



BOTANY DOWNS
Secondary College

575 Chapel Road
Howick
Auckland
New Zealand
Ph: + 649 273 2310
Fax: +649 273 8551
www.bdsc.school.nz

Thank you for your enquiry regarding homestay accommodation for a Botany Downs Secondary College international student.

We understand that it is not always easy to make the decision to take an international student into your home; we hope that the enclosed information will help you to make a decision. We try to match students to families with similar interests; the information you provide to us helps us in this process.

International students are coming to NZ to improve their English and experience the New Zealand culture. For this reason it is very difficult to place students with immigrant families. If you are an immigrant family, and your first language is not English, we are happy to keep your details on file, but may not be able to place students with you.

Once your application has been accepted and a placement has been made it is our job to support you as a homestay family. The international students' unit has two to three gatherings per year to help you get to know other homestay families and to discuss any worries you may have.

If you decide to apply, please complete the application form and return it to the school **along with the signed Consent to Disclosure form. (Do not forward this form directly to the Police). It is a requirement that all adults (18 and over) living in the home complete a consent form for vetting by the Police.**

Please also give the Referee forms to **two** people you choose to act as referees and ask them to complete the forms and return them directly to me at the College.

Please email us photographs of the outside of your house, all family members living at home, and one of the living room. These are emailed to the student's family after placement has been confirmed and should be in the form of a jpg or tif file.

All information provided is treated in the strictest confidence.

When we have received your information we will contact you to arrange a home visit by one of our staff members. Thereafter, if your application is approved, we will keep your information on file and contact you if a suitable student applies to the school.

The homestay fee is \$250.00 per week commencing 2015, payable by automatic payment on a weekly basis in advance by the school.

We look forward to hearing from you.

Yours sincerely,

International Homestay Coordinators
homestay@bdsc.school.nz

EXPECTATIONS OF HOMESTAY FAMILIES

MEALS

- All food and drinks to be provided including snacks between meals.

ACCOMMODATION & LAUNDRY

- The student's washing and ironing will be done for them
- The student will be provided with a room of his/her own
- The student will need a study desk and lamp or adequate lighting so that s/he can study in comfort
- Adequate heating and bedding will be provided in winter.
- Furniture will be provided with enough space for the student to store their clothing, books and other belongings.

TRANSPORT TO SCHOOL

- The Host family is responsible for getting the student to school on time. The student may walk, if the homestay is close to the school. The Host family is responsible for ensuring that the student is confident of the route before they walk to school alone.
- Transport may also be by car or by bus. If by bus, the host family is responsible for ensuring that the student knows which bus to catch, and where to get on and off, and how to purchase a ticket.
- It is not acceptable for students to walk or bike to school in the rain. Host families must have a plan in place for transporting the student to school on rainy days.

GENERAL

- The host family is expected to assume the role of substitute parent or caregiver. This means making decisions about acceptable behaviour and some setting of limits. The idea is that the student will be treated as a member of the family with the same rights and duties as any teenager.
- The student is expected to obey curfews set by the Host family. We recommend that this is 8-9pm on weeknights, although students must be home by dinner time unless by prior arrangement with host parents. We recommend a curfew of 11.00 – 12.00pm on Friday/Saturday nights. These depend on the age of the student. Students should be encouraged to be in bed by 10.30pm on school nights.
- Domestic arrangements regarding such things as chores are left to the host family. The student should be expected to keep their own room clean and tidy, and to participate in household chores within reason.
- It is essential that the host family knows the whereabouts of the student at all times.
- It is desirable that the host family takes an interest in the schooling of the student. If they are keen to attend parent interviews, they would be very welcome. If they feel that the student is not working as hard at school as they should, host parents should feel free to get in touch with the school and speak to the individual subject teacher concerned.
- The Homestay Co-ordinator should be contacted with any concerns about the students' behaviour. Some students may have an agent in Auckland who speaks their language and can be of help if there is a communication problem.
- Some homestay situations do not work out. A student will be moved if the homestay family and/or the student is unhappy with the situation and feel that the conflict cannot be resolved. Two weeks notice is preferred.
- In most cases, homestay families find the experience rewarding and form lasting relationships with the student.

