



Guidelines for International Students & Homestay Families/Carers



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Welcome

Welcome to Auckland City, the City of Sails. Welcome to Baradene College and our School Community. We hope you enjoy being here in New Zealand with us and that you achieve all you wish to.

Join in as much as you can. It may be hard at first to make new friends but you will find it is worth the effort. We are here to make your stay with us a memorable experience.

The following booklet is a guide towards helping both the homestay students and the homestay families as they meet and learn about each other. We do this by knowledge sharing and setting what we feel are reasonable boundaries and attitudes towards life at home, at school and in our community. The basis of this is good communication and respect between and towards all people. While this is a fairly robust booklet there will always be questions and situations that come to light that may not be directly covered here. At these times we would encourage you to contact our Homestay Co-Ordinator, Mrs Storer, so we can work together to solve or resolve as the case may be.

Our goal is that everyone involved in the homestay has an enjoyable and fulfilling experience



Dean of International Students



Dear Students,

Welcome to Baradene College of the Sacred Heart! We are pleased that you have chosen to take your school journey with us. By joining Baradene you are connected to all schools of the Society of the Sacred Heart from across the globe. Baradene has a lot to offer you, in the way of opportunities both inside and outside the classroom. I hope you enjoy your time here and get immersed in all aspects of school life and your new life here in New Zealand. Your homestay families are wonderful people who will help you get accustomed to the way of life and culture in New Zealand. At school I am here to help you alongside your teachers with your academic enquires, goals and to help you settle into the school. I look forward to getting to know you more and supporting you as an international student.

Mrs Belinda Sydenham

Dean of International Students

Telephone (09) 524 6019 Extn 728 | Office D304

Email: bsydenham@baradene.school.nz

Homestay Co-ordinator



Dear Homestay Families,

Thank you for being a Homestay family to our International Students. It is a great help to know that our students will be safe and cared for in a secure environment. The advantages for our students are tremendous as they gain enormous experience from living in a Kiwi homestay and being part of your family. Please know that the International Team members are always available to help in any situation.

Mrs Dianne Storer

Homestay Co-Ordinator

Telephone (09) 524 6019 | Office D218 | Mobile 027 279 0917

Email: dstorer@baradene.school.nz



Dear Students,

We warmly welcome you into the Baradene community! The environment at Baradene is extremely caring and we have a great team that ensure that our International Students are supported in all facets of life at Baradene. We hope that you will enjoy and take advantage of the wonderful opportunities offered at our college including academic studies, sport, performing arts and more! Part of my role as International Student Manager is to liaise with our international agents, process international enrolments and assist students with various things such as medical insurance and visa application. My door is always open if you require assistance or just a friendly chat.

Mrs Kate Meredith

International Student Manager

Telephone (09) 524 6019 | Mobile 021 204 9152

Email: kmeredith@baradene.school.nz

The International Students' Emergency Contacts are:

Mrs Storer – (Mob) 027 279 0917

Mrs Meredith - (Mob) 021 204 9152

Mrs Russell (Mob) 027 406 3375

These numbers are to be called only **in the event of an emergency** and will be answered 24 hours per day. If there is no reply to the numbers, leave a message and someone will call you back as soon as possible.

Keep the emergency numbers in a safe place e.g. your mobile phone.

**Please use the school main telephone number: (09) 524 6019,
at any other time (school hours 8:00 a.m. to 4:00 p.m.)**

Important School Information

Attendance | Absences

You need to be at school for **EVERY school day**. It is your top priority.

IF YOU ARE SICK IN THE MORNING AND NOT WELL ENOUGH TO COME TO SCHOOL please follow these instructions.

ALL STUDENTS:

If you are sick, please ask your homestay parent to logon to the portal to report absence.

To logon to the portal for absences:

<https://baradene.bridge.school.nz/>

- Click on the Sign In tile and use the “Magic Link” option using your individual/ caregiver email address you have registered with Baradene College, then check your email for a sign in link.

YEARS 11, 12 & 13

If you are sick and miss an internal assessment you must provide a doctor's certificate even if you are away for 1 day. The certificate must be dated and have a note of the specific dates that you are acknowledged to be away sick. Otherwise you are not allowed to sit the internal assessment and will miss out on the credits for your NCEA. This is the rule for all students in the New Zealand education system.

Note: Swimming Sports, Athletics Day and Baradene Special Character Days: attendance is **COMPULSORY**.



Uniform

All students are required to wear the correct Baradene College uniform. Baradene uniforms are sold from the “Stables” which is situated at school.

The opening hours are:

Tuesday & Thursday 8am to 2pm

Advertised times during the school holidays.

An online Uniform Shop is also available:

<https://www.baradene.school.nz/buy-baradene-category/uniform>



School Uniform Rules and Regulations

1. Students maintain a high standard of appearance both within the school and in public. Full and correct uniform must be worn and items of clothing are required to be in good repair and clearly labelled.
2. It is the school rule that you wear your blazer whenever you are outside the school grounds i.e. out in the street, on a bus, while shopping and at every school assembly.
3. Students shall not alter the uniform skirt lengths.
4. Hair should be clean, tidy, your natural colour and in a style that is appropriate for school. Hair must be off the face and off the collar. Any hair that touches the collar must be tied back with a black hair tie and/or red ribbon. Any hair clips must be in natural hair colours. No other hair adornments are permitted.
5. Jewellery
A wristwatch, a necklace of spiritual or cultural significance (on a chain long enough so as not to be visible), and, if worn, one plain gold or silver stud in the lobe of each ear, are to be worn. No bracelets are allowed. Any non-regulation jewellery that is worn will be confiscated by a staff member and returned at the end of the term.
7. The wearing of make-up and nail polish is NOT permitted.
8. Only Baradene school and house badges shall be worn on blazers.

Use of Mobile Phones at School

1. Mobile phones may only be used BEFORE and AFTER school. They may not be used during school time UNLESS you are given permission by a teacher to use your phone.
2. Mobile phones can also be handed to the PE staff for safe keeping during PE.
3. Students are responsible for the safe keeping of their own mobile phone.

Property and Privacy

1. All personal property must be labelled clearly and is the personal responsibility of the student to care for.
2. Respect for the student's own property and the property of others is expected.
3. The privacy of each girl should be respected by others.
4. No girl may enter another girl's locker, even with permission, without that girl being present.
5. Loss or damage will not be the responsibility of the school as all students must have their own personal insurance and take personal responsibility.

Homework



If you are going to make good progress at school, you need to spend some extra time each day going over your work, doing assignments, reading and making sure you understand what has been done in class.

Most evenings, specific work is set. At other times you should do some revision or reading.

As a general guide, Year 9 and 10 students should expect to do one hour's extra work each school day and senior students at least two hours. If you do not do this each day you will find that you will get behind in your subjects.

How Well Am I Doing?

School reports are available twice a year and can be accessed by your parent on the Parent Portal. Printed copies are also sent to parents, agents and homestays.

Parent-Teacher interviews are an opportunity for you and your family member, guardian or homestay to discuss with your teachers how you are doing and what you need to do to make better progress.

Well-Being

There are lots of things that as a student you might feel are different and therefore make you feel strange in a different country and culture other than your own.

The food is different, the language, being away from family and friends and the unfamiliar surroundings. All these things can make for a great new adventure for you but can also be a bit confusing and strange to begin with. There are people who understand what you are going through and people you can talk to who might help you to feel more confident.

The school has two Guidance Counsellors who are happy to help with any problem from just needing a chat to dealing with very serious problems.

For our International Students we also have a dedicated Counsellor available for them to talk to. Please make your appointments in confidence, through our International Dean.

Health

The School Nurse is available in her room D213 every day. If there are medical problems you need assistance with, you can see the school nurse at any time during the school day. She may refer you on to your homestay. The nurse works closely with Mrs Storer who can help co-ordinate with your homestay or agent.

The doctor may write a prescription for medicine if you need it and this must be taken to the chemist to receive the medication.

When you pay the doctor or chemist **KEEP THE RECEIPT**, so that you can claim this cost on your medical insurance.



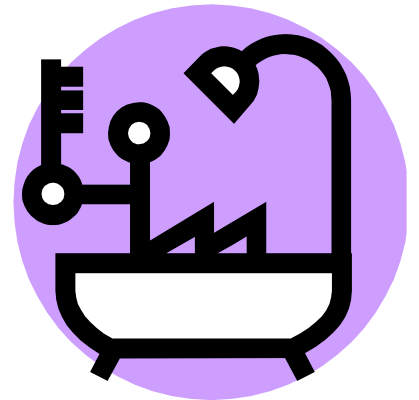
Homestay

Student Information

As a student you will find living in a Kiwi home different from living in your home, from our food to our leisure sports. You will also be more independent to make small but significant decisions for yourself like when to wake up in the morning to making sure you keep your cell phone 'topped up'. You will learn so much from being in a Kiwi home. Along with your English, you will learn about our way of life and our culture. Please do not worry and be aware that it can take some time to adjust. We would encourage you to join in family conversations and activities as much as possible and have FUN.

Part of this is also helping out around the home just like the children in the home are expected to do. For example, doing such things as setting the table for the evening meal, clearing the table after the meal and keeping your room tidy. These may well be very new to you so if you don't understand what is being asked of you or shown to you, please let your homestay know by saying ; "**I don't understand**" or "**Can you explain again please?**". If you have a problem or a question please **ASK** for advice of your homestay parents, there is no such thing as a silly question when you have just moved in! Please also chat with Mrs Storer at school if you feel you need help.

In New Zealand it is common for us to shower/bath every day. We usually expect you would spend **no more than 5-7 minutes in the shower each day**. Please be mindful of the time spent showering as unlike some other countries, homes in New Zealand do not have continuous hot water. Check with your homestay family when it is most convenient for you to shower just as a matter of courtesy.



In New Zealand we see having our monthly period/menstruation as a normal part of life and as such we tend to carry on doing as much as we would any other day of the month. Pads and tampons are available in the Baradene student toilets or from our school nurse. They are also readily available for purchase at all supermarkets etc. If you ask your homestay mother, she could take you shopping with her so you can purchase them at the grocery store.

NEVER FLUSH pads or tampons down the toilet, as this will block the pipes. Pads should be well wrapped and then placed into the outside rubbish bin as soon as they are used. Please discuss with your host mother so you understand how it is done in the home. She is there to help you. Hot water bottles are helpful for tummy pains and paracetamol is also helpful to take if you have more severe pain.

Hygiene

In some countries it is common to have a very small bathroom with a central floor drain system for water to drain away. In New Zealand this is not the case and the only wet floor area is the shower area. Care needs to be taken to keep the floor dry and be aware that the bathroom might be used by other people so leave it clean and tidy as you'd like it to be left for you to use as well.

Unlike many countries the tap water in our bathrooms and kitchens is totally drinkable. No need to buy and drink bottled water. Try ityou'll like it!

Sleep



Sunday through to Thursday, New Zealand school aged students in Years 10 - 13 go to bed around 10pm - 10.30pm and students in Years 7 - 9 around 9pm - 9.30pm. We would expect you to respect the family's lifestyle and be quiet from this time onwards. **Sleep is very important and students need plenty of sleep to learn well.**

When you come to a new country and study in a new language, you can expect to get very tired. Get plenty of sleep at night. Teachers will not allow students to sleep in class.

Banking Information

Students 13 years old or younger are not permitted to have their own bank account in New Zealand nor cash cards from New Zealand banks. Therefore arrangements need to be made by your parents and agents to ensure you receive sufficient weekly allowances to meet your personal needs such as transport, top up for their phone and entertainment, etc. All students over the age of 13 are able to have their own bank account and cash card. All students need to have access to money for their day to day living expenses. Your family or your agent may be able to open a bank account for you, otherwise Mrs Storer is more than happy to help you.

