

# PAKURANGA COLLEGE INTERNATIONAL STUDENTS ACCOMMODATION POLICY & PROCEDURES



**Pakuranga College** undertakes to comply with the accommodation provisions set out in the New Zealand Education (Pastoral Care of International Students) Code of Practice 2016. The categories of accommodation that will be accepted by Pakuranga College are:

1. Living with a parent
2. Living with a residential caregiver:
  - I. Living with a designated caregiver (DCG)
  - II. 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**

**Pakuranga College** will arrange and approve accommodation for international students.

## **Use of Accommodation Agents**

**Pakuranga College** may, if necessary, make use of accommodation agents to organise and monitor student accommodation.

## **General**

1. Students 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 the residential caregiver (if any) will be held.
4. Any serious concerns relating to accommodation will be reported to the Code Administrator, ie NZQA.

## **Students not living with a parent**

For all students not living with a parent:

1. Any accommodation to be used by international students will have:
  - a. An on-site assessment to determine that living conditions are of an acceptable standard.
  - b. 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.
  - c. 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 three times a year to ensure that their accommodation is suitable and a written report will be filed.

3. All homestay residences will be visited twice yearly to ensure that they remain suitable. DCG residences will be visited at least once per year.
4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay or with a DCG.
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 to the school 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, if another suitable home cannot be found.
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. This also applies when a homestay family asks for a student to leave the home.
6. Advice and a support infrastructure for homestay carers will be provided by the school via 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. Acceptance is 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.

***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 student interviews.

### ***Residential 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.
- Notify Pakuranga College if the residential caregiver will be absent from the home overnight.
- Hold comprehensive household contents insurance.

**Host Families will not be expected to:**

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