

International Homestay Application

Thank you for your inquiry regarding becoming a residential caregiver for a Botany Downs Secondary College.

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 come to NZ to improve their English and experience New Zealand culture. For this reason, it can be very difficult to place students with immigrant families or families for whom English is a second language. 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.

If you decide to apply, please complete the application form and return it to the school. **All adults (18 and over) living in the home must complete a consent form for vetting by the Police; which will be reviewed before approval.**

Please also pass the referee forms to two appropriate people (i.e. current employer) to act as referees and ask them to complete the forms and return them directly to the College. All information provided is treated in the strictest confidence.

When we have received all the required information we will contact you to arrange a home visit 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 \$310.00 per week, payable by automatic payment on a weekly basis in advance by the school.

Yours sincerely,

International Homestay Co-ordinators
homestay@bdsc.school.nz

Becoming a Caregiver

A 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'. With support from the school, caregivers are expected to assume the role of substitute parents. This means making decisions about acceptable behavior and the enforcement of limits. Students should be treated as another member of the family with the same rights and restrictions as any teenager.

MEALS

- Please provide three nutritious meals per day generally the same meals your family eats. If students are away for a meal please provide an alternative (i.e. packed lunch or no more than \$10 per meal).
- Please have a supply of rice and/or noodles available for Asian students.

ACCOMMODATION & LAUNDRY

Students can reasonably expect that:

- Their laundry will be done on their behalf
- They will have room and bed of their own including clean pillows and bed linen
- They will have a study desk and lamp (or adequate lighting) so they can study in comfort
- They will have adequate heating and bedding in winter
- They will have sufficient storage for their clothing, books and other belongings

TRANSPORT TO SCHOOL

- Students may walk if their accommodation is close to school. It is important to ensure that students are confident of the route before they go to school alone.
- Transport may also be by bike, car or by bus. If using a bus, you should make sure that students know which bus to catch, where to get on and off, and how to purchase a ticket.

GENERAL

- A key attendance requirement is that caregivers are aware of student's whereabouts at all times. Guidelines for this can be found in the residential caregiver reference book.
- It's important to help and encourage students to speak English and participate in family activities.
- Caregivers are responsible for getting students to school on time. This may involve getting students out of bed in the morning!
- Tell your student the most convenient time to have a bath or shower and the maximum time to use the shower (no more than 10min).
- Students are expected to obey curfews set by caregivers and recommended times can be found in our residential caregiver reference book.
- Students should be expected to keep their own room clean and tidy, and to participate in household chores within reason.
- It is important that caregivers take an interest in the education of the student and are expected to attend meetings regarding student's academic progress. If you feel that your student is not doing as much work as they should or alternatively working harder than they should please get in touch with the school.

SUPPORT

- Your Homestay Co-ordinator should be contacted if there are any concerns about student behavior.
- Occasionally some placements do not work out. Moves can be arranged if either the caregiver or the student becomes unhappy and feel that an issue cannot be resolved. Two weeks is generally required to allow time to source an alternate accommodation and complete administrative processes.

SUPERVISION

- Students under 14 years old cannot be left at home alone without making a reasonable arrangement for their supervision.
- Regardless of their age international students must never be left overnight without the supervision of the designated primary caregiver(s).
- In order to protect caregivers from accusations, steps should be taken to avoid female students being left with only male supervision. If this is not possible contact a homestay coordinator.

INTERNET

Caregivers should provide unlimited broadband (preferably wireless). Internet access is an essential tool for students 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.

WHEN STUDENTS WANT TO GO OUT

Knowing student's whereabouts is a key part of the caregiver role. Always enquire where your student is going, who they will be with, what their transport arrangements are and what time they will be home.

If your student plans to stay out overnight with another BDSC Caregiver, please ask for a contact name and telephone number and confirm arrangements. Students may not stay out overnight at a venue where there is no adult supervision.

Any other overnight stay requests, please contact the International Student Office 09 273 2310.

FAMILY OUTINGS

You should invite students to join you on family outings. It is generally expected that students will cover their own expenses but please make sure that this is clear and agreed beforehand to avoid misunderstandings.

HEALTH

International students will have Travel and Medical Insurance coverage before they leave their own country. When a student arrives please register them with your family doctor. This will allow for a smooth experience if they require a consultation during their stay. 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 required fee themselves. Ensure that a doctor's note and receipts are kept, and a claim form can be obtained from the International Student Office.

SMOKING

All students are directed NOT to smoke/vape. It is an offence to sell nicotine/vaping products to young people aged under 18 years of age. If a student is discovered with smoking or vaping material you must advise the school.

