

Onewhero Area School



Policy:

ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS

Onewhero Area School Policy (National Administration Guideline 5)

Onewhero Area 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 category of accommodation that will be accepted by the Education Provider are:

- i) Living in a homestay
- ii) Living with a parent approved, designated care-giver
- iii) Living with parents for students under 10 yrs.

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

AFS Students

Onewhero Area School will in conjunction with the AFS Co-ordinator organise and monitor student accommodation according to the Code of Practice for the Pastoral Care of International Students.

Other International Fee Paying Students

Onewhero Area School will arrange accommodation through the school's International Student Pastoral Care Co-ordinator.

Administrative Requirements and Understandings

General

1. Students under 18 years will not be permitted to rent a flat/room/house/apartment or live on their own.
2. All queries and issues about accommodation queries will initially be dealt with by the designated person for accommodation (The Homestay Manager or the ISPCC).
3. For each student the following information will be held by Onewhero Area School (Principal): full name, current address, contact phone number, occupation and relationship to student, of the residential caregiver.
4. Any serious concerns relating to accommodation will be reported to the Onewhero Area School Principal, via the ISPCC.

Students not living with a parent

For all students under 18 years and not living with a parent:

1. Any accommodation to be used by international students will have the following assessments by the AFS or the ISPCC:
 - 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, if the student is in a homestay.
 - An assessment of the residential carer's suitability and whether they will provide a safe physical and emotional environment.
2. Each student will be interviewed at least quarterly to ensure that their accommodation is suitable by AFS or the ISPCC.
3. All accommodation residences will be visited at least twice yearly by an AFS Representative or the ISPCC to ensure that they remain suitable.
4. Police vetting will be carried out by AFS and Onewhero Area School on all adults aged 18 years and over, living in a homestay used by a student.
5. An Onewhero Area School representative (ISPCC or Principal) will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable and any issues that arise will then be discussed and resolved.

Homestay

6. Students must not make their own private homestay arrangements without the approval of AFS or the ISPCC.
7. Students staying in a homestay are required to exhibit appropriate behaviour.
8. Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, they must notify the AFS representative or ISPCC immediately and inform the Principal. The homestay service may be discontinued and the student may be sent home.
9. Where the homestay student wishes to withdraw from the programme, at least two weeks' notice must be given in writing to the AFS representative or ISPCC responsible for accommodation.
10. Advice and a support infrastructure for homestay carers will be provided by the ISPCC and AFS if the student is also under their care.

Divisions of Responsibility

Onewhero Area School

Onewhero Area School will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation (ISPCC).
- Selecting, monitoring and approving all accommodation.
- Liaising with the AFS representative

The OAS International Student Pastoral Care Co-ordinator (and AFS if applicable)

Will be responsible for:

- Providing a support infrastructure for home stay carers.
- Report any serious concerns relating to accommodation to the Code Administrator.
- Visit all accommodation residences at least twice yearly to ensure that they remain suitable.
- Carry out police vetting on all adults aged 18 years and over, living in a home stay used by a student.
- Follow up on any concerns about the behaviour of a home stay student which is reported by the home stay hosts and liaise with the Principal, to inform of any issues or outcomes.
- Recording the results of all accommodation assessments and providing relevant information to the Principal.
- Recording the results of all quarterly student interviews.

Caregivers

Onewhero Area 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 Education Provider representative (ISPCC) if there are any changes or additions to the household.
- Notify the Education Provider representative (ISPCC) immediately if there are any problems with the student. e.g. medical condition, misconduct.
- Notify the Education Provider representative (ISPCC) 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.

Board of Trustees Chairperson_____21/10/2013

Policy reviewed, October 2013. Next review date October 2016.