Internet Use & Mobile Phone Use in the Homestay

THERE IS TO BE NO DOWNLOADING OF MOVIES/GAMES OF ANY KIND AT ANYTIME in your homestay or within the school.

Although we realise that internet and email usage is an important form of communication for students, usage needs to be discussed with your Homestay. Some homestays have a specific 'turn off time' to ensure everyone gets a good night's sleep for school and work. Other families have all their school aged children put their cell phones and/or laptops into a central place in the home, such as the kitchen, where they remain overnight on charge. This is so everyone in the home can get a good night's sleep without being kept awake by texts or calls and from being tempted to go online late in the night. If you are not sure please talk to the homestay to discuss.

Communication with your family at home is also every important for you but again, please discuss what time you would like to make these regular calls home as it is important to keep your phone calls within a good time frame for the family and no later than 9pm please. Be aware that others are in the home when chatting to your family and keep it to a limited time and also be aware of the loudness of your conversation as voices tend to be louder at night when a home is quieter.

Please also be aware that cell phones are not to be brought to the dinner table in the home. Answering of texts or phone calls at the dinner table is seen as bad manners and disrespectful in New Zealand homes as it is in many countries.

Students must avoid spending too much time on the Internet. If you have your own computer in your room, this does not mean you have unlimited time on your computer. Please do not allow your study time or school work to suffer because you spend too long on the Internet.

Students must not make international phone calls on the homestay family's phone.



Getting to School and around Auckland



Most of our school buses services are provided on the Auckland Transport (AT) Network. You will need to purchase an AT HOP Card from a local outlet as they do not accept cash on the buses. Their network service covers all of Auckland including trains.

Other forms of transport in Auckland are trains, taxis, ubers and boats.

If you have any difficulty with knowing where to get off your bus; ask your homestay to write it down for you and you can show the driver. The bus drivers are very helpful people and used to being asked so don't be shy to ask for help!

Driving



Students must not be passengers in cars driven by other students on a Learners or Restricted Driver license. Drivers with restricted licenses are not permitted to carry passengers or to drive after 10pm.

IF your homestay has a student at Baradene with a FULL ADULT LICENSE and offers to drive a homestay student to school or pick them up, your host parent must first send a copy of the driver's license to Mrs Storer who will then be able to give permission for our student to be driven by the fully licensed student.

Holidays and Travel

In accordance with the NZQA Code of Practice 2021, we have updated the process by which the school is notified of International Student travel plans during the school holidays.

1. If the student is staying in NZ with their Homestay family, no action is required.
2. If the student is staying in NZ but travelling with anyone other than their Homestay parents, then the parents or agent must email Mrs Meredith (kmeredith@baradene.school.nz) and Mrs Sydenham (bsydenham@baradene.school.nz) with the details and dates.
3. If the student is going overseas for the holidays and flying unaccompanied, the parents or agent must email Mrs Meredith and Mrs Sydenham with the dates, where they are going, who they are going with (if anyone) and who will be meeting them at the airport.
4. If the student intends on being absent from school during term time for any reason, the parents or agent must email bsydenham@baradene.school.nz with details and dates.
5. If the proposed holiday plans are agreed to by the Principal, a Transfer of Care Letter will be written up by the school and circulated to all caregivers and agents.
6. Students will be reminded of this process at International Levels but ultimately it will be the agent/family's responsibility to let the school know of any holiday plans well in advance.

End of Term and End of Year Travel

All homestay students are given a holiday travel form by Mrs Storer each term. This must be completed, signed by the homestay or guardian and returned to Mrs Storer by the due date on the form.

Travel Plans During Term Time and School Holidays

SPECIAL SENIOR STUDENT LEAVE OF ABSENCE FORM – for Years 11 – 13

All Year 11 – 13 students wishing to have days off from school for travel must see the International Dean to request permission and the student must get the form completed by all her subject teachers to ensure she is not missing any internal assessments for NCEA. The form must be completed and returned, signed by her parent or guardian and returned to the International Dean. The requests then go to Mrs Russell (Baradene Principal) for her to assess if travel permission can be granted. Permission is unlikely to be granted for you to travel or extend your stay and interrupt learning time here in New Zealand.

HOMESTAY PAYMENTS

Please note that the homestay fee is continuous through the year, including the two week end-of-Term 1, 2 and 3 holidays. At the end of Term 4, if you are returning to the same homestay the following year, there is a \$435 holding fee so your belongings can remain safely in the home. Should you be finishing at Baradene or moving homes at the end of the year, arrangements must be made to remove all your possessions from the homestay BEFORE you leave NZ. The homestay payments continue for the full school year from the day you arrive at the homestay to the end of Term 4 OR the date of departure after NCEA exams for instance, whichever happens first.

Keeping Safe

As in all big cities you need to make sure you are safe in what you do and where you go. **COMMUNICATION IS VERY IMPORTANT** – if you are going to be late home from school or if you plan to meet with friends on the weekend make sure you let your homestay know. If you are going to another friend's home or homestay please make sure YOUR homestay has their contact details. Your homestay has taken on a responsibility to care for you so it is your responsibility to let them know where you are at all times. If you are running late or it is getting dark please phone your homestay to let them know where you are; OR if you have missed a bus and it is dark you might need to take a taxi/uber and you must make sure your homestay knows. **If you ever feel unsafe you can phone your homestay immediately and let them know what is happening, or, if you are feeling very unsafe dial 111 to call the Police IMMEDIATELY.** It is important to tell someone about anything bad that happens to you. This can be either your homestay, Mrs Storer, International Dean or one of our counsellors at school so that we can help you process what has happened and get further help if you need it.