BOTANY DOWNS SECONDARY COLLEGE

INTERNATIONAL STUDENTS

Hosting Guidelines

Homestay is an arrangement where overseas students are given the opportunity of being accepted as a member of a New Zealand family.

Homestay accommodation is NOT the same as staying in a hotel or as a 'guest'. The student is expected to become a full member of your family. Here is some information that will help you avoid any misunderstanding with your student boarder.

All host families are to provide for their homestay student's room a bed, clean pillows and bed linen, storage for their clothing, a desk at which to study and a study lamp. Most importantly help and encourage your student to speak English and participate in any family activity.

Everyday Routine

Please make clear to your student your family routine, including bed times meal times and family activities. It can be helpful to write these down and give them to your student.

Meals and Food

Please provide nutritious meals for breakfast and dinner from Mondays-Fridays and lunch over weekends. Please give your student a packed lunch to take to school. Please provide the same meals your family usually eats.

Please encourage your student to help with doing dishes or even preparing meals.

Please have a supply of rice and noodles available for Asian students.

Cleaning and Tidying Up

Please show your student where in the bed to sleep and how to use the electric blanket or hot water bottle. If possible have a spare blanket within easy reach.

Please teach the student bed making at an early stage in the student's stay.

Please make clear that the room you provide for the student is their own responsibility to keep clean and tidy.

Shower or Bath

You need to explain and show how your hot water system works. Tell your student the most convenient time to have a daily bath or shower for daily hygiene and the maximum time to use the shower.

Please explain our way of having a bath or shower. This includes the way to use the shower door or curtain, taps and bathmat.

Washing Clothes

Please wash your student's clothes together with your family washing unless some other agreement is made. Some students (especially girls) prefer to wash their own under-clothing. You could advise her where she can wash and hang the clothes to dry. Please respect any cultural sensitivity in this area.

Please tell your student when you normally wash bedding and whether you will remove the bedding, or whether they should put it out for washing.

Use of the Telephone

Often students will have a special international call card. This acts like a credit card for international calls. Otherwise, if a student wants to make an International call, they may call collect, or reimburse you for the call. Some students may want to have their own phone line in their rooms for use of the internet to keep in touch with their families and friends. The connection fee and monthly fees would be paid for by the students in this case, with their parents' agreement.

Internet

We do expect our host families to provide broadband internet (preferably wireless). 10 GB per month is the minimum data allowance which would be sufficient for most families. If the student's usage is very high, then you may consider increasing your data allowance and asking the student to pay the extra fee. Please discuss this with our Homestay Co-ordinator. Internet access is an essential tool for students today – to communicate with their families and to do their schoolwork. They should be strongly discouraged from spending large amounts of time watching own-language movies or playing video games as these are counter-productive to their English language development and school success.

When Students want to go out

Please ask where your student is going and contact telephone number and what time and how they will be coming home.

If your student plans to stay out overnight, please ask for a contact name and telephone number. If the student is under 18, please ring the number to check that the student is expected. Students may not stay out overnight at a venue where there is no adult supervision.

Family Outings

If you invite the student to join you on a family outing or trip, it is generally expected that you will pay the student's expenses. If you expect them to pay for any aspect, please make sure that this is clear and agreed beforehand to avoid misunderstandings.

Health

International students normally have Travel and Medical Insurance policies before they leave their own country. If the student needs to see a Doctor, please take them to your own regular Doctor, unless they prefer to see a specific Doctor. If their English language skills are poor, and a Doctor who speaks their language is available, this would be preferable. The student should pay the Doctor, receipts kept, and a claim form obtained from the International Student office to claim on the insurance.

Smoking

Unless member/s of the homestay family smoke, all students are directed NOT to smoke anywhere inside the family home. If the student is a smoker we suggest that you negotiate where and when the student is able to smoke. **Please note that it is illegal for cigarettes to be sold to anyone under the age of 18 years.**

Drinking

Drinking is not allowed in a homestay situation unless the student is over the age of 20, and the family has approved it. **Please remember that it is illegal for anyone under the age of 18 to be supplied with alcohol.**

Drugs

Prescription drugs are to be expected; however if a student is taking illegal substances or you suspect there may be a problem developing please contact us **IMMEDIATELY.**

Transport to school

The Host family is responsible for getting the student to school on time. The student may walk, if the homestay is close to the school. Please ensure that the student is confident of the route before they walk to school alone.

