



**SOMERVILLE**  
INTERMEDIATE SCHOOL

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## Information for International Student Homestay Carers

## INTRODUCTION

Thank you for your interest in hosting an international student. Whether they are with you for a long or short stay, your contribution to their experience in New Zealand is highly valued.

Somerville Intermediate School has earned a reputation for providing quality, caring host families for our students. It is not only our responsibility to deliver a high standard of education but to also provide for our international students' safety and wellbeing. Therefore, it is important that the school and the homestay carers work together to support students in fulfilling their study and personal goals.

We hope that hosting our students will prove to be a rewarding and fun experience for you and your family. As well as helping a young person to learn and grow, you will also get to learn about their culture and lifestyle.

This Information for International Student Homestay Carers booklet has been prepared to provide you with general information that you will find useful as you register to become a homestay family with Somerville Intermediate School.

## SCHOOL CONTACT DETAILS

Our International Department will be your first point of contact at Somerville Intermediate School. Feel free to talk to us if you have any questions or concerns about hosting an international student.

Contact Person: Yiwen Wu

Office Hours Tel: (09) 535 1070

Mobile: 021 08559667

Email: [ywu@somint.school.nz](mailto:ywu@somint.school.nz)

**School Emergency Phone – 021 330327**

**(for emergencies ONLY. All non-urgent enquiries, please contact Yiwen).**

## YOUR ROLE AS A HOMESTAY

The role of the Homestay Carer/s is to act as a residential caregiver for the School to provide homestay accommodation in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) for international students.

As a Homestay family, you are providing a student with the opportunity to experience the New Zealand lifestyle as a member of your family. When you first meet your student, be open and direct with them. Discuss any cultural differences and encourage your student to talk about their family, country, and schooling. Although students pay for their accommodation, meals, and laundry, they are not staying in a hotel and are encouraged to participate in your family life by helping where they can and joining in with family activities.

1. **Student's Room** – The Host will provide the student with a private room (unless otherwise agreed) furnished with a desk, chair, lamp and heating facility in cold weather. Where necessary, make available additional bed covers to ensure student's comfort, and provide fresh towels and bed linen on a regular basis.
2. **Student's Meals** – The Host will provide nutritional meals of mixed variety which include breakfast, lunch, morning and afternoon tea, and dinner daily, seven days a week. Please provide your student with a shelf or space to store some of their own food. If you take your student out for lunch or dinner (McDonalds etc) it should be treated as a meal at home and paid for by you. If your student chooses to go out for lunch or dinner with their own friends, it is the student who pays. Teenagers often have "hollow legs" and can eat quite large amounts. Weetbix, rice and wholemeal bread may help.
3. **Family involvement** – The Host will encourage and invite the student to join with family activities and outings and to interact socially with the family.
4. **Communication** – The Host will spend some time communicating daily and encouraging students with their English. Make an effort to be sensitive and understanding of the differences in cultures and expectations of the students. The Host will make every effort to resolve any possible misunderstandings and to communicate with the school's homestay staff if the Host senses any potential problem arising.
5. **Sickness & Accident** – The Host will assist the student in gaining medical attention if required. They will inform the school immediately of any serious illness or accident.
6. **Transportation** – The Host is required to provide free transportation for at least the first week of the student's homestay. They are new to the country or area, so please be responsible for them and ensure they know how to go to school and come back home on foot or by public transport. Any driver transporting the student must have a current New Zealand driver's license.

7. **Property and Health Insurance** – Students are deemed responsible for their personal possessions and belongings. Students are required to carry comprehensive travel and health insurance. If a student is in need of medical attention then any costs incurred are the sole responsibility of the student. Somerville Intermediate School and the Host will not accept liability for any such events.
8. **Personal Problems** – The Host will assist the student with personal problems such as homesickness, culture shock, loneliness etc. by being supportive of their need to contact their family, and facilitate this contact whenever necessary.
9. **Telephone & Internet Usage** – The Host is required to provide 5-10G of wireless wifi internet access for the student (see house rules). The Host will permit the student to use telephone and internet, within reason, and ensure that arrangements for receiving and making both local and overseas calls/emails, and calls to mobile phones are explained and clearly communicated to the student.
10. **Change of Circumstances** –The Host must inform Somerville Intermediate School of:
  - Any change in members to the Host family, e.g. new baby, teenager going flatting, grandma staying.
  - Other visitors staying, e.g. long-term boarder, exchange student.
  - Change of address or telephone number.
  - House for sale.
  - New pets acquired.
11. **Holidays** – The Host agrees to notify the school homestay staff at least 10 days prior to being absent or away on holiday, in order to arrange for the student to be relocated to an alternative host, if required. If the host wish to take students on holiday out side of Auckland, the host must notify the school, and get signed permission from student's parent. If the student goes on holiday, a holding fee of \$150 per week will be charged to cover the room.
12. **House rules** – The Student needs to obey the house rules of the homestay and we recommend the Host introduce and enforce the house rules from the very beginning. Soon after the student has settled in, the Host is to explain to the student about expectations eg.
  - The Host must know the whereabouts of the student at all times.
  - The student needs to give all devices to homestay by at least 8 pm during weekdays, except in special situations.
  - The student needs to go to bed by at least 9 pm during weekdays, except in special situations.
  - Be clear about the Homestay rules that contribute towards building harmony around meal times, food, using the bathroom, telephone and the internet.
  - Showering and bathroom - showers should be kept within 10 minutes. Show your student how you like the bathroom left when they are finished.

- Bedroom and Bathroom - discuss with your student how you want their room maintained. Instruct them on the use of the heater or electric blanket. It is unreasonable to expect students to clean the family toilets.
- Student's day visitors - make clear your rules regarding your student inviting day visitor(s) to the house. Should the Host allow the student's visitor to stay overnight, make sure that the visitor is appropriate to stay
- overnight with the student, that the visitor's host is informed and agreed to such an arrangement. The Host will need to make clear to the visitor, the house rules on food, quiet time, computer use etc.

13. **Safety and Emergency Situation** – The Host shall ensure the safety of students. Students need to stay in safe environment, and are required to be safely supervised at all time. The house is equipped with smoke alarms, a first aid kit and that evacuation procedures are understood.

14. **Liabilities** – The Host agrees not to hold Somerville Intermediate School liable for damage, loss, breakage, or injury to the host's residence, person or property caused by the student, and Somerville Intermediate School shall not, in any case, be liable for the costs of toll calls or other expenses made or incurred by the student.

15. **Compensations** – If there is any damage made by the student, report it and send a picture to the school homestay staff immediately. Obtain 3 quotes to repair the damage. We will send this information to the parents so that we can discuss the reimbursement.

16. **Alternative Homestay Arrangements** – Whilst the student is enrolled with Somerville Intermediate School, the Host shall not negotiate directly with the student or any other student enrolled with Somerville Intermediate School on terms of their homestay arrangements. If the student finishes their course at Somerville Intermediate School and goes on to further studies in New Zealand, the Host shall not allow them to continue to stay in their home. The student must move out from our school's homestay, except in circumstances where it is agreed by Somerville Intermediate School.

17. **Disputes & Complaints** – In the event of any dispute or complaints or if any exceptional problem arises, the Host agrees to direct their concern in the first instance to the homestay staff. Should the Host have an issue with the student's behaviour, the Host shall talk to the student about the issue, failing which the matter may be referred to the homestay staff to follow up. Only with consultation and agreement with the homestay staff may the student be asked to move out of the Host family. The Host shall, under no circumstances, require the student to leave without prior agreement with the homestay staff.

18. **Early Cancellation**

18.1 In the first four weeks, students and the Host may reserve the right to request cancellation and reassignment of the student due to incompatibility. In this case,



there will be no extra cost, other than payment for the nights of stay provided. If, for any reason, the Host requests to discontinue hosting the student, the Host will give a minimum of two weeks' notice to the Somerville Intermediate School homestay department.

18.2 If, for any reason, the student requests to discontinue with the homestay, he/she will give at least two weeks' notice (except for emergencies\*) to the homestay and notify the homestay coordinator.

(\* Hospitalisation or Emergency situation in NZ or home country)

18.3 In the event of a student overpaying beyond the two weeks' notice as per 18.2 above, the Host is obliged to refund any over payment to Somerville Intermediate School or the student.

19. **Accommodation fees** - NZ\$350 dollars per week, per person (inclusive of GST).

20. **Method of Payment** – Somerville Intermediate School will transfer outstanding homestay fees fortnightly via electronic banking.

21. **Number of Students** - The school prefers to place one to two students for each homestay. The maximum number of students in a homestay at one time is three in total. Should the Host intend to take students or boarders other than Somerville Intermediate School students, the Host must inform Somerville Intermediate School and a written consent must be obtained from Somerville Intermediate School before other students and boarders can be taken on.

22. **Terms and Conditions** – With reason, Somerville Intermediate School reserves the right to terminate your service as a homestay host at any time, without penalty.

23. **General Information** -

- Homestay students may not always understand New Zealand customs or culture so patience and sensitivity in integrating a student into the New Zealand way of life until they learn, is often necessary. The student needs to be loved and cared for in a similar manner to the Host's own children.
- Laundry – the Host shall inform the student about laundry matters. For students who may wish to do part or all of their laundry, please show them and supervise them until the Host is satisfied that they are competent. The Host is to explain their system of changing sheets and towels.
- It is not acceptable to borrow money from your homestay students under any circumstance.
- It is not the duty of students to babysit your children.
- Encourage good communication – this will enable the student to feel comfortable in approaching you with any concerns which may create disharmony in your home.