NON-EMERGENCY CRIME REPORT NUMBER - 105 - For loss of important items (such as laptops, wallets etc) which may have been left, lost at school or stolen. They will take details and give you a reference number which can help with claiming insurance. If you have left an item on a bus, ask your homestay to report it to the bus company as soon as possible with as much detail as possible.

Homestay Family Schedule

This simple chart helps you to keep a track of what's happening in the home on a weekly basis so you are aware of regular events such as activities after school etc.

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Homestay Guidelines for Students

- Please buy a cellphone or a NZ sim card as soon as possible. Give the number to your caregiver, Homestay Co-Ordinator and International Student Manager.
- Talk to your homestay about the buses to school so that you know where to catch it and how much it is until you buy your HOP card (If you are over 15 you need your ID card to register). Cash cannot be used on the buses or trains.
- Be helpful in the homestay; offer to wash dishes or help with the household chores like the other children in the home.
- Keep your room neat and tidy and make your bed in the mornings.
- Try not to be shy, the family want to MEET YOU...so be friendly and polite and try to join in with what the family are doing in the home.
- Use your English in the home as much as possible – if there are young children in your homestay, play with them. You'll be surprised how quickly your English improves!
- Always ask permission before inviting friends to visit. It is the host family's decision if your friends can stay or not.
- Sleepovers: Please refer to page 24, point 7.
- You are not permitted to smoke or drink alcohol in any homestay or at school. You must abide by NEW ZEALAND LAWS with regards to Alcohol and Tobacco at all times.
- If you wish to have a part time job you must first request and be given permission from the International Student Manager.
- If you are the last to leave the home, please ensure all windows and doors are locked and any other instructions given to you by the homestay of how to leave the home secure.
- Before you go out socially, you must advise a host parent where you are going, who you will be with and what time you will be home. Keep in contact with your host family by texting if you change your plans or will be home late later than agreed - you must follow their instructions.
- If you are planning to be out for an evening meal during the weekend please talk to your host before the weekend and make sure your plans fit in with their weekend plans too. If your plans change while out you must ring your host by 3pm to discuss the new plans and make sure they agree. Please follow their instructions at all times to show respect to your host family.
- Please always plan to be home before it is dark at night. If you want to be out later, your host family must give you permission. They must be sure that you will be safe at all times. It is a big responsibility and your homestay families take it seriously.

continued over page...

Homestay Guidelines for Students continued.....

- All NZ Laws apply to International Students. Homestay parents and adults in charge of our students need to exercise judgement in all situations including when students are asking to go out socially and think through issues of risk and safety. We strongly recommend that all students are closely monitored to ensure that where they are going, who they are meeting and the time they are to return home is safe and reasonable. We want the children to be able to have fun but safety must come first. We recommend that the younger students, 14 and under are not allowed to go out socially without adult supervision.
- Students must advise the Homestay Co-Ordinator if they want to change their homestay so that she can assist them to visit potential new homes and to also liaise with their families, guardians, agents and their current homestays in a timely manner.
- Students are not allowed to find their own homestay and must stay with the School Homestay Programme. Mrs Storer, will liaise with the students and their agent and homestay.
- Two weeks' notice must be provided to the Homestay Co-ordinator by either the homestay or the student's agent or guardian to start the moving process.

Table manners in your homestay which would be appreciated

Wait until everyone is sitting before you start eating.

Try not to make a noise while eating, as this is considered to be rude.

Dinner Time Conversations

Dinner time is when the family come together to have a meal and also talk about their day. Try to be part of this by joining in the conversations. It might take a few days or a week for you to be comfortable to join in but do try. The family will be really happy to hear what you have done in your day at school or socially.

Phrases You Can Use

The food's good, what is it called?

I had an assessment at school today.....

Do you have any plans for the weekend?

I'm planning to see friends and go to the movies on the weekend.....

Tips for Smooth Sailing with your Host Family

- Every home is different regarding what time you leave for school, what chores you will need to do and what time you need to be home etc.
- Joining in with your family's activities such as going for a walk, going out to visit friends etc, shows that you want to be part of the family household.
- If you enjoy cooking or are interested to learn, ask if you can help prepare a meal. Many girls love to learn how to bake which is both fun and rewarding! This is something most homestays will enjoy sharing with you.
- If there are younger children in the family, spend time playing with them. The children will love the special attention from their new "sister" and this will help your English language skills.
- Remember if you want to go out with friends on the weekend, discuss your plans with your homestay a few days before going so they are clear about the time you are going out; how you are getting there; who you are meeting and how you are getting home and what time.
- Share news and photos about yourself and your country with your homestay family.
- Ask questions and say if you are not sure or maybe a bit confused. This helps everyone.
- Try to be on time!! Try not to be late for meals, appointments and coming home in the evening. If you are running late, phone or text your homestay as soon as you can. Do your best to fit in with the family's normal schedule.
- Expect to pay for all your personal expenses such as shampoo, AT HOP card, mobile phone top up etc. When you go out with the family don't forget to take your own money/ cash card with you so you are ready to pay for things that you want. This may include entry costs to events such as the movies, amusement parks, concerts. Do not expect the homestay to pay for your entry. If they do pay, please make sure you say thank you. Never take kindness for granted or expect them to pay.
- Do not borrow money from anyone in your homestay. If you have a cash flow problem discuss this with your parents, your agent or Mrs Storer (Homestay Co-Ordinator) at school.
- The family agreed to welcome you into their home. Remember it is A HOME NOT A HOTEL.
- ACCIDENTAL DAMAGE IN THE HOME
 - If you break a glass or a cup by mistake please tell the homestay straight away so it can be cleared up immediately and safely. You may be asked to replace the item.
 - If you spill make up or nail polish on the carpet or on a chair DO NOT TRY TO CLEAN IT UP YOURSELF, go and find the homestay parent and let them know IMMEDIATELY. If they are both out phone them to advise of the accident. Follow their instructions on what to do. If it is too difficult for the homestay to clean you may have to pay for the area to be commercially cleaned but at least the problem will be solved.
 - Please DO NOT put anything on the walls (pictures, post-it notes etc) without asking your homestay as this can cause damage.

