



HOMESTAY REQUIREMENTS FOR HOSTING INTERNATIONAL STUDENTS

Homestay is an arrangement where overseas students are given the opportunity to live with and be accepted as a member of a local New Zealand family. All homestay situations are carefully assessed by the homestay co-ordinators to ensure that not only is the home comfortable, but the student is well cared for in accordance with the Ministry of Education Code of Practice 2016 (Pastoral Care for International Students) amended 2019.

Homestay accommodation is **NOT** the same as staying in the hotel, Airbnb or as a “guest”. You will welcome your student as a member of the family. To help them settle into life in New Zealand a little easier, do try to include them in family activities. Show them your warmth, friendship and support.

Being a homestay family should not be relied upon as a constant source of income. Students come for short or long stays and when one leaves, we may not be able to place a student with you again immediately. Homestay payments should be considered more of reimbursement of costs associated with having an additional person in your family rather than an additional source of income.

Below is some information that will help you to avoid any misunderstanding with your homestay student.

Arrival of a new student

You are expected to be available to meet and greet your new student on arrival at the airport or pick-up location

Bedroom

All host families are to provide for their homestay student a bedroom of their own, all linen and bedding requirements, storage for clothing, a study desk and lamp. Adequate heating in cold weather such as electric blanket, extra blanket, economy heater. The student is NOT to purchase their own electrical appliances. ***Please note students do not pay school accredited homestay any extra money for services or facilities. Please do not ask your student for money.***

House key

Students should be given a ***house key/keypad code***, and he/she is to look after the key. He/she will have to inform you should they lose the key. The house should have ***smoke alarms*** in full working order as recommended by the NZ Fire Department website <https://fireandemergency.nz/at-home/smoke-alarms/>

Mealtimes

Homestay caregivers must provide nutritious breakfast, lunch, and dinner each day, as well as morning tea, afternoon tea, and snacks. Students should be given a packed lunch for school.

Please encourage your student to join family mealtimes and help with small tasks such as dishes.

Take your student to the supermarket so they can show you the foods they like. Some students may feel uncomfortable asking for more food, so please check in regularly and ensure they always have enough to eat. It is also helpful to keep rice and noodles available for Asian students.

Bathroom/Toilet

These are usually shared by family members, please advise the student of convenient times for daily showers. As there can be limited hot water in New Zealand homes, please give a guideline for maximum time to use the shower. Show them how to keep the bathroom clean and tidy after use. If they make a mess, ask them to clean up after themselves. Explain our way of using a shower, this includes the way to use the shower door/curtain, taps and bathmat. For female students, caregivers should give appropriate advice on the disposal of sanitary items. Students are expected to always maintain a good standard of personal hygiene.

Household/Family Chores

As your homestay student is a member of the family, they should contribute to the upkeep of the family home. This could include washing dishes, setting the dinner table. They are responsible for keeping their own bedroom clean and tidy and making their bed every morning. Homestay caregivers have a responsibility to ***check the student's bedroom on a regular basis*** to ensure it is being kept to reasonable standard and complies with your expectations. Teach your student how to make a bed, clean the bathroom as they have probably not had to do any of these before.

Washing Clothes and Bedding

Discuss with your student expectations for washing their clothes and linen, where to store dirty washing and which days washing is done. Some students may prefer to do their own laundry, assist them on how to use the washing machine and where to hang clothes. Some students (especially girls) prefer to wash their own underwear, please respect any cultural sensitivity in this area. Bedding should be washed on a regular basis - advise student when this is to be done.

Sleep

Students need to get enough sleep to function at school, therefore a good sleep pattern is essential for caregivers to monitor.

Internet

All homestays are to provide WIFI internet. This is for students to do their homework and contact parents overseas. Most homes have unlimited internet. Students are to be discouraged from spending large amounts of time watching own-language movies or playing online games as these are counter-productive to English language development and school success. Excessive and late-night electronics usage should be monitored and controlled appropriately.

Rules

As a member of the family, we expect your student to live by the rules of the household.

Going out and Curfew time

In New Zealand, it is an offense to leave children under 14 without reasonable supervision. What is considered 'reasonable' considers the circumstance in which children are left alone and the length of time they are alone. Leaving a child unsupervised for an unreasonable period in a way that puts them at risk of harm could be considered neglect.

Note the following curfew times are guidelines only for homestay parents and students.

AGE	SUNDAY- THURSDAY	FRIDAY	SATURDAY
Under 15 years	TO BE AGREED BETWEEN THE HOST FAMILY AND THE STUDENT. MACLEANS COLLEGE RECOMMENDS A CURFEW OF NO LATER THAN 9PM.	Under Supervision	Under Supervision
15 years		10pm	10pm
16 years		11pm	11pm
17 years and over		11pm	11pm

Culture, Care and Settling in

Help your new student to understand New Zealand customs and culturally appropriate behaviour and to change their behaviour when necessary. Encourage the student to speak English and join in family activities. You can also assist your student to find suitable ways to spend his/her leisure time, overcome difficulties he/she may initially experience in a new country. In doing this, you will also need to respect the student's need for privacy.

Supervision and keeping safe

Talk to your student about keeping himself/herself safe and the home safe and secure.

Students, regardless of age are not permitted to stay in the home overnight without an approved caregiver. Failure to comply will result in your student being removed from your house/care.

Please ask your student where he/she is going, permission should be obtained from you if he/she is going out or will be home late. You must know where your student is at all times. Ensure you have each other's mobile number in each of your phones.

If your student plans to stay overnight at a schoolmate's home/relatives/family friend, you need to contact school to ensure permission has been given. This process usually takes time so a 1 week notice period needs to be requested by student for school to approve. The school will have to communicate with the student's parents. Students are not allowed to stay overnight at a venue where there is no adult supervision. ***No last minute or unpermitted sleepovers are allowed.***

Transport to School

Please ensure your student is familiar and confident with the route to and from school before they head off alone.

Student Insurance

All international students will have Travel and Medical Insurance policies. If they become sick, please take them to a doctor. Doctors and other medical bills must be paid by the student and receipts kept for a claim to be done at the international department (for students who purchased insurance via school).

If a student damages any household content this needs to be covered by the homeowner's insurance and the student will be liable for the excess. ***Macleans College will not be responsible for damages caused by a student.***

Family Outings

If you invite your student on a family outing or trip it is generally expected you will pay the student's expenses. If you expect them to pay for any aspect, please make sure this is clear and agreed beforehand to avoid any misunderstanding.

Homestay Payments

Payments are made one week in advance following the student's arrival via Macleans College accounts department. If your student arrives after the weekly payment run on a Tuesday, you will receive your first payment the following Wednesday and then one week in advance after that. The Homestay payments will continue to be paid at the normal rate during the holiday at the end of term 1, 2 and 3 and students will keep their belongings in their room, even if they return home or go on a trip within New Zealand. During Term 4 break students are expected to go back home at end of year. Students who will be returning to a Macleans accredited homestay will be asked to pay a retainer fee to the family to hold their room. Their belongings can be stored by the homestay or left in the bedroom at the homestay caregiver's discretion.

Notice to leave

If circumstances change or you feel your student does not suit your home, you can issue a two-week notice in writing via email to be sent to homestay@macleans.school.nz

Please don't hesitate to contact the school if you have any concerns about the student. We're committed to resolving any issues collaboratively—and ideally before considering any decision regarding moving the student.

Money

Students are required to have their own money for out-of-pocket expenses e.g. transport, extra school activities, personal items. Students should have a New Zealand bank account, please assist them in setting one up.

Work

If your student wishes to work, they must first seek permission from school as they are on a student visa, and this would require an application for a change to the student visa.

Smoking/Drinking/Drugs/Vaping

Smoking, Vaping, drinking alcohol and taking drugs are not permitted regardless of age.

Motor Vehicles/Driving

Macleans College **does not** allow international Students **to own or drive a car, regardless of age** while they are enrolled at the college.

Overnight, weekend and holiday travel plans

Sleepovers:

At least one week's notice must be given to the International Department, as there is significant administrative work involved to ensure safety.

Travel:

Do not book any flights without prior approval from the International Department.

We encourage students to safely explore more of New Zealand. Macleans College provides a list of approved tour agencies offering a range of trips. Students must check the application process with the International Department before booking. ***Students are not allowed to travel without prior permission from the school and must only use the approved tour companies provided.***

Attendance at school

The student is expected to attend school every school day unless he/she is unwell. The student is expected to be on time for all school activities. If the student is unwell and cannot attend school, the homestay is to inform school on the day of absence by emailing the form teacher or phone 09 535 2620. The homestay parent will write an absence note for the student to bring to the form teacher. If you think the absence is unjustified you do not have to report.

Refer <https://www.macleans.school.nz/report-absence>

Dealing with problems

To avoid any misunderstanding please communicate often with your student. Please advise him/her the appropriate and basic manners such as table manners and the appropriate time to say, "excuse me", "please" and "thank you". Often problems arise by people not understanding each other, so please keep communication lines open.

If your requests regarding manners and cooperation are not being met, please contact the school for assistance.

Police Vetting

All persons staying in the home 18 years and over are required to be police vetted. This includes people sharing the house, e.g. tenants and friends, short-term visitors staying for 5 or more consecutive nights. The vetting process can take around 4-6 weeks and to be completed every 3 years. Failure to comply will result in the student being removed from your house.

When to contact Macleans College

To advise Macleans College **immediately** if you have any of the following problems or concerns

- There are any urgent medical decisions to be made
- You are concerned about students' behaviour or wellbeing
- For any reason you are unable to maintain any of the above responsibilities on a short- or long-term basis due to e.g. illness, going on holidays, moving house
- There are changes to people planning to reside in your home as ***Police Vets are needed for all over 18.***
- There are changes to your contact details, emergency contact details and home address
- There are changes to your student's behaviour / welfare
- ***If your student is planning to move out, travel outside Auckland or return to their home country and you have not received prior notification from school, you must inform school immediately. You are not to rely on student informing school.***

Compliance Visit

A routine six-monthly compliance check will be carried out once you start hosting our students. During the visit, we will look at the living arrangement of your house, the bedrooms, utilities and shared rooms within the household.

Please inform the school promptly of any household changes, including contact details, guardians, or any new residents (e.g., relatives, caregivers, tenants)—even if they're only living with you temporarily. Keeping our records current ensures smooth and secure communication.

General Information

School Website: www.macleans.school.nz

In the case of a traumatic incident involving an International Student.

- Phone 111 for police or ambulance
- During school hours - contact Macleans College 09 535 2620
- Outside school hours - contact Macleans College emergency phone 027 420 3917 and leave a clear message giving your name and your student's full name.
- Please do not contact the student's parents directly - this is the school's responsibility

- If there are other students around, tell them not to post on social media - e.g. WeChat, WhatsApp, Instagram
- Do not give information to reporters/journalists. Direct all enquiries to the Macleans College Principal

I acknowledge that a Macleans College Staff member has briefed me on the requirements outlined in this document.

Full Name of Caregiver _____

Signed _____

Date _____