Transport may also be by car or by bus. If by bus, please help the student to learn which bus to catch, and where to get on and off, and how to purchase a ticket.

It is not acceptable for students to walk or bike to school in the rain. Please ensure that you have a plan in place for transporting the student to school on rainy days.

Communication

To avoid any misunderstanding please communicate often with your student. Please advise him/her of the appropriate and basic manners such as table manners and the appropriate time for them to say 'excuse me', 'please' and 'thank you'.

*******HAPPY HOSTING*******

BOTANY DOWNS SECONDARY COLLEGE

APPLICATION TO PROVIDE HOMESTAY

Important: Please complete this form accurately. This will help us to place students with you who are most compatible with your family and lifestyles. Thank you.

Personal Details

Family Name (Surname): _____
(Legal surname according to passport/ drivers licence)

Address: _____

Telephone: Home: _____ Work: _____ Fax: _____

Mobile phone: _____ Email: _____

Host Caregiver 1:
(Mr. /Mrs. /Miss/Ms.) First Name _____ Last Name _____ Date of birth: _____
(Full legal name according to passport/ drivers licence)

Host Caregiver 1's employer: _____

Occupation: _____ Hours of work: _____

Host Caregiver 2:
(Mr. /Mrs. /Miss/Ms.) First Name _____ Last Name _____ Date of birth: _____
(Full legal name according to passport/ drivers licence)

Host Caregiver 2's employer: _____

Occupation: _____ Hours of work: _____

What is the ethnicity of the household? _____

Is English the first language spoken at home? _____

If 'No', please state the first language spoken by the main members of the household: _____

Does any member of your family speak any language other than English? _____

If not N.Z. born, how long has your family lived in N.Z.? _____

Other members of the household:

- Please include all those who live at your address. Please do not include children who no longer live at home.

Name _____ Date of birth _____ Occupation _____ Relationship _____ M/F

Name _____ Date of birth _____ Occupation _____ Relationship _____ M/F

Name _____ Date of birth _____ Occupation _____ Relationship _____ M/F

Name _____ Date of birth _____ Occupation _____ Relationship _____ M/F

Name/s of family members attending BDSC: _____

Pets _____

How will the student be transported to school? _____

Approximate cost per journey (if bus): _____

Are there any smokers in the house? Yes/No. Please circle which statement describes your attitude to smoking:

We allow smoking inside our house	We allow smoking outside ONLY	We DO NOT allow any smoking
--	--------------------------------------	------------------------------------

Medical Information: Does any member of your family have an existing medical condition that an International Student should be made aware of? If yes, please state which family member and the medical condition.

Religion: Please state your family's main religion, and whether you attend church regularly or not.

Food: Please state any special dietary restrictions in your home (e.g. Vegetarian) which may affect students we place with you: _____

Please tick the one statement that best describes your general family lifestyle:

We are a quiet family and prefer mainly staying at home and around the house in our spare time.	We are active family and prefer mainly going out and doing things away from home in our spare time.
---	---

Could you please describe the interests and activities of the different members of your household?

Name	Interests	Activities

Please indicate your preferred student's age: _____

Please circle ONE box only from each choice below, which best describes the type of student you would prefer to host:

We would prefer a student who was quite independent and who did not rely too much on the family.	We would prefer a student who we could look after and who we could get to know well.
--	--

We are happy to host either male OR female students	We wish to host only FEMALE students	We wish to host only MALE students
---	--------------------------------------	------------------------------------

We are happy to host students from any country.	We would prefer to host students from (state country): _____
---	--

Are you registered with any other schools for the hosting of students? YES/NO

If yes, which other schools? _____

Do you currently have any other homestay students? YES/NO If YES, give details. _____

What can your family offer an international student? _____

Describe what your family would do with an international student on a typical Saturday or Sunday:

Have you been a host family before? Please give details. _____

What previous experience/background do you have that might be relevant to caring for an international student?

Please provide brief details about the layout of your home and the space you intend to provide for the student. Please note that BDSC does not allow students to share a room.

