the student to communicate regularly with their parents

Host Families are **not** expected to:

- ❖ provide internet connection for the student
- ❖ pay for toll or mobile phone calls
- ❖ cook special food
- ❖ insure the students goods or pay for property the student damages or loses
- ❖ offer accommodation to visiting friends or relatives
- ❖ comply with unreasonable requests

Thank you for your application to be a homestay caregiver. If you have any questions or would like advice on how to complete the forms. Please do not hesitate to call the school (313-6332) and ask to speak to Donna.

Regards,

Donna McCormick
International Student Co-ordinator