We suggest that you do some of these activities



Picnic



Zoo



Museum or
Art Gallery



Ten Pin Bowling



Cycling, Roller blading etc,
along the waterfront



Movies or
Live Theatre



Local sites of
interest



Play Chess / Board Games



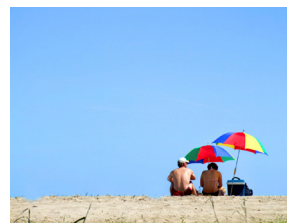
Supermarket shopping



Spectator at a
live sport game



Hiking or walking
in the park



Beach



Walking

Information given to all students at their Orientation

Being in a Homestay

Remember a few simple and IMPORTANT things that you must do as part of a KIWI family:

1. Your host family needs to know where you are ALL the time. If you are going out, tell them where you are going, who with, and what time you will be back. If your host family says it is not OK, then it is not OK!! Remember to tell them how you are getting to places as well. Your host family might have rules about the times you can be out so you must make sure you are back by the right time as well (curfew). **THIS IS A CONVERSATION THAT MUST HAPPEN BEFORE THE DAY YOU ARE GOING OUT: if you are going out on Saturday you need to chat with your homestay by Friday.**
2. Sleepovers at a friend's house: Please refer to page 24, point 5.
3. You should be returning HOME after school to do your homework and study. If you are going to be late for any reason, you need to text your host family to let them know why. **If you don't get a reply you must phone them in case they did not see the text.**
4. Your host family will have its own rules about what you can and cannot do. Make sure you listen to these and you know the RIGHT thing to do.
5. **If you are not sure – ASK, say 'I didn't understand what you meant, can you explain again please?'**
6. While New Zealand is reasonably safe, you should be careful especially after dark in the winter months, and you should not be in the city alone or in small groups once it gets dark. Please be sensible and look after yourselves! We want you to stay safe.

Questionnaire for First Week with new Host Family

1. What do I call you? Mum, Dad or by your first name?

2. I will make my bed and tidy my room daily. What else am I expected to do in the home to help?

3. What do I do with my clothes that need washing? Where do I keep them until wash day?

4. May I use the iron and washing machine at any time?

5. Where should I keep my shampoo, hair dryer etc?

6. What are the rules about disposing of sanitary pads and tampons?

8. What is the routine for using the bathroom in the morning and evening?

9. Do I make my breakfast and/or lunch during the week? Do I make my lunch at the weekend?

10. What time are evening meals?

Questionnaire for First Week with new Host Family continued

11. Would you like me to help at meal times?
- a) Set the table b) Clear the table c) Wash up
d) Dry the dishes e) Load the dishwasher
12. What are the rules about making phone calls and internet use at night?
-
13. Is there anything in the house that you don't want me to use, eg. in the kitchen?
-
14. What time am I expected home at weekends? Am I allowed to bring friends home? When?
-
15. Are there any private rooms that I should not enter?
-
16. May I put pictures, posters on the walls of my bedroom?
-

General Information for Homestay Families

We expect homestay parents:

- Whenever possible to attend international functions and parent evenings with your student as you would your own daughter.
- To care for the student as you would your own child and treat them like the child of a close family relative.
- To encourage the student to participate in the family's activities whenever possible (eg. reasonable chores, outings, sports and family holidays).
- To set reasonable rules and make sure the student totally understands what is being explained to them. You may need to repeat several times and get them to 'say it back' as language and shyness may result in a "Yes" when she doesn't fully understand.
- To supervise any parties students may hold, eg birthdays.
- Not to provide or purchase alcohol nor cigarettes for students.
- To set a reasonable curfew at weekends and times for your homestay student to be home after school. We suggest the student to always be home before dark or to have good sensible travel arrangements which you are fully aware and approve of.
- To discuss the house rules and family expectations with the student.
- All New Zealand Laws apply to International Students. Homestay parents and adults in charge of our students need to exercise judgement in all situations. When students are asking to go out socially they need to think through issues of risk and safety. We strongly recommend that all students are closely monitored to ensure that where they are going, who they are meeting and the time they are to return home is safe and reasonable. We want them to have fun but safety must come first. We recommend that the younger students, 14 and under are not allowed to go out without adult supervision. If they are going with another family please make sure you meet the other parents and exchange cell phone contact details.

- To contact the College immediately if there are any serious breaches of the College's rules or health and safety issues. First point of contact is your homestay liaison:
Mrs Storer 0272790917 dstorer@baradene.school.nz
- Sleepovers - Please refer to page 24, point 5.
- Provide a bedroom equipped with a table or desk and reading light for study purposes.
- Provide three meals a day (including a packed lunch or equivalent during the school week)
- Contact the school before 8.30am if the student will not be attending because of illness. Please phone: 524 6019 or email attendance@baradene.school.nz or text Mrs Storer 027 279 0917.
- Give at least two weeks' notice in writing to the Homestay Coordinator before terminating any homestay arrangement.
- Advise the Homestay Co-ordinator of any people joining the family home. Anyone who is 18 or over must be police vetted before joining the home whenever possible.

Food

Food is very important in all cultures and nutrition has an important place in healthcare.

If your homestay is from the Asian continent, you may find she doesn't like lamb (often don't like the smell) but how you prepare it might change her mind! All you can do is try with your normal family meals and gently ask what they like.

We have microwave facilities at Baradene for the girls, so if you have a dinner which you know the student really enjoys perhaps ask if she would like to bring a portion of the evening meal for lunch.

We suggest that you take your student with you next time you do the grocery shopping as this can be a fun activity to do together. It might be enlightening for you both to see what and why you buy things and what she might be more attuned to, including breakfast cereals choices.

Hygiene

In some countries it is common to have a very small bathroom with a central plug in the floor for water to drain away. In New Zealand this is not the case and care needs to be taken to keep the floor dry.

