



**CAMBRIDGE
MIDDLE
SCHOOL**
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Homestay Information Guide for Residential Caregivers

Clare Street
Cambridge 3434
New Zealand

Phone: 07 827 5135
Email: linnet@cms.school.nz
Website: www.cms.school.nz

HOMESTAY INFORMATION GUIDE

Thank you for your enquiry to host an international student attending Cambridge Middle School.

Cambridge Middle School has students from all over the world, including students from China, Korea, Japan, Thailand and Vietnam. We have full-time students and short-term students that need host families.

Students will often arrive tired and jet lagged. Settling into a different environment, combined with meeting new people and understanding the language, can be a struggle. Reassurance and support are very important at this time.

Communication with our international student homestay coordinator, **Linnet Hatton**, is also very important. Linnet is available to help and support you with any questions or problems that may occur. Please contact Linnet through the school office during school hours. The 24/7 mobile number that will be supplied when you host a student is for emergencies only.

The school will organise uniform and stationery items for full-time students and all international students are required to have comprehensive travel and medical insurance. If your student needs further supplies throughout the year, please contact Linnet. Short-term students will usually be able to wear their uniform from their own school in their home country.

Application Processing and Safety Checks

The following documents are included in this pack:

- Homestay Guidelines
- Frequently Asked Questions
- Accident and Emergency Procedures for Host Families
- Host Family Application Form
- Homestay Carer Agreement

NOTES:

1. The Host Family Application Form includes a Police Vetting Declaration that needs to be signed by everyone living in the home aged 18 years or over.
2. Applicants are also required to nominate TWO referees who are **not** family members that can provide background information about their suitability to be residential caregivers.

Once this form has been received and processed, we will contact you to arrange a suitable time to visit your home.

Useful Links

[Education \(Pastoral Care of International Students\) Code of Practice 2016](#)

[Cambridge Middle School Prospectus 2021](#)

1. HOMESTAY GUIDELINES

WHAT IS EXPECTED OF HOST FAMILIES?

Hosting international students can be a very rewarding experience for you and your family, but there are a few important things to remember.

In order to be a successful host family, you need to be prepared to face the challenges associated with hosting a student from overseas. Understanding and compassion is a prerequisite and you need to consider that your student could possibly be struggling with 'culture shock'. Try to imagine your own child being in the same situation and treat international students accordingly with care and empathy.

We encourage the family to treat international students as they would their own children. The same rules, family values, attention and respect that you would show to a member of your family are needed. A relaxed, happy and safe environment to live and study in is also important for the student so that they are able to feel more secure in their new home.

GENERAL REQUIREMENTS

- All homestay caregivers must be 25 years of age or over.
- Except by prior agreement with the school, all students must have their own bedroom within the home.
- The student must be accommodated within the family home (sleep-outs are not acceptable).
- Cambridge Middle School reserves the right to decline any application without explanation.
- Once you become a registered host family, we are unable to guarantee a student placement with your family.
- The school reserves the right to not place students with you without explanation.
- The school reserve the right to withdraw a student from a homestay without explanation.

HOST FAMILY REQUIREMENTS

- To submit to a police vetting check (every 3 years) for all persons aged 18 years or over residing in the house, or those who stay overnight on a regular basis.
- To be available for an initial homestay assessment interview with all family members present.
- To provide at least one character reference for each caregiver.
- To agree to the monitoring process, as required by the Education Code of Practice. A school staff member will visit your home every six months, or more often as the school deems necessary.

The host family is also expected to:

- Make decisions about acceptable behaviour and set some limits. The student should have the same rights and duties as any other child living in the home, provided these are reasonable and understood.
- Provide a safe and nurturing living and studying environment.
- Treat the student with respect. Make them feel comfortable and part of the family.
- Respect the student's privacy and belongings (this applies also to other children in the home who should not enter the student's room without their permission, and never when they are not there).
- Know the whereabouts of the student at all times, how they can be contacted and who they are spending time with. If a student is staying at a friend's place overnight, contact should be made with the parents beforehand, and we recommend obtaining the student's natural parents' consent for sleepovers.
- Ensure that your student can get to and from school safely. It is important to accompany the student on the first few days, even if they say they can find their way alone.
- Take an interest in the student's schooling. Contact the school if you have concerns.
- Notify the school if there are any changes or additions to the household.
- Notify the school if you have concerns over the student's health or behaviour.
- Inform the school if the student seems very homesick or sad.
- Supervise the student appropriately – they must never be left home alone overnight, or for long periods of time. Students under 14 should always be under supervision.

The host family is NOT expected to:

- Pay for the student's telephone calls.
- Insure the student's belongings.
- Provide accommodation for visiting friends or relatives.

SCHOOL CONTACT DETAILS

If you wish to discuss any matter relating to a student, or the guidelines contained in this document, please contact the Homestay Coordinator.

Contact Person: Linnet Hatton

Work phone: 07 827 5135 (during school hours)

Mobile phone: 022 085 7128 (A/H emergency number)

Email: linnet@cms.school.nz



ADDITIONAL INFORMATION

- Your student is a young person, away from home, often lonely and faced with customs that are very different from their own.
- Your student will need the love and care that you would like your own child to receive in the same situation. If in doubt about what to do, it's helpful to ask yourself "*what would I like a host family to do for my son/daughter if they were living overseas?*"
- The student may need help to open a bank account, join the library, obtain a sim card, and understand New Zealand money.
- Homestay payments will be made fortnightly by direct credit to your nominated bank account, starting one week after the student arrives in your home.
- Please do not discuss financial arrangements with the student or ask them to pay for any extras without prior discussion with the school's homestay coordinator.
- Your student should not be asked to do housework but they should participate in chores, such as setting the table or loading the dishwasher and should make their own bed and keep their room tidy.
- Communication is very important in a positive relationship between the student and your family.
- Remember that the school staff are always here to support you.

WHEN YOUR STUDENT ATTENDS CAMBRIDGE MIDDLE SCHOOL

- On the first day of school, host parents are expected to bring their student to the school office.
- It is important that your student knows how to get to and from your home to school. It is a good idea to take your student to and from school for a few days so that they know how to get to school and return home safely.
- If your student needs to catch a bus, it is important that a buddy is organised for your student so that they know where and when to get off the bus.
- Students are not to bike or ride scooters to school unsupervised as our road rules are very different.
- If your student is sick, please contact the School Office and inform them that they will be absent from school. If a doctor's appointment is required, please contact the Homestay Coordinator to assist with this.
- Contact the Homestay Coordinator immediately if there are any serious breaches of school or house rules, or health and safety issues (also see emergency procedures and contact numbers).

2. FREQUENTLY ASKED QUESTIONS

What do I need to supply for a student who lives in my home?

Full-time Students require:

- Their own bedroom with a window and a door that can be closed
- Desk, chair, table lamp
- Dressing table/drawers, mirror, wardrobe
- Bed with linen and blankets/duvet
- Soap/shower gel and towels
- Heater/comfortable room temperature
- Working smoke alarm
- Laundry/ironing done for them

Short-term Students

- Short-term students will often be able to share a room. Full requirements will be advised at the time of placement of the student and prior to their arrival.

What foods will my student eat?

As a host parent, you are required to supply your student with three meals a day plus snacks, including a packed lunch during the school week. If you have takeaways or invite the student out for dinner, you are expected to pay for the student's meal. If they go out or buy fast food with their friends, they will pay for their own food.

You are not required to cook special meals for your student. However, it may take a while for them to adapt to the different foods that we have in New Zealand. It is a good idea to take them to the supermarket and ask them what foods they like to eat. If your student is from an Asian country, try to include rice or noodle dishes in your meals, where possible.

Can my student speak and understand English?

Most students who come to New Zealand have a basic understanding of the English language. Some students can read English better than speaking or listening, so speak slowly and clearly using short sentences.

Most students will have an electronic dictionary with them and this can be a great help for a student struggling with English. Google Translate is also another option available.

Should I give my student household chores?

We suggest that your student looks after and cleans their individual room. If they wish to do their own laundry, then please show them how to use the washing machine. Having a few small chores may also help them to adjust and help them feel a part of the family.

Some families, however, do not expect their student to do any chores while they are living in their home. It is really an individual expectation that you can review once a student is living in your home and has had a chance to settle in.

What rules should I have for my student?

We encourage our families to treat their student as they would their own child. Set responsible house rules, including curfew times. Always remember to discuss these with your student and **assume nothing**.

Another good idea is to have any household rules visible for students to see so that they can understand what is expected in the home. Students will benefit from a list of expectations around the home.

This could include the following:

- Where the washing goes.
- What to do with wet clothes.
- Making/changing their bed.
- When to shower – discuss not taking long showers and explain that hot water is not unlimited.
- What time they need to be ready to leave for school.
- Device time restrictions. We recommend that the students do not have their devices in their bedrooms after bedtime.
- When they will be contacting their family and how often. Students should have regular contact with home.

3. QUESTIONS FOR HOMESTAY FAMILIES TO TALK ABOUT WITH STUDENTS IN THE FIRST FEW DAYS

Please spend about half an hour every evening in the student's first week going through these questions with them. You should give the question sheet to the student and let them ask you the questions. Aim to work through one section each night.

Many of the words and ideas in this questionnaire may be new to the student. It may be an idea to allow him/her time to go through the main questions with a bi-lingual dictionary before you begin.