DRINKING

All students are directed NOT to consume alcohol during their stay. It is an offence to sell alcohol to anyone under 18 years of age. If a student is discovered in possession of alcohol or you have reasonable grounds to suspect they have consumed alcohol, you must advise the school.

DRUGS

All students are directed NOT to consume illegal narcotics. If a student is taking illegal substances or you have reasonable grounds to suspect they are using narcotics, you must advise the school.

DRIVING

Students are not permitted to own a vehicle or drive while they are a student at BDSC. If you are aware or suspect the student is doing this please contact the International Student Office.

COMMUNICATION

To avoid any misunderstanding please communicate often with your student, and depending on their level of English, ask them to repeat instructions back to you. Please encourage basic manners such as table manners and the appropriate time for them to say: 'excuse me', 'please' and 'thank you'.

All communications between residential caregivers and parents should be directed through the college. Should direct communication be established, messages should only be of a positive nature if communications become in anyway negative, all communication must cease, and your co-ordinator must be informed immediately.

The college works with both overseas and on shore educational agents to recruit students. Some agents are very hands on and some simply arrange the initial school placement. It is important that messages from agents are relayed via the school. Should an agent contact you directly please refer them to an international staff member.

Happy Hosting!

Personal Details

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.

Family Surname:

Address:
(including Postcode)

Home phone number:

HOST CAREGIVER 1

(Full legal name according to passport/ driver license)

Mr / Mrs / Miss / Ms Date of birth:

Mobile Number: Work Phone Number:

Email Address:

Employer:

Occupation: Hours of work:

HOST CAREGIVER 2

(Full legal name according to passport/ driver license)

Mr / Mrs / Miss / Ms Date of birth:

Mobile Number: Work Phone Number:

Email Address:

Employer:

Occupation: Hours of work:

What is the ethnicity of the household?

Is English the first language spoken at home?

YES NO

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	M / F	DOB	OCCUPATION	RELATIONSHIP	INTERESTS & ACTIVITIES

Family Information

Please indicate your preferred student's age:

Students under 14 years old cannot be left at home alone without making a reasonable arrangement for their supervision.

Name/s of family members attending Botany Downs Secondary College:

How will the student be transported to school?

Approximate travel time to school:

MEDICAL

Are all eligible members living in the house fully vaccinated i.e. two vaccinations and a booster?

Please provide evidence of this.

 YES NO

Does any member of your family have an existing medical condition that an International student should be aware of?
If YES, please state which family member and the medical condition.

FOOD

Please state any special dietary restrictions in your home (i.e. Vegetarian) which may affect students.

RELIGION

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

PETS

Please indicate the kind of pets you have at home.

Are there any smokers in the house?

YES

NO

If YES, please tick which statement describes your attitude to smoking:

We allow smoking inside our house

We allow smoking outside only

We do not allow any smoking

Please tick the 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

Please tick the statements that best describes the type of student you would prefer to host:

A student who is quite independent and who does not rely too much on the family

A student who we can look after and get to know well

Happy to host either male or female student(s)

We wish to host only female student(s)

We wish to host only male student(s)

Happy to host student(s) from any country

We prefer to host student(s) – please state country:

Have you been a host family before?

YES

NO

Please provide details:

Are you registered with any other schools for hosting students?

YES

NO

If this situation changes please notify the International Student office immediately.

If YES, which other schools?

Do you currently have other homestay student(s)?

YES

NO

If YES, please provide details eg. how many, male/female, which nationality:

BDSC do not allow male and female students together or students from the same country.

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

Acknowledgment

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.

Caregiver 1 Authorisation

Caregiver 2 Authorisation

Date:

CHECKLIST

Completed Application Form

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

East Tamaki

Auckland 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 AND to read and sign the Residential Caregiver Agreement once the Homestay application has been approved.

These forms will be completed and signed during the initial assessment meeting with the homestay family.

Referee Check for Homestay Applicants



Please submit TWO Referee check forms to:

International Student Office, M Building,
 Botany Downs Secondary College,
 575 Chapel Road, East Tamaki
 Auckland 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.

Referee

Applicants Name:

Referee’s Name:

Address:

Phone: Mobile:

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? YES NO

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	BEHAVIOURS AND ATTITUDES	1 - 10
Friendly environment		Active	
Warm family		Good interpersonal skills	
Emotionally mature		Likelihood of conflict with family members	
Good role models		Ability to embrace a variety of cultures	

Additional comments:

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Additional comments: