Taradale High School

Be determined. Aim high. *Piki ake. Kia maia.*

# APPLICATION TO BE A HOMESTAY FORM

**Please complete all sections of this form**

| | |
|---|---|
| **Primary Caregiver's Name**<br>Last Name:<br>First Name: | **Secondary Caregiver's Name**<br>Last Name:<br>First Name: |
| Date of birth: | Date of birth: |
| Address: | |
| **Phone Numbers**<br>Home:<br>Mobile:<br>Work Number: | <br><br>Mobile:<br>Work Number: |
| Email address: | Email address: |
| Occupation: | Occupation: |
| Employer: | Employer: |
| Bank Account:<br>(For homestay payments) | |

**Family profile:**

| | | | |
|---|---|---|---|
| Total number of household members | | | |
| Complete these details for each person living in the home | | | |
| **Name:** | **DOB** | **M/F** | **Relationship to Hosts** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Preferred Placements – Please tick the appropriate boxes**

| | | | |
|---|---|---|---|
| ☐ 1 student | ☐ Male only | ☐ 1 -2 terms | ☐ 4+ terms |
| ☐ 2 students | ☐ Female Only | ☐ 3 terms | ☐ No preference |

Copyright © SIEBA All rights reserved

**Family Interests:**

| | | | | |
|---|---|---|---|---|
| ☐ Animals | ☐ Cricket | ☐ Hockey | ☐ Rowing | ☐ Table Tennis |
| ☐ Athletics | ☐ Cycling | ☐ Horse Riding | ☐ Rugby | ☐ Tennis |
| ☐ Badminton | ☐ Dance | ☐ Lawn Bowls | ☐ Sailing | ☐ Theatre |
| ☐ Basketball | ☐ Family Outings | ☐ Mountain Biking | ☐ Skateboard | ☐ Touch Rugby |
| ☐ Beaches | ☐ Fencing | ☐ Movies | ☐ Skiing | ☐ Trampoline |
| ☐ Board Games | ☐ Fishing | ☐ Netball | ☐ Snow Boarding | ☐ Travel |
| ☐ Cars | ☐ Gardening | ☐ Outdoors | ☐Soccer | ☐ TV |
| ☐ Chess | ☐ Go-Carts | ☐ Photography | ☐ Sports | ☐ Volleyball |
| ☐ Church | ☐ Golf | ☐ Reading | ☐Squash | ☐ Walking |
| ☐ Computers | ☐ Gymnastics | ☐ Rock Climbing | ☐Surfing | ☐ Water sports |
| ☐ Cooking | ☐ Hiking | ☐ Rollerblading | ☐ Swimming | ☐ Other |
| | | | | |

**Your Home Facilities:**

Please provide brief details about your home and the bedroom you intend to provide for a student. Please note, we do not allow students to share a room.

| | | |
|---|---|---|
| ☐ Pool | ☐ Near Beaches | ☐ Near Shops |
| ☐ Garden | ☐ Boat | ☐ Piano |
| ☐ Wifi – Unlimited Fibre broadband | ☐ Spa Pool | ☐ Holiday Home |
| ☐ Wifi Other | ☐ Table Tennis | ☐ Trampoline |
| ☐ Pool table | ☐ Bicycle for student use | ☐ Other |

**Transport to School:** advise how your student will get to and from school

| | | | | |
|---|---|---|---|---|
| ☐ Walking | Mins | ☐ By Bus | Bus No. | Mins |
| ☐ By Car | Mins | Approx. cost of bus per trip: $ | | |

| | |
|---|---|
| Pets – Please list all pets | |
| Are these pets indoors or outdoors? | |
| Diet – Do you have a special diet? e.g. Gluten free | |
| Would you accept a student with a special diet? | |
| Total number of bedrooms in your home? | |
| Total number of bedrooms for students | |
| Study facilities for student, eg desk in room, chair, wardrobe | |
| Number of Bathrooms in your home | |
| Religion – Churchgoer Yes/No | |
| Main language spoken in home? Second language spoken in home? | |

| | |
|---|---|
| Do members of your home smoke? | |
| Does either host parents go away overnight or for weekends? | |
| Do both caregivers have a full driver's license? | |
| Does any family member have a medical condition the student should know about? Give details | |
| Do you have any relatives/friends who sometimes stay with you who you have not mentioned above? Provide details | |
| Reasons for offering homestay accommodation | |
| Do you wish to host any particular nationality? | |
| Any other comments or requests? | |

**Details of an emergency contact outside of your household:**

| | |
|---|---|
| Full Name: | Relationship: |
| Address: | Email Address: |
| Home No: | Mobile No: |

**PART 2**

**Photos** – We require 3 photos (.jpeg or .png file) which will also be held on file and sent, as part of your family profile, to a new student.

1. The outside of your home
2. The student's bedroom
3. Your family members

**Send digital copies as an attachment to:** international@ths.school.nz

**PART 3**

These are the minimum guidelines which should apply in any Homestay situation offered by a school or agency.

1. To provide each student with at least the following:
   a) A tidy, clean bedroom with the following furniture:
      - a bed
      - a table or desk, and chair
      - a wardrobe
      - a desk light
      - adequate heating and ventilation
      - adequate bedding
   b) Clean bed linen and clean towels each week
   c) Good nutritious dinners and breakfasts daily
   d) Reasonable lunches during weekends and holidays
   e) Cut lunches on week days
   f) Laundering a reasonable amount of personal washing
   g) Shared use of facilities in the home, e.g. shower, telephone, television and living room space.

