

INTERNATIONAL

Tauranga Girls' College Homestay Carer Information Sheet

Thank you for taking the first step to enquire about hosting an
International student with Tauranga Girls' College.

What we are looking for in a Host Family?

Families who are:

- not primarily doing it for the money involved
- have a genuine interest in finding out more about other cultures
- tolerant, have a sense of humour and interact well together
- empathetic and have an understanding of teenagers
- able to set fair but firm negotiated boundaries
- willing to involve the international student in a range of activities

Requirements

We ask our Homestay families to:

- Provide three meals a day, including any takeaways or dinners out that takes place of a regular meal.
- Offer regular outings/day trips to points of interest,
- Encourage your student to participate in the family's activities & routines e.g. chores, sports, family holidays and outings.
- Assist with transport to school and sporting activities.
- Care for your student as you would your own child.
- Submit to having a police vetting check every 3 years and sign the Caregiver Agreement whenever updated.
- Not to purchase or provide alcohol for your student.
- Know where your student is and follow the timing guidelines below.

Week Nights

6:00 pm (unless your student is at a school event)

7:00 pm – daylight saving hours

Weekends

Years 9 & 10 - 10:00 pm

Years 11-13 - 11:00 pm

(Please note this is not applicable to some Japanese students who must adhere to their own school's guidelines)

- Ensure your student has safe transport home from school and school-related activities and socials. If you are providing transport for sporting/school events, please inform her how often a week you are available to do this.
- Provide a warm, dry comfortable bedroom for your student. We do not allow a student to sleep in a caravan or sleepout facility on your property.
- Furnish the student's bedroom with
 - wardrobe and storage for clothes (drawers, or lined shelves in wardrobe etc) •
 - bed with linen/ blankets/ duvet that is changed regularly
 - heater, if central heating is not available in winter
 - study desk /chair /lamp
 - mirror

(Students are expected to supply/purchase their own personal toiletries i.e. shampoo, deodorant, sanitary items, clothes and pay for any activity costs)

- Provide an internet connection so your student can undertake her study and contact her parents. Reasonable internet and phone usage and its subsequent rules will need to be negotiated by yourself. Students should not be on the internet during the week, late at night. The school is not responsible for any unpaid phone or internet bills.
- Wash the student's laundry, however, if the student insists on doing their own washing, please show her how to use your washing machine.
- Have a discussion with your student about setting rules, boundaries and expectations - don't assume anything!
- Inform the Homestay Coordinator (HS) if another person has moved into your house even temporarily. The Education (Pastoral Care of International Students) Code of Practice requires NZ Police vetting of all persons 18+ years and who are residing in the household.
- Contact the Homestay Coordinator or International Director if your student wishes to stay away overnight.
- Assist with taking students to any medical appointments and care for them at home if they are sick. Notify the School if they are going to be absent for the day.
- Not undertake the running of an Airbnb or boarding house while you have one of our students in your care.
- Not to allow your student to travel in a car with anyone who does not have a full driver's licence.
- Realise that year 9 & 10 students need to study for a minimum of 1 hour per night. Years 11, 12 and 13 a minimum of 2 hours. The School uses Google Classroom as a learning platform and most teachers post assignments on this. You are within your rights to check with the student what has been posted and monitor them to see if the work has been done.
- Never leave your student at home for long periods of time by themselves regardless of their age. Students under 14 should always be under supervision.

School

- Attend the homestay parent orientation evening or individual orientation session.
- Attend where possible, social functions provided for homestay families.
- Attend appropriate school parent/student report and information evenings,

Health and Safety

Report to the Director of International Students or the Homestay Coordinator immediately, if there are any breaches of misconduct with the consumption of alcohol, the taking of drugs or engagement of a sexual nature.

NB. Negligent behaviour on the part of the homestay family may incur the student being removed from your home. Should this occur, you will unfortunately, not be offered the chance to re-host and may forfeit the two weeks' notice of payment. In extreme cases, TGC reserves the right to withdraw a student without explanation.

Application Process

Please fill in all the attached forms and return them back to the Homestay Coordinator. Contact details are below.

All family members 18+ living in the home will be required to fill out a Police Vetting form and have it renewed every 3 years. Along with this you will need to provide two forms of ID. An appointment is required with the HS Coordinator to sight your original documents.

To provide at least one character reference for each caregiver

Police vetting can take up to one month for results to be released. You will be notified of your results and if clear, the HS Coordinator will make an appointment to undertake a home interview and inspection. This will take approximately 1 hour and all family members living in the home are required to be present.

Our Homestay Carer Agreement is required to be signed annually.

The HS Coordinator will need an official copy of your bank account details for payment and also a range of photos of your family and home to make a profile to send to the prospective student's agent and family.

You will be contacted if we have a student whom we feel would be a good fit with your family. Your profile will then be sent to their agent for approval. Once approval has been given, you will be notified of your success. Try not to feel disappointed if you don't receive approval as often students' families are looking for specific requirements in a host family that we may not have been informed about originally.

We look forward to receiving your signed forms but should you have any further questions please do not hesitate to contact the HS Coordinator

Enclosed Forms

- Homestay Carer Details Form
- Homestay Carer Agreement
- Police Vetting Form
- NZ-Police-Vetting-Guide-for-Evidence-of-Identity

Homestay Coordinator

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