



## GUIDELINES FOR HOSTING AN INTERNATIONAL STUDENT

### Welcome to the Carmel College Community:

We are delighted you are interested in becoming a host family for Carmel College. Hosting an International Student is a very rewarding experience both for the student and our homestay families. We find that our host families and students develop very close relationships and maintain this contact when the student returns to their home country.

**From 2025**, Carmel College pays a weekly reimbursement of \$400, per student, per week, for students in Years 7-10. This is slightly more than hosting a Year 11-13 student as the student is under 14 years of age. The weekly reimbursement for students in Years 11-13 is \$380 per student, per week. **There is also a one off winter contribution reimbursement per term (Terms 2 & 3 only), of \$250.**

### 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 (no sleep-outs are accepted).
- Carmel College reserves the right to decline any application without explanation.
- Please understand that 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, or to withdraw a student from a homestay without explanation.
- Supervise the student appropriately – they may never be left home alone overnight or for long periods of time. Students under 14 should always be supervised. We understand occasions arise such as family holidays etc, so therefore we are more than happy to place your student in a temporary host family during your absence.
- It is expected that students get involved in extra-curricular activities within the school and homestay families may need to help out with transport to and from these.
- Once a Homestay placement has been confirmed it is always a nice idea for host families to make contact with your new student before she leaves her family and home. Contact details will be on your student profile

### Host families must agree:

- 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 two character references.
- To agree to the monitoring process, as required by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code). A school staff member will visit your home every 6 months, or more often as the school deems necessary.



### Some helpful points to remember:

- 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. Please provide them with this help.
- Homestay payments will be made fortnightly in advance. Please do not discuss financial arrangements with the students or ask them to pay for any extras without prior discussion with the school's international department.
- Your student should not be asked to do housework, but they should participate in chores such as table-setting, loading the dishwasher and should make their own beds and keep their rooms tidy.
- Communication is very important in a positive relationship between the student and your family. We would also encourage you to invite your student to join your family on outings.

### The Host Family is expected to provide the student with:

- Three meals a day plus snacks, including a packed lunch during the school week. Ask your student what foods they like and don't like. 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.  
It is a good idea to take them to the supermarket and ask them what they like to eat. They may take some time to adapt to the food here. If your student is from an Asian country, you may want to visit an Asian supermarket with them, if one is available in your area. Please try to provide food and snacks they enjoy, while encouraging them to eat the same meals as your family.
- All linen, soap for washing and the student's laundry and ironing done for them.
- Bedroom with a window, a door that closes, a table/desk, chair, mirror, lamp, bed with linen and blankets/duvet, heater, storage and smoke alarm.

### 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 child in the home, provided these are reasonable and understood. Host families are expected to take on the role of substitute parent for the duration of the time the student is living in your home.
- 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. Please ensure your student always has her mobile phone on her, that it is charged, as well as having credit on it so she can always make contact with you. 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
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- 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

#### 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
- Provide personal toiletries

#### School contact details:

We are here to support you. If you wish to discuss any matter relating to a student, or the guidelines contained in this document, please contact the school.

Please inform us at least two weeks in advance if you decide you can no longer host your student, or you would like to go on holiday.

Please remember some Homestay situations do not always work out. Carmel College will move the student if the host family or student are unhappy with the situation. We do however try to resolve the issue before this action is taken, please remember in all cases this is not undertaken lightly and requires parent's permission. Two weeks notice is required on both sides.

We hope you have found this information helpful and we look forward to welcoming you as one of our valued host families!

#### The International Team

Carmel College Contact Person: Trudy Freeman

International Student Director

Office Hours Tel: 486-1132 Extn: 709

Mob/Emergency No: 027 225 6651

Email: [international@carmel.school.nz](mailto:international@carmel.school.nz) / [tfreeman@carmel.school.nz](mailto:tfreeman@carmel.school.nz)

Helena de Ruiter

International Student Administrator

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