DAY ONE

1. What do I call you?
2. When can I telephone my family?
3. When can I use the internet?
4. How do I get to and from school?
5. What happens after school?
6. What family rules and procedures do I need to know about?
7. Where can I keep my toiletries?
8. When is the best time for me to have a shower and use the bathroom, in the morning or in the evening?
9. How long can I stay in the shower?

DAY TWO

10. What is the procedure about dirty clothes? Where do I keep them until wash days?
11. Should I wash my own underclothes?
12. Where should I dry any clothes I wash?
13. Where do I put my clothes to be ironed?
14. What time are meals?
15. What would you like me to do at mealtimes? For example:
 - Set the table?
 - Clear the table?
 - Wash up?
 - Dry up?
16. Which food and drink can I help myself to?
17. Which food and drink must I ask first before having?

DAY THREE

18. What chores am I expected to do daily? For example:
 - Make my bed?
 - Keep my room tidy?
 - Leave the bathroom clean and tidy?
19. Which bathroom toiletries can I use (shampoo, toothpaste)?
20. What areas of the home are private (For example: parents bedroom, study, sewing room)?
21. Where can I store my suitcases?
22. What time should I get up on weekday mornings?
23. What time should I get up on weekends and holidays?
24. What time should I go to bed and turn the lights out on weekdays and weekends?
25. Do I have to ask if I go out?
26. What dates are the birthdays of my host family?

DAY FOUR

27. What is the address for incoming mail?
28. What are my homestay father's likes and dislikes?
29. What are my homestay mother's likes and dislikes?
30. What are my host brothers and sisters likes and dislikes?
31. How do I get around?
32. May I use the stereo, television, and VCR/DVD?
33. Do you expect me to telephone if I am going to be late home:
 - from school?
 - from any other outing?
34. What arrangements are there for making lunch:
 - on a school day?
 - at the weekends?

DAY FIVE

35. If I have any problems, who would you like me to go to?
36. May I put pictures and posters on the walls of my bedroom?
37. May I rearrange my bedroom?
38. When can I have friends to stay overnight?
39. When can I invite friends around in the day? (Not opposite sex, if parents not there).
40. When can my friends phone me?
41. Is there anything else you would like me to know?

4. ACCIDENT AND EMERGENCY PROCEDURES FOR HOST FAMILIES

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, e.g. on your fridge, on the family noticeboard, or by the telephone.

Homestay caregivers need to ensure that everyone who takes care of the international student is aware of these procedures.

Accidents and Emergencies

Accidents

An accident may or may not constitute an emergency. If the accident does not constitute an emergency, there may be time to look up procedures or refer to written information. Homestay caregivers need to decide if a situation is an accident or an emergency and act accordingly.

Emergencies

An emergency is a situation that requires immediate action. In a situation that requires immediate action, there is not usually time to look up procedures or refer to written information. It is vital that everyone is familiar with emergency procedures before an emergency occurs.

Education provider's responsibility

The education provider has responsibility in the case of emergencies and accidents during and outside of school hours when the student is in a homestay or boarding establishment situation. This means that the education provider should be contacted as soon as possible in these situations. The education provider will help and support you and make sure that all appropriate procedures are followed.

What to do

In an emergency act appropriately (e.g. remove the student from danger, apply first aid)

Then contact the school's **24-hour contact person**:

24-hour contact person name:	Linnet Hatton
24-hour contact person number:	022 085 7128

The **education provider** is responsible for contacting the international 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 the education provider **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** take the student to your GP or, if time permits, call Cambridge Middle School for advice (Monday to Friday).

*If you are concerned for your student's well-being and unsure of what to do, call the student's **emergency contact** for assistance as it is better to be cautious.*

5. APPLICATION FORM TO BE A RESIDENTIAL CAREGIVER FOR CAMBRIDGE MIDDLE SCHOOL

HOMESTAY APPLICATION FORM

To apply to become a residential caregiver for an international student at Cambridge Middle School, please complete this form and return it to: linnet@cms.school.nz

PART A: APPLICANT INFORMATION

Contact details:		
Residential address:		
Postal address (if different from above):		
Phone: (work)	(home)	(mobile)
Email:		
Best number to use in emergency:		Whose number is this?

Household members:			
Names of parents:	Occupation:	Full-time / part-time:	
<i>Other family members living at home:</i>			
Names of other family members:	Gender	Age:	Family relationship:

Pets:			
Pets (<i>how many?</i>):	Cat(s)	Bird(s)	Fish
Dog(s) (<i>Please state what kind and how many</i>):			
Do your dogs sleep inside or outside at night?			
Other pets:			

Medical information:	
Does any member of the family have an existing medical condition that an international student should be made aware of? (<i>e.g. asthma, epilepsy, etc.</i>) Yes / No	
If yes, please state which family member and the medical condition:	
International students will usually be taken to the residential caregiver's general practitioner in the event of illness. Please provide details of your family doctor:	
Name of GP:	Phone number:

Family activities:		
Please list the hobbies, sporting activities, and interests of family members:		
Hobby / Sport / Interest:	Family member participating:	How often:

Household information:			
Total number of bedrooms:		Number of spare bedrooms:	
Number of bathrooms:		Number of living areas:	
Do you have a computer with email facilities available for an international student to use? Yes / No			
Other facilities available (<i>e.g. swimming pool, piano, books, trampoline, etc.</i>):			

International student preferences:		
Number of students you would like to have:		Preferred gender: Male / Female
Preferred nationalities:		
Any other requests or comments:		

Family information:	
Religious affiliation:	Attend church or other place of worship weekly? Yes / No
Do you follow any special dietary regime? (e.g. vegetarian, don't eat chicken or pork, etc)	
What languages are spoken in the home by family members?	
Do any household members smoke? Yes / No	
Are there any possible risks to the health and safety of the international student in the accommodation?	
Are there any unusual lifestyle patterns or family relationships that an international student should know about?	
Will your insurance policy cover any breakages or damage caused by your international student? Yes / No	
Please give a brief description of your typical weekly family routine:	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

International student arrangements:				
How would an international student get to school from your home? (<i>Please circle</i>):				
Walk	School bus	Public bus	Be driven	Other:
Will they be accompanied to school? Yes / No By whom?				
How would the student get home from school (<i>if different from above</i>):				
How long will it take the student to get to and from school?				
What arrangements would be made for the care of an international student after school:				
<i>Note - Your international student must not be left at home without reasonable provision being made for their supervision and care.</i>				
Which family member(s) will help the student with his/her homework?				
What can your family offer an international student?				
Describe what your family would do with an international student on a typical Saturday:				
How many other international students live or will live in your household?				

Additional information:
<p>We require some photos that will be held on file and sent, as part of your family profile, to a new student: e.g.,</p> <ul style="list-style-type: none"> • Outside of your home • Student's bedroom • Family members • Family activities • Pets <p>Please send digital copies (.jpeg or .png files) as an attachment to: linnet@cms.school.nz</p>

PART B: POLICE VETTING DECLARATION

Under the *Education (Pastoral Care of International Students) Code of Practice*, Cambridge Middle School is required to request a police vet for all persons aged 18 and over living in the accommodation.

Please ask all family members and other persons aged 18 and over living at the property to sign the following declaration:

I hereby give permission for Cambridge Middle School to request a police vet:

Name	Signed	Date
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I hereby give permission for Cambridge Middle School to request a police vet:

Name	Signed	Date
------	--------	------

I hereby give permission for Cambridge Middle School to request a police vet:

Name	Signed	Date
------	--------	------

I hereby give permission for Cambridge Middle School to request a police vet:

Name	Signed	Date
------	--------	------

I hereby give permission for Cambridge Middle School to request a police vet:

Name	Signed	Date
------	--------	------

I hereby give permission for Cambridge Middle School to request a police vet:

Name	Signed	Date
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PART C: REFEREES

Please nominate **TWO** referees who can provide information on your suitability to care for an international student in your home.

If you have provided residential care before, the person or organisation who employed you in that situation should be one of your referees.

NOTE: Family members are NOT eligible to provide a referee report.

Name of referee: _____

Nature of relationship: _____

Email address: _____

Phone: _____ Mobile: _____

Best time to contact: _____

Name of referee: _____

Nature of relationship: _____

Email address: _____

Phone: _____ Mobile: _____

Best time to contact: _____

PART D: DECLARATION

I declare that the information in this application form is true and complete to the best of my knowledge and I have not left anything out.

Name of applicant	Signed	Date
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6. HOMESTAY CARER AGREEMENT FOR CAMBRIDGE MIDDLE SCHOOL

HOMESTAY CARER AGREEMENT (For use when placing a student in a school approved homestay)

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

Name of school: Cambridge Middle 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 the following period (the **Term**), but may be varied by mutual agreement:

Start date: _____

End date: _____

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 Cambridge Middle School Homestay Information Guide.
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 have 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 additional 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.

THE SCHOOL

14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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

22. This Agreement may be cancelled by either party giving fourteen (14) days written notice.
23. 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.
24. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the School policies.

BANK ACCOUNT DETAILS:

The School will pay a homestay accommodation fee of \$250/per person/per week (fortnightly, beginning one week in arrears) to the Homestay Carer's nominated bank account:

Name of Account: _____

Account Number: _____

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 Cambridge Middle School Homestay Information Guide 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: _____