Any other special amenities of your home? (E.g. piano, garden, pool, spa, broadband internet etc)

I/We acknowledge that the above information is correct.

I/We accept that Botany Downs Secondary College reserves the right to decline any Homestay application.

I/We accept that Botany Downs Secondary College is not required to give reasons for declining an application.

I/We agree to nominate two referees who can provide information of our suitability to care for an international student.

I/We agree to undergo a N.Z. Police check on all people over the age of 18 residing in our home at any time. I/We understand that the material supplied by the N.Z. Police vetting service, once reviewed, will be destroyed within 14 days of receipt.

Signed _____ Date _____

Check

Signed Application Form

Signed Consent to Disclosure of Information form (to be completed by all adults associated with the household).

Signed Agreement

Referee check given to chosen referees and to be sent back to the school.

International Students Office, M Building, Botany Downs Secondary College, 575 Chapel Road, Howick 2016.

Under the New Zealand Code of Practice for the Pastoral Care of International Students, Botany Downs Secondary College is required to carry out a police vet of all adults in a potential homestay. Please complete the enclosed form and send it to BDSC and we will contact you once the process has been completed.

International Students

HOMESTAY ACCOMMODATION AGREEMENT

The homestay fee is \$250 per week. This is paid by automatic payment into host families' bank accounts on a weekly basis provided that accurate bank details have been provided in writing to Botany Downs Secondary College (the School).

If students go away (for example on a trip), for more than 2 nights, payment for the room is paid at 50% of the usual cost. If students go away with, or stay with another of our host families, the whole homestay fee is transferred to the family who is accommodating the student for that period (provided it is longer than 2 nights).

During the Christmas holiday period, students who are going home and intend to return to the same homestay the following year, are required to pack their belongings and clear the room, so that it is available for the family's use. The School requests that families find an area in their garage or home where the student's belongings may be stored.

In the event that a student chooses not to clear their room, then payment may be made at 50% of the usual fee, up to a maximum of \$500. However, this must be arranged with the School at least 3 weeks in advance of the student's departure, and consent obtained by the School from the student's parents. In the event that the School is informed after the student's departure that they have not cleared their room, but no parent consent has been obtained, not holding fee will be paid to the host family.

Homestay payments will be made weekly in advance when possible. During school holiday periods, payment may be a week in advance and a week in arrears.

Homestay accommodation includes all requirements listed in the [Expectations of Homestay Families](#).

Homestay families should read and agree to the following conditions.

- I will not negotiate any fees with the student (please note that if you deal directly with your student, Botany Downs Secondary College will not be able to support either the homestay student or you).
- Changes of homestay must be arranged through the Homestay Co-ordinator.
- Two weeks notice is preferred if you wish the student to be moved from your home.
- I do solemnly swear that I, and those persons who permanently reside at my address of _____ do not partake in any criminal activity or consume unlawful substances being illegal in New Zealand.

I (name) _____, understand and agree to the conditions stated above and in the EXPECTATIONS OF HOMESTAY FAMILIES form prepared by Botany Downs Secondary College.

Date: _____

Signature: _____

Payment Information:

Name(s) of account holder:

Bank name and branch:

Account Number:

PLEASE ATTACH AN ENCODED BANK DEPOSIT SLIP TO ENSURE ACCURACY OF PAYMENTS



Homestay Applicant to submit no less than 2 Reference checks.

**Once complete, drop off to:
International Department, M Building,
Botany Downs Secondary College,
575 Chapel Road,
Howick, 2016.**

Confidential

This form is to help us in the assessment of an applicant’s suitability to provide homestay care for an international student attending Botany Downs Secondary College.

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 _____

Referee’s Name _____

Address _____

Phone Number _____

Relationship to Applicant (egg. 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?

On a scale of 1-10, please rate the suitability of the applicant based on the following behaviours and attitudes:

Behaviours and Attitudes	1-10
<i>Friendly environment</i>	
<i>Warm family</i>	
<i>Emotionally mature</i>	
<i>Good role models</i>	
<i>Active</i>	
<i>Good interpersonal skills</i>	
<i>Likelihood of conflict with family members</i>	
<i>Ability to embrace a variety of cultures</i>	

--	--

Additional Comments: