

**GLENFIELD
COLLEGE**

A group of five students, three boys and two girls, are smiling and looking towards the camera. They are wearing dark blue and red striped school jackets over white shirts. The background is a blurred outdoor setting with greenery and a building.

HOMESTAY HANDBOOK

2024

Homestay Guidelines

Thank you for agreeing to share your home and family with an International student from our school. You and they will find it very rewarding and fulfilling and you will have a lifelong extended family member.

These guidelines have evolved over a number of years and should form the basis of discussion between the host family and the student. We recommend that you discuss these issues with your international student in the first week to avoid any future conflict.

Student Arrival

When we place a student with you, we will advise you of the student's course start date, duration and any student details that we have available to us.

We, or a representative from Lake Panorama Homestay coordinators will meet the student at the airport and you are welcome to join us there if you would like to welcome them at the airport. We will pay you for this service. When we receive the flight details we would let you know them.

Bedroom

Students need to have their own bedroom and their own bed with all bed linen provided. This is their sanctuary when they need to be alone, so please make sure your children do not intrude.

Each room needs a chest of drawers and a wardrobe supplied by the host family. A desk with a chair for homework is also required for the student to study.

Appropriate heating is required as most cultures find our houses cold and under heated. Please be clear when discussing when/how to turn off the heater.

Meals

- Monday to Friday – please provide breakfast, a cut lunch (choice of fillings), after school snacks and an evening meal. Be clear with 'house rules' eg. fruit consumption, snack choices. Discuss what they like/dislike. Many of our International Students come from a culture where they have their main meal at lunchtime.
- Saturday and Sundays – please provide breakfast, lunch, an evening meal and snacks as per normal family arrangements.
- Do not hide food or reserve food for the family only. This is a common complaint that really upsets students.
- If you take your student out for lunch or dinner (McDonalds etc) it should be treated as a meal at home and paid for by you. If your student chooses to go out for lunch or dinner with their friends, your student pays.
- Teenagers often have hollow legs and can eat quite large amounts. Weetbix, rice, bread or noodles help to fill them up.

Homestay Payments

- Homestay payment is \$380 per week.
- The homestay payments will be paid two weeks in advance into your nominated bank account every fortnight.
- If you are going to be away, please inform the College and make sure a reliable adult will provide proper supervision for your students. If you cannot find a suitable adult then please give sufficient notice to the College so a temporary homestay can be found for your student. Please note your payment will be adjusted accordingly.
- No student is to be left unsupervised overnight at any stage, regardless of their age. Note this is a legal requirement. See the Code of Practice on www.minedu.govt.nz/goto/international All Code requirements are applied to all of our students regardless of age.
- During the extended Christmas vacation, Glenfield College will pay you a two week bond for keeping the student's room for them.

Homestay Changes

- Two weeks' notice by either party or two weeks payment in lieu of notice is required.
- Glenfield College reserves the right to move a student without prior notice if necessary. Should this happen to you, please do not feel offended, as this action is usually due to cultural reasons beyond our control, or the student is too embarrassed and uncomfortable to stay once the decision is made. This does not occur very often but if it does we make every effort to place another student in your household if suitable. In such circumstances, a refund may be due to Glenfield College. We ask for your co-operation if this should occur.
- No student is to move without the prior consent of the Student Manager. This student visa may be withdrawn if a student moves without notice.
- Sometimes problems arise between the homestay and student. Most problems are solved very quickly. Occasionally it may be necessary for a student to change his or her family but usually students remain happily in their families. If problems persist please contact the Homestay Liaison Mrs Liz Wheelan about any problems. 0277556633

Transport

- **NO** international student is allowed to own or drive a car while they are studying at Glenfield College. You will sign a driver's disclaimer form during orientation day.
- From time to time you will be expected to pick up or drop off your student as per your other family members.
- Please teach your student how to bus from your house to school and back again, how to read the bus timetable, for all likely routes, where to buy a hop card and where to top it up. Check they have a school ID to lower the cost.
- Please either drive or help your student to catch the bus on their first day at Glenfield College.
- Extra transport requirements and care may be necessary for students under 18 years of age. Some of the students may have tuition after school which may require them being collected after their lesson. Please ensure arrangements have been made for their safe transport home (this is a particular concern to us during the winter months)
- All students are responsible for paying for their own transport costs.
- Students may only be driven by the homestay family or a person on a full NZ license who has been approved by the homestay family, or school staff.

Uniform

- At Glenfield College students in Year 9 – 13 must wear uniform. We ask that you help your student to purchase their uniform prior to starting at Glenfield College.
- If your student is studying at Glenfield College for only one term then Glenfield College will assist your student to purchase their uniform.
- New uniforms can be purchased from NZ Uniform in Albany, www.nzuniforms.co.nz
- There are limited second hand uniforms available at Glenfield College.
- If your student is a short stay student, then they may wear their own school uniform from their home country.

Holidays

- Students are allowed to travel back to their home countries as long as they provide written permission from their legal parents as well as their agents prior to traveling. They must not have any time off school for this trip.
- Long term students usually return home for the Christmas holidays.
- International students are not allowed to travel independently (ie; Without approved parental supervision) while they are studying at Glenfield College.
- International students are encouraged to travel in holiday time with their host family, with school organized groups and on trips and activities organized by their Agents.
- There are a number of tour companies that Glenfield College approves for students to travel with. All tours are available at the International Office.
- Glenfield College or Deputy Principal in charge of International students MUST approve all travel arrangements prior to travel. Failure to do so could result in the student's visa being revoked.
- If a host family is aware their International student intends to travel they MUST let Glenfield College know to ensure this is approved.

Smoking/Vaping

- Let your student know your family views on smoking/vaping so they know to respect your rule.
- Smoking under the age of 18 is illegal in New Zealand but many students do smoke/vape in their home country. We do not allow smoking / vaping in NZ homes when students are enrolled at Glenfield College.
- No smoking in school uniform, ever.

Computers & Internet

As we are all aware, everything nowadays runs through or is on the internet, it is a teenage student's life. When the student is in your home we are happy for you to set the rules over the usage of your internet.

If you find students are sitting up all night on the internet, please turn off your modem when you go to bed.

Curfews

Monday - Friday

Under 15 years	6pm
15 – 16 years old	6pm
16 - 17 years old	6pm

Unless involved with Sport and arranged with your Homestay Parents

Saturdays & Sundays

Under 15 years	9.30pm Summer or when dark in Winter
15-16 years old	10.00pm Summer or when dark in Winter
16-17 years old	10.30pm Summer or when dark in Winter

Any alterations must be discussed with your Homestay Parents

You must remain contactable at all times when not at home.

Emergency Situations

- International students can be taken to the host's own doctor in cases of illness.
- International students should be taken to the nearest hospital or emergency clinic in an emergency.
- Please also ensure you notify Glenfield College on our 24/7 emergency phone (Michelle Cleaver , Deputy Principal with responsibility for International students- 021 234 6067).
- It is a visa requirement that all International students have appropriate and current medical and travel insurance while studying in New Zealand. Any students needing medical assistance need to pay for their own treatment at the time of treatment (not host parents) and then they can claim for the expenses back through the International Department
- Most International students are not entitled to publicly funded health services while in New Zealand
- Sometimes problems arise between the homestay and student. Most problems are solved very quickly. Occasionally it may be necessary for a student to change his or her family but usually students remain happily in their families.
- Please ring Liz Wheelan, the Homestay liaison of International Students, about any problems immediately.
- Two weeks' notice is required to end a Homestay Agreement.
- The bond paid for the summer holidays is 2 weeks homestay fees only if the student is returning to your home, this guarantees them their room and baggage stored while they are away.

Courtesy & Supervisions

- Students must discuss with their host parent in advance about whether they will or will not be home for a meal. It is our expectation that students will be home most weeknights to have dinner with your family.
- Students must discuss with their host parent about where they are going (address) and what time they will be home and leave a contact number if possible (in case of urgent messages)
- Host family will make suitable arrangements for the student if they are to be away from home for a meal or overnight.
- No student is allowed to stay away from the host family home overnight without the consent of the host family. Please phone to confirm the arrangements.
- Students must not be out socializing late on school nights. Week nights are for homework and visiting friends locally in the afternoons only.

Housekeeping

- As a member of the family, students should assist with some minimal household tasks if asked to do so. If the children help around the house, so should the student.
- Laundry is usually done by the hosts. Some students prefer to do their own but please ensure that the student knows how to use the machinery and where to hang their washing.

Water

- Please discuss with your student regarding the amount of time they should spend in the shower, 5 – 8 minutes for a daily shower is what we suggest.
- Students should be aware not to place too much toilet paper or any objects in the toilet as it may become blocked. It may be wise to place a small bin next to the toilet for any sanitary items. Some cultures place all toilet paper and objects in a basket so you will need to explain carefully what happens in New Zealand.
- Host families, please explain how your shower and other facilities work and when the student is finished in the bathroom to leave the surfaces and floor dry.

Cultural Differences

- Discuss with your student how your family greets, says good night etc.
- The biggest difference we have encountered is the openness of New Zealand society when compared to that of Asia. Please understand that most students from Asia are uncomfortable with physical contact. They can often misinterpret what for us is normal affection. Girls can also feel uneasy if left alone in the house with male family members. To avoid any possibility or misunderstanding for the men, please make sure girl students have a female companion if the host mother is away overnight.
- In contrast, South American students are horrified at our lack of physical contact. They find us very cold indeed. They would expect to be greeted by a kiss.
- German students seem to be very comfortable with New Zealand customs but please check. Italian and Spanish students can find us a bit cold.
- Please remember most problems occur through cultural differences and not bad behavior so communication can go a long way to solving many of the potential problems. This and sensitivity to your students personality will help you bridge those culture barriers to form a strong international – family relationship. Treat the student as you would want your own son or daughter to be treated overseas and you will get it right 99% of the time.
- If you have any concerns, please contact the Homestay Liaison or Glenfield College Deputy Principal in Charge of International Students.

Religion/Church

Students come from many cultures and religions and this should be respected. It is often very difficult and embarrassing for students to say 'no' when pressed to attend church that is not their belief.

Other

- All students are required to attend school 100%.
- A student attending Glenfield College must abide by the starting and finished times of the school and all the school rules. Please visit our website so you are aware of the holidays etc.
- Most students are in New Zealand to complete their education, not to develop their social lives. Check the goals of the student when they arrive. A short-term student has different expectations than a long-term student.
- Set up regular contact with the students' parents.
- Students should be able to have fun while still attempting homestay, assignments and exams. Please encourage regular and steady homework habits and don't be afraid to ask what they are doing at school.