



WADESTOWN SCHOOL

ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS

Wadestown School undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students. The categories of accommodation that will be accepted by the school are:

- i) Living with a parent
- ii) Living with a designated caregiver (eg. a relative, close family friend)
- iii) Living in a homestay

POLICY OBJECTIVES

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential carer in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

PROVISION OF ACCOMMODATION

Wadestown School will arrange accommodation for international students.

All children eligible to enrol without a parent or legal guardian at Wadestown School will be placed in homestays or with designated caregivers

USE OF ACCOMMODATION AGENTS

Wadestown School will make use of accommodation agents to assist with the organisation and monitoring of student accommodation according to the Code of Practice for the Pastoral Care of International Students. The overall responsibility will be that of the schools.

ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

General

1. All accommodation and pastoral care queries and issues will be dealt with initially by the International Student Manager.
2. Any serious concerns relating to accommodation will be reported to the Code Administrator.

Students not living with a parent

For all students in homestays:

1. Any accommodation to be used by international students will have:
 - An on-site assessment to determine that living conditions are of an acceptable standard.
 - An assessment to determine that the accommodation type is not a boarding establishment.
 - An assessment of the residential carers suitability and whether they will provide a safe physical and emotional environment.
2. Each student will be interviewed quarterly to ensure that their accommodation is suitable.
3. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay, boarding establishment or designated caregiver accommodation used by a student.
5. **Wadestown School** will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

Homestay

1. Parents of students in the school homestay programme must make homestay payments to the school in advance of the school's payments to homestays.
2. Students must not make their own private homestay arrangements without the approval of the International Student Manager.
3. Students staying in a homestay are required to exhibit appropriate behaviour.
4. Where a student's behaviour or demands are such that homestay hosts can not reasonably be expected to have the student continue in their care, the homestay service may be discontinued and the student may be sent home.
5. Where the homestay student wishes to withdraw from the programme, at least two weeks notice must be given in writing to the International Student Manager.
6. Advice and a support infrastructure for homestay carers will be provided by the International Student Manager

Designated Caregivers

1. Parents of each student living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to **Wadestown School** approving the accommodation.
2. On or before enrolment, **Wadestown School** will meet and establish communication with the designated caregiver.
3. The relationship between the designated caregiver and student's parents will be checked to confirm that they are a bona fide relative or parent's friend.

DIVISIONS OF RESPONSIBILITY

Wadestown School will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Selecting, monitoring and approving all accommodation.
- Providing a support infrastructure for homestay carers.
- Recording the results of all accommodation assessments.
- Recording the results of all quarterly student interviews.

The Recruitment Agent

The Agent will be assigned the responsibilities by **Wadestown School** as detailed in the "International Agency Recruitment Contract"

Caregivers

Wadestown School will expect all residential caregivers to:

- Provide a safe and friendly living and studying environment.
- Provide day to day care including:
 - 3 meals a day and access to snacks
 - own room
 - bed and bedding
 - study desk and chair
 - adequate bedroom furniture to store clothes, books etc.
 - lamp and adequate lighting
 - adequate heating
 - transport arrangements to and from school
 - bathing/showering/bathroom access
 - laundry
- Treat the student with respect.
- Make the student feel comfortable and part of the family.
- Notify the International Student Manager if there are any changes or additions to the household.
- Notify the International Student Manager immediately if there are any problems with the student. e.g medical condition, misconduct.
- Notify the International Student Manager immediately if the student seems very homesick or depressed.
- Look after the student in their home to the best of their ability.

Host Families will not be expected to:

- Provide an internet connection for the student.
- Pay for toll or mobile phone calls.
- Cook special food.
- Insure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.

ACCOMMODATION

- Process for the selection and monitoring of student accommodation

- The need for homestay accommodation is advertised through the school newsletter or in local papers
- An application form to host international students is sent to all interested families. A police vetting form is also attached for all residents of the house over 18 years
- Applications are considered by the International Student Manager
- Potential homestays are visited by the International Student Manager. The houses are inspected to ensure they comply with the Code of Practice, and adults in the home are interviewed
- Selections are made and the Homestay signs up to the conditions outlined in the Code of Practice

COMMUNICATION WITH PARENTS

- The process for contacting parents prior to enrolment regarding accommodation

Contact is made initially through the Recruitment Agent. The school's Application for Enrolment as an International Student, Procedures for Communication between Students and Parents, Information sheet for Parents of International Students, Tuition Agreement, Code of Practice summary, Orientation Programme or New Students, Grievance Procedures, Indemnity Document, and the School Prospectus are sent to the parents. Parents are encouraged to contact the school if there are any queries. All parents are made aware of the school's email address, phone numbers and contact persons in the material sent to them. The contact and other details of the proposed homestay family is also sent to parents of students enrolling

- Emergency contact procedures

All emergency details of the school, the first language support person, the counsellor, the International Student Manager, and the Recruitment Agent are forwarded to parents of the students enrolling

- Processes for ensuring students have regular contact with their parents

A list of suggestions for student / parent contacts is provided to homestay and designated caregivers. Each is required to keep log of the frequency and type of communication. The minimum requirement is that children contact their parents weekly. This could be by letter, email, telephone etc.

REVIEW

This accommodation policy will be reviewed **annually** on **18 August each year**

Last review of this policy: 14th October 2008

Steve Allen
Principal