2. To provide and enforce clear simple “House Guidelines” regarding such things as use of the bathroom/shower, telephone, laundry and electricity, smoking, coming home on time for meals, staying out late, etc.

3. To explain clearly the general household chores that the student (and other family members) are expected to undertake, e.g. assisting with washing dishes and cleaning their own bedroom etc., and showing the student how to do these chores.

4. To help the student understand New Zealand customs and culturally appropriate behaviour, and to help them change or modify behaviour when necessary.

5. To assist the student to find suitable ways to spend his/her leisure time and to provide the same support and supervision for leisure activities as they would for their own son or daughter.

6. To help and encourage the student to speak English and to join in family activities.

7. To respect the student’s need for privacy and to try and understand and help the student overcome difficulties he/she may initially experience in a new country.

8. To liaise closely with student welfare staff (at school or agency) to ensure the student is adjusting to his/her new culture and is benefiting from the experience of living in New Zealand.

9. To respect the student’s religious and dietary practices and accommodate them as far as possible.

10. To assume 24 hour day to day care of the student when he/she is not attending school in the same way they would for their own son or daughter.

11. To ensure the student attends school every week day.

12. To know the whereabouts of the student at all times.

The school needs to be advised immediately:

- If there are any problems or any concerns about the student’s welfare or behaviour.
- If the student is unwell and cannot attend school.
- If there are any urgent medical decisions to be made.
- If for any reason the Homestay family cannot maintain any of the above responsibilities
- If you need to be away from home overnight

**TERMS AND CONDITIONS**

Thank you for offering to become a homestay for International students attending Taradale High School. As part of this application process, please sign the attached ‘Homestay Carer Agreement’ and carefully read the terms and conditions it contains.

**I/We acknowledge that the above information is true and correct**

Signature – Homestay caregiver(s):

…….

Printed Name:

…….

Date:

…….

**Thank you for taking the time to complete the Application Form**

Taradale High School

Be determined. Aim high. *Piki ake. Kia maia.*

# HOMESTAY APPLICATION CHECKLIST

Please check that you have completed all forms and processes listed below before submitting your application:

☐ **Application to be a Homestay form filled in and signed**

☐ **3 Photos provided to the school in electronic format**

☐ **Homestay Carer Agreement read, understood and signed**

☐ **Referee Forms provided to referees (at least 1 for each caregiver)**

☐ **Police Vetting forms filled in for each family member 18 or over**

☐ **2 Forms of ID (one photographic) for each family member 18 or over Shown to school staff**

**Please note: Once all paperwork has been received by the school, and all procedures completed, if we consider you suitable to host a student, we will contact you to arrange a home visit and interview. We require both caregivers to be present at the interview.**

# Taradale High School

## HOMESTAY CARER AGREEMENT

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 three (3) 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 agree that the accommodation provided is safe, positive and is a healthy environment for students, and complies with the relevant sections of the Code.

5. 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.

6. 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.

7. The Homestay Carer/s will immediately inform the School of any changes what-so-ever that may impact the care provided to the student by the Homestay Carers and the Agreement.

8. The Homestay Carer/s will provide the School with no less than fourteen days (14) days prior notice of any changes relating to the families 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.

9. When at any time, the Homestay Carer/s have a student enrolled at the School in their care, they agree not to act as a homestay carer for any other student without prior approval from the School.

## THE SCHOOL

10. 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 when a student is placed for homestay accommodation.

11. The School agrees 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.

12. 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 both students and the Homestay Carer/s.

13. 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.

14. 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.

15. 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 the students to provide the information or pursuant to any statutory or other legal duty.

16. 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.

17. 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

18. This Agreement may be cancelled by either party giving fourteen (14) days written notice.

19. 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.

20. 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:

Name: _____ Signature: _____
(Homestay Carer)

Name: _____ Signature: _____
(Homestay Carer)

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: _____

Taradale High School

Be determined. Aim high. *Piki ake. Kia maia.*

## HOMESTAY REFEREE CHECK

(Please supply this form to **at least 1 referee for each caregiver** and ask them to return it directly to the school (See details at end of form)

### Confidential

This form is to help us in the assessment of an applicant's suitability to provide homestay care for an international student attending Taradale High School.

Thank you for taking the time to complete the form. We appreciate your honest response to the questions below.

**The information you provide is strictly confidential.**

Name of Applicant _____

Name of Referee _____

Referee's email _____

Mobile phone _____

Relationship to Applicant (eg. friend, workmate, associate, employer)

How long have you known the Applicant?

Do you consider the Applicant to be a suitable person to care for an international student?

_____

_____

Please comment on the following:
(Use a separate piece of paper if required)

1 The suitability of the applicant to care for international students.
Please consider attitudes to other cultures, motivation, knowledge, skills, emotional and psychological stability and strength, role modelling.

_____

_____

_____

_____

_____

_____

_____

2 The suitability of the home. Please consider other family members and the appropriateness of the physical and emotional conditions in the home.

_____

_____

_____

_____

_____

_____

_____

**If you have any comments or would like to contact the school directly please contact**

Thank you for completing this form.
Please return to:

**International Coordinator**
**Taradale High School**
**Ph: 6504730**
**Email: international@ths.school.nz**