

Homestay Information Sheet: Hosting Students under the age of 18

Dear Host Family,

Thank you for agreeing to host a student who is under the age of 18.

The Code of Practice for the Pastoral Care of International Students sets out the Ministry of Education's Guidelines for the care of International Students in New Zealand. As WIE is a signatory to the Code, we are required to ensure that host families adhere to specific requirements in the event of caring for a Student under 18.

Responsibilities for hosting a Student under 18 include:

- 1) Accommodation must meet the standards as set out in the Code of Practice. This is reflected during the process involved with your application to become a Host Family with WIE. If there are any significant changes to your living arrangements and/or contact details, **please advise us immediately**. This could include:
 - Moving house or changing your contact details
 - Changing your bank account details
 - Significant changes to the student's living conditions in your home
 - Having another homestay student staying with you
 - All occupants of your property over the age of 18 are required to be police vetted by the school. Please advise us should a new tenant / family member/ friend move in.
 - Please advise us should a criminal charge be laid against a member of your household.
- 2) We are required to approve **all holiday and travel plans for students under 18**. Should you wish to take your student away on holiday with you, please let us know at least 7 days in advance. Should your student wish to go away for a weekend, long weekend or over school break, please inform us as soon as possible, as there are specific regulations that will apply.
- 3) **WIE will administer the student's homestay payments for the duration of the student's stay**. Should you have any queries regarding payment, please contact our homestay coordinator directly.
- 4) Students under 18 are **NOT permitted to stay at home without adult supervision at any time**. In addition, if you will not be the adult supervising a student overnight, please contact us with a week's notice so necessary arrangements can be made.
- 5) In the event of a student being homesick or in need of any form of emotional support, please contact our homestay coordinator who will liaise with the relevant student support staff.
- 6) In the case of a student being absent from school in the event of illness or a similar scenario, please inform the homestay coordinator to discuss the student's situation.
- 7) **In the event of an emergency**, please ring one of the following emergency numbers. Please note that it is the school's responsibility to contact the student's parents/caregiver:
 - Homestay Coordinator Office: (07) 838 2450 or **022 104 8705 (24 hour Emergency number)**
 - Principal (Bo Han): 021 262 3996
- 8) Students are not permitted to engage in any activities illegal for their age in New Zealand. If in doubt, please contact us.
- 9) Students under the age of 18 are not permitted to move to another homestay or other form of accommodation without proper procedures being followed.
- 10) We may contact you to conduct an interview with you and visit your home, as we are required by the Code to do so at least quarterly during a student's stay.

Should you have further questions or require assistance with any matter during your student's stay, our student support staff are here to help. Please feel free to contact us at any time.

We wish you a wonderful experience hosting your student.

Best Regards,

Homestay Coordinator
Waikato Institute of Education