

PAKURANGA COLLEGE INTERNATIONAL STUDENTS ACCOMMODATION PROCEDURE

Pakuranga College 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 Education Provider are:

- i) Living with a parent
- ii) Living with a designated caregiver
- iii) Living in a homestay
- iv) Boarding Establishment – as per Code of Practice.
- v) Temporary accommodation for group students and short courses only
- vi) Ministry of Education approved hostel if also approved by the school

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

Pakuranga College will arrange accommodation for international students.

Use of Accommodation Agents

Pakuranga College may, if necessary, make use of accommodation agents to organise and monitor student accommodation according to the Code of Practice for the Pastoral Care of International Students.

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 accommodation queries and issues will be dealt with initially by the designated person for accommodation (the Homestay Coordinator). Pastoral care issues or concerns arising from accommodation arrangements will be referred to the Director of International Students.
3. For each student, the full name, current address, contact phone number and relationship to student of the residential caregiver will be held.
4. Any serious concerns relating to accommodation will be reported to the Code Administrator.

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:
 - 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 or has a designated caregiver.

- 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.
- 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 Ministry of Education approved hostel accommodation used by a student.
- 5. Pakuranga College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable. Pakuranga College may remove the student from that accommodation and place in a more suitable home if necessary.

Homestay

1. Students in the school homestay programme must make homestay payments in advance at the beginning of each term.
2. Students must not make their own private homestay arrangements without the approval of the Director of International Students.
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 cannot reasonably be expected to have the student continue in their care, they must notify the Homestay Coordinator, Pakuranga College, immediately. The homestay service may be discontinued and the student may be sent home.
5. Where the homestay student wishes to withdraw from a homestay, at least one week's notice must be given to the Director of International Students or Homestay Coordinator and the homestay family.
6. Advice and a support infrastructure for homestay carers will be provided by the Homestay Coordinator.

Designated Caregivers

7. 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 ***Pakuranga College*** approving the accommodation.
8. On or before enrolment, ***Pakuranga College*** will meet and establish communication with the designated caregiver.
9. The relationship between the designated caregiver and student's parents may be checked to confirm that they are a bona fide relative or parent's friend.
10. The designated caregiver may be asked to complete police vetting. The home may be visited during the year.

Boarding Establishments

11. The boarding establishment will be checked to see that local government bylaws are being observed.
12. The suitability of the resident manager and employees of the boarding establishment will be checked.
13. Risks to safety of students will be monitored and managed.

Temporary Accommodation

1. Ensure adequate supervision
2. Assess suitability of accommodation
3. Monitoring and managing risks to students
4. Adults aged 18 years and over police vetted

Divisions of Responsibility

Pakuranga College 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.

Caregivers

Pakuranga College 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 Pakuranga College if there are any changes or additions to the household.
- Notify Pakuranga College immediately if there are any problems with the student. e.g. medical condition, misconduct.
- Notify Pakuranga College immediately if the student seems very homesick or depressed.
- Look after the student in their home to the best of their ability.
- Notify the Homestay Coordinator if travelling outside Auckland for more than one weekend.

Host Families will not be expected to:

- Pay for toll or mobile phone calls.
- Cook special food.
- Insure the student's goods. We do recommend all homestays hold comprehensive household contents insurance. We further recommend that homestays install (and maintain) a smoke alarm.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.