If you have a house rule for time in the shower, please explain this to the homestay student.

This all needs a discussion when they first move in and you might need to gently remind them in the first few weeks or so of settling in.

Your student may find it unusual to drink water straight from the tap. Most would think it unhealthy to drink water that had not been boiled. They will need to be told that it is OK to drink tap water.



Cultural Differences

As a host family you might like to learn some basic greetings:

English	Hello	Goodbye	Thank you
Mandarin	Ni-hao	Zai jian	Xiexie
Cantonese	Lei Hao	Joi gin	Mg goi
Thai	Sawadee	Lagond	Koukunka
Korean	Arnyung	Jalga	Gmawo
Japanese	Konnichiwa	Mata ne	Arigato
Vietnamese	Xin chào	Chào nhé	Cảm ơn

We would like to know about any problems you may be experiencing, any unacceptable behaviour and especially if the student moves from your homestay for any reason. Please contact the Homestay Co-ordinator, Mrs Storer, if you have any concerns.

Emergency Procedures for Homestays & Designated Caregivers

This information sheet contains information about what you need to do in case of an accident or emergency involving your international student. Please keep it in a safe place. The homestay parents need to ensure that everyone who takes care of the international student is aware of these procedures.

- Students should be taken to the host's own doctor in cases of illness or to a doctor who speaks their language. If you are not sure, please speak to Mrs Storer.
- Students should be taken to the nearest hospital or emergency clinic in an emergency.
- Homestay parents please make sure that both you and your student knows the guardian's contact number in case of an emergency.

Education Provider's Responsibility

Baradene College has responsibility in the case of emergencies during and outside of school hours when the student is in a homestay. The College should be contacted as soon as possible in these situations. Baradene College will help and support you and make sure that all appropriate procedures are followed

24 Hour Contact Person:
Mrs Storer – (Mob) 027 279 0917
Mrs Meredith - (Mob) 021 204 9152
Mrs Russell (Mob) 027 406 3375

Baradene College is responsible for contacting the student's parents. You are not responsible for this and in an emergency or accident contact with the international student's parents should be made by Baradene College only.

In Case Of Accident Or Illness - If an international student is injured or unwell and your level of concern is high, take the student to the nearest accident and emergency department or if appropriate dial 111 and ask for an ambulance.

If your level of concern is low or moderate, please take the student to your GP or nearest medical clinic.

HOMESTAY CARER AGREEMENT

(For use when the School arranges homestay accommodation for international students at the School)

This is an agreement between the Homestay Carer, being a residential caregiver, and the School (the **Agreement**).

Name of school: _____ (the **School**)

Homestay carer's full name: _____

Homestay carer's full name: _____ (together the **Homestay Carers**, each a **Homestay Carer**.)

Homestay carer's address: _____
_____ (the **Residence**)

TERMS

For the purposes of this Agreement the following terms shall have the following meanings:

Homestay has the meaning as set out in the Code. For the avoidance of doubt, this means accommodation provided to an international student in the residence of a family or household in which no more than four (4) international students are accommodated.

Residential Caregiver has the meaning as set out in the Code and for the purposes of the Agreement, includes a homestay carer.

AGREEMENTS

1. The term of the Agreement is for a consecutive 12 months from the date of signing by both parties (the Term). Unless otherwise mutually agreed, the Term automatically renews unless a notice of termination has been provided in writing from one party to the other.

HOMESTAY CARER/S

2. The role of the Homestay Carer/s is to act as a residential caregiver for the School to provide homestay accommodation in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) for international students attending the School
3. The Homestay Carer/s agree to support all students in their care to abide by all rules and expectations set by the School.
4. The Homestay Carer/s have read and agree to comply with the requirements for Host Families set out in the School Guidelines for International Students and Homestay Families.
5. The Homestay Carer/s agree that the accommodation provided is welcoming, caring, safe, positive and is a healthy environment for students, and complies with the relevant sections of the Code.

6. The Homestay Carer/s agree to provide appropriate levels of care where an international student in their care is unwell or injured, including caring for the student at home and taking the student to visit a doctor when required.
7. The Homestay Carer/s will obtain the prior approval of the School before a student in their care stays overnight in any accommodation that is not supervised by the Homestay Carer/s or organised and supervised by the School.
8. The Homestay Carer/s will immediately inform the School if they become aware of, or have any reason to believe that a student in their care, is engaging in any at-risk behaviours or behaviours that breach the school's code of conduct for international students.
9. The Homestay Carer/s will immediately inform the School of any changes whatsoever that may impact the care provided to the student by the Homestay Carers, and the Agreement.
10. The Homestay Carer/s will provide the School with no less than fourteen days (14) days prior notice of any changes relating to the family's circumstances that may affect the Agreement. This includes, but is not limited to, any change of Residence or any change to the number of adults eighteen (18) years of age or over living at the Residence.
11. For the avoidance of doubt, when at any time, the Homestay Carer/s has a student or students in their care who are enrolled at the School, they agree not to provide accommodation to other fee-paying guests without the prior approval of the School.
12. When at any time, the Homestay Carer/s have a student or students in their care who are enrolled at the School, they agree not to act as a homestay carer for any other student, whether enrolled at the School or any other school, without prior approval from the School.
13. The Homestay Carer/s agree not to negotiate the payment of any addition fees whatsoever with the student and/or natural parents. For the avoidance of doubt, any additional payments must be negotiated by, and agreed to, by the School.
14. The Homestay Carer/s agree that all household members who are eligible for vaccination against Covid-19 and required to be vaccinated by a Public Health Order or policy of the School, will be fully vaccinated. The Homestay Carer/s agree to provide the school with satisfactory evidence of vaccinations against Covid-19 as required.
15. The Homestay Carer/s will immediately inform the School of any changes to the number of household members residing at the home of the Homestay Carer who are 18 years of age and over and are eligible to be vaccinated. The Homestay Carer/s agree that additional household members may not reside at the household unless they have prior agreement from the School and the additional household members have completed a Covid-19 Vaccination Declaration.

16. The Homestay Carer/s agree that the school will be unable to place or continue to place a student in their care unless all those eligible and required to be vaccinated against Covid-19 from time to time are fully vaccinated.

THE SCHOOL

17. The School agrees to pay the Homestay Carer a fee in return for providing homestay accommodation for international students in accordance with the Agreement. The School will advise the Homestay Carer/s of the fee and schedule for payments when a student is placed for homestay accommodation.
18. The School may agree to pay the Homestay Carer a holding fee to be agreed between the parties from time to time to hold homestay accommodation for periods where a student is absent from the homestay accommodation and no other fee is payable. The holding fee must be agreed in advance by the School and a student's parents. For the avoidance of doubt, no holding fees will be paid without prior approval, in writing, from the School.
19. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular visits to the Residence and meetings with any student placed at the Residence and the Homestay Carer/s.
20. The School may remove a student from the Homestay Carer/s at any time without prior notice or agreement at the sole and absolute discretion of the School and this may terminate the Agreement.
21. The School has provided, and the Homestay Carer/s have read and understood, relevant information about the requirements of being a residential caregiver including the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) relevant to residential caregivers.
22. The School agrees that all information regarding the Homestay Carer in providing accommodation will be kept confidential, except disclosure to students or their parents or legal guardians, to any professional consultant or such person where it is in the interests of students placed at the Residence to provide the information or pursuant to any statutory or other legal duty.
23. The School agrees that information concerning the Covid-19 vaccination status of the Homestay Carer/s and their household will only be used for the purpose of deciding on the placement of an international student in the care of the Homestay Carer/s. For the avoidance of doubt, information concerning the Covid-19 vaccination status of the Homestay Carer/s and their household will be used and stored in accordance with the requirements of the Privacy Act 2020.
24. Contact information for the Homestay Carer/s may be shared with the School's homestay carer community for the purposes of communicating with other homestay carers and will not be passed



on to any other parties or used for any other purpose without written agreement from the Homestay Carer/s.

25. The School may use photographs and/or video of the Homestay Carer/s for the purpose of sharing and promoting international education at the School.

TERMINATION

26. This Agreement may be cancelled by either party giving fourteen (14) days written notice.
27. Failure by the Homestay Carer/s to provide the homestay care in accordance with requirements set out by the School may result in termination of the Agreement.
28. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School policies.

SIGNING

HOMESTAY CARER/S:

By signing below, the Homestay Carer/s confirm that they

- have read the Agreement and agree to be bound by it in all respects
- have read and understood the Guidelines for International Students and Homestay Families and have discussed with the School any concerns or questions they have about the responsibilities of being a homestay carer.

Name: _____
(Homestay Carer)

Signature: _____

Name: _____
(Homestay Carer)

Signature: _____

Date: _____

SCHOOL:

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: _____

Signature: _____

Date: _____



PLEASE COMPLETE THE INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT ONLY IF THE STUDENT WILL BE LIVING IN A HOMESTAY WHILE ENROLED AT THE SCHOOL.

INTERNATIONAL STUDENT ACCOMMODATION AGREEMENT (When placing a student in a School Approved Homestay) Terms and Conditions:

- For the purposes of this Agreement the following terms shall have the following meanings:

Accommodation means the residential accommodation provided to the Student pursuant to this Agreement.

Accommodation Requirements means the rules and requirements of the Accommodation as set out in Schedule One.

Agreement means this Accommodation Agreement between the Student, School, and Parents which governs the Student's Accommodation arrangements.

Application Form means the standard enrolment application form.

Code means the Education (Pastoral Care of International Students) Code of Practice 2016 as updated from time to time and available online at www.legislation.govt.nz under Education (Pastoral Care of International Students) Code of Practice 2016.

Contract of Enrolment means the agreement between the Student, the School and the Parents which governs the Student's Tuition.

Homestay has the meaning as set out in the Code.

Parents means the Parents referred to in the Application Form.

Residential Caregiver means the person responsible for the Student at the Accommodation.

Residential Caregiver Agreement means an agreement between the School and the Residential Caregiver.

School means the school referred to in the Contract of Enrolment.

Student means the International Student residing at the Accommodation as referred to in the Application Form.

Tuition means the education of the Student at the School.

All other terms have the same meaning as in the Contract of Enrolment.

The School is a signatory to and complies with the Code. Unless living with a parent, every international student is required to reside at an Accommodation approved by the School using the process set out in the Code.

The Parents and Student agree to adhere to the following terms and conditions of the Accommodation:

The School agrees that all information regarding the Residential Caregiver, the Parents and the Student relating to the Accommodation will be kept confidential, except disclosure:

To the Student, the Parents or Residential Caregiver (as the case may be);

To any professional consultant or such person where it is in the interests of the Student to provide the information;

Pursuant to any statutory or other legal duty.

The Parents agree that if behaviours or conditions of the Student emerge after placement with a Residential Caregiver such that the Residential Caregiver is unable to provide the level of accommodation or care required for the safety and wellbeing of the Student, the School may terminate this Agreement.

The Parents or the Student have the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by the School concerning them in relation to the Student's placement with a Residential Caregiver.

Under the Privacy Act 1993, any information collected may be provided to education authorities.

These terms and conditions may be varied by the School (acting reasonably) upon reasonable notification from time to time and will continue to apply until notified otherwise.

If the Parents provide misleading information or fail to disclose information about the Student prior to placement with the Residential Caregiver and during the term of the Homestay the School may (in its sole discretion):

Charge the Parent such fees as required to adequately compensate for additional requirements due to providing misleading information or the lack of disclosure; or

Terminate this Agreement.

The initial appointment and ongoing engagement of the Residential Caregiver is subject at all times to:

the Residential Caregiver and the School entering into a Residential Caregiver Agreement; and

the School's usual requirements and policies in relation to the Accommodation.

The School will ensure that to the best of its ability:

The Accommodation provides a safe, positive and healthy environment for the Student and complies with the Code;

The Residential Caregiver's appointment has not involved any form of gift (financial or otherwise) to or from a third party;

The appointment of the Residential Caregiver does not represent any actual or perceived conflict of interest, and that any possible conflict of interest has been notified to the School;

The Residential Caregiver will take all reasonable steps to ensure the Student's compliance with New Zealand laws (including, where appropriate, informing the Student of such laws), and will immediately report any possible legal breach to the School; and

The Student only engages in lawful, responsible and positive recreational activities outside of School.

Unless otherwise agreed in writing by the parties, the Parents provide consent to the Student's Homestay or Residential Caregiver (where applicable) for the Student to undertake supervised leisure travel and overnight stays within New Zealand for a period of not more than seven days where the leisure travel or stay does not involve the Student participating in any adventure activities or extreme sports or result in the Student missing any scheduled school days.

The School will seek specific written consent from the Parents for leisure travel or overnight stays of more than seven days or results in the Student missing any scheduled school days.

The Student shall seek specific written consent from the School before the Student, being a Student of any age, participates in any activities while in the care of the Student's Homestay or Residential Caregiver (where applicable) which are considered to be adventure activities or extreme sports. The School shall only give such Consent where approved by the Parents in terms of the Contract of Enrolment.

The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular check-ins with both the Student and the Residential Caregiver.

Unless otherwise agreed in writing, the Student will be entitled to commence their Homestay at the Accommodation 5 days prior to the Period of Enrolment (as that term is defined in the Contract of Enrolment) commencing and 5 days following the end date of the Period of Enrolment (as that term is defined in the Contract of Enrolment). Should this Agreement be terminated prior to the expiry of the Period of Enrolment the Student will be required to vacate the Accommodation immediately. The School may, at its sole discretion, and without any obligation on it to do so, extend the time for the Student to vacate the Accommodation. Any such extension shall be given in writing and shall be without prejudice to the School's right to later insist that the Student immediately vacate the Accommodation.

Expectations

The Student will comply at all times with the Accommodation Requirements and the Parents shall work with the School to ensure such compliance.

In the event that the Student is removed from a Residential Caregiver for any reason, the School will take all reasonable steps to source, over a reasonable period of time (as determined by the School in its absolute discretion), appropriate alternative approved Accommodation for the Student.

The Student will treat the Accommodation with due care and respect and the Student is liable for costs associated with repairing any damage caused to the Accommodation by the Student.

For avoidance of doubt, the School is not responsible for any damage caused to the Accommodation by the Student.

Fees

The Parents must pay all accommodation fees to the School in accordance with the School's fee schedule as defined in the applicable Contract of Enrolment.

Termination

The School reserves the right to terminate this Agreement if the Student is in breach of the Accommodation Requirements.

If the Student is suspended, expelled or excluded from the School, the parties agree that this shall constitute a breach of the Accommodation Requirements and this Agreement may be terminated as a consequence.

Where this Agreement is terminated, fees may be refunded in accordance with School Policies.

General

This Agreement shall be construed and take effect in accordance with the non-exclusive laws of New Zealand. In relation to any legal action or proceedings arising out of or in connection with this Agreement, the Parents irrevocably:

submit to the non-exclusive jurisdiction of the Courts of New Zealand; and

agree that proceedings may be brought before any Court including any forum constituted under the Arbitration Act 1908 within New Zealand, and waive any objection to proceedings in any such Court or forum on the grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Notices given under this Agreement must be in writing and given to the addresses set out in the Application Form. Those sent by post will be deemed to have been received ten (10) days after posting. The Parties agree that email correspondence is a suitable means of communication and emails will be deemed to have been received when acknowledged by the party or by return email.

This Agreement contains the entire understanding of the parties and overrides any prior promises, representations, understandings or agreements.

The parties acknowledge that prior to signing this Agreement, they have had the opportunity to seek independent legal advice in respect of its content and effect.

Disputes

The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School Policies.

Signing

This Agreement may be executed in one or more counterparts, each of which when so executed and all of which together shall constitute one and the same Agreement. Delivery of executed counterparts may be delivered by email or facsimile transmission.



Initialed by: _____(parent) _____(student)

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Updated May 2019



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Accommodation Requirements

While living in a School approved Homestay, the Student agrees:

1. To comply with all laws of New Zealand.
2. Not to engage in any social or leisure activities that may place them, other persons, in undue danger or risk of harm. This includes the Student putting himself / herself in a position which may give rise to suspicions or allegations of such activities.
3. To obtain written permission from Parents and the School prior to obtaining any tattoo, piercing or other bodily embellishments.
4. To comply with all Homestay rules, expectations and curfews set by the School and Homestay parents, including without limitation, any policies of the School which apply.
5. To not use or do anything which may cause damage to the Accommodation, including without limitation, applying hair dyes, or smoking cigarettes or engaging in any other activity that may cause damage to the Accommodation.
6. To keep the Homestay parents informed of their whereabouts at all times.
7. To stay at the Homestay address daily and not to travel overnight outside of the town or city (as defined by the School) where the student is living without prior written permission of the School. This clause shall not prevent the Student travelling between the Homestay and the School.

To respect the privacy, values and property of the Homestay.

SIGNING**Parents**

By signing below, the Parents confirm that they have read the Agreement and agree to be bound by it in all respects (initial each page):

Name(s): _____

Signature(s): _____

Date: _____

School

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School, and confirms that the School will be bound by the Agreement in all respects:

Name: _____

Signature: _____

Date: _____

Student

By signing below, the Student confirms he/she has read and understood the Agreement and agrees to abide by the Code, the School Policies and (to the extent applicable) the Agreement:

Name: _____

Signature: _____

Date: _____



Initialed by: _____ (parent) _____ (student)

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