

# HILLCREST HIGH SCHOOL

**Principal:** K.S. Whiting, B.Soc.Sc. (Hons), Dip SM. Dip.Tchg

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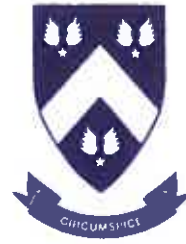
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New Zealand

[www.hillcrest-high.school.nz](http://www.hillcrest-high.school.nz)

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## Dear Homestay Applicant

Thank you for your interest in our **International Homestay Programme**. Being a Homestay can be a very valuable experience. For 2017/2018 the Homestay fee paid will be \$245.00 per week.

**We may not immediately have a student to place with you but as the Homestay enrolment process can take up to 6 weeks it is good to get your application underway.**

Enclosed are documents for you to read, complete & return. Included you will find:

- **Key Information for Host Families** (please keep these)
- **Homestay Provider Details** (needs to be completed, signed & returned)
- **Police Vet Forms** (needs to be completed by anyone living in the house over 18 years old & returned)

After the initial documentation is completed and returned, the Homestay Manager will contact you for a Home visit interview. As part of the Police Vetting process, two forms of Identification with photos need to be sighted by us (Example: Drivers Licence, Passport, Firearms Licence or 18 + Card). Sighting of Documents can be done at the Homestay visit.

We do our best to match each student's accommodation requests to the appropriate Homestays and as many students prefer to live in close proximity to Hillcrest High School we are not always able to place students with families living further away but it is possible. We do expect our Homestays to be 'fluent' English speakers to provide the best opportunity to improve and develop our student's English.

If you have any questions, please feel free to contact me. I look forward to meeting you.

Thanking you.

**Delwyn Dawson, Homestay Manager**

**Mobile: 027 3889668**

**Email: [ddawson@hillcrest-high.school.nz](mailto:ddawson@hillcrest-high.school.nz)**

**Mrs Raelyne Selby, International Director**

**Work: 07 8570297 x 839**

**Mobile: 027 6214305**

**Email: [rselby@hillcrest-high.school.nz](mailto:rselby@hillcrest-high.school.nz)**

# KEY INFORMATION FOR HOST FAMILIES

## Homestay Carer's Role

- To provide a safe physical and emotional environment
- To support students in their academic and social life
- To communicate any concerns about a student's study, health or emotional well-being immediately to the School's International Students Director.
- To be sensitive to each student's different life experiences and cultural background.
- To confirm any arrangements regarding a student's welfare, accommodation, travel and holiday arrangements with the International Department.
- Instructions that come directly from a Student's biological parent should be forwarded to the International Department.
- **To uphold the requirements of the Code of Practice and in particular:**
  - a) To be aware of the student's whereabouts at all times
  - b) To inform the school if students wish to stay with a friend and to check that the accommodation is suitable by phoning and checking that a responsible adult will be available to supervise students
  - c) To phone the school to confirm any legitimate absences due to sickness. If possible, this should be done on the morning of the absence
  - d) If student is sick to arrange a Doctor's appointment for student with family doctor and advise the International Dean or Homestay Manager
  - e) Contact the school immediately if there are any serious breaches of the school's rules or health and safety issues.

## As part of the agreement with Hillcrest High School, Homestay parent/s will:

- Care for the student as you would your own child
- Provide 3 meals a day plus snacks (including any takeaway meals or meals out at the parent's expense when out as a family activity), seven days a week.
- Provide facilities for a daily shower or bath. Provide fresh linen and towels regularly. Either do the student's laundry or teach student to do their own. (Some students like to do their own personal washing).
- Homestay parent/s will take the student to and from school on their first day or arrange a suitable person to do this. If applicable, parents will show the student where and how to use the bus service
- Attend Parent/Teacher Interviews and support student in their learning.
- Provide student with their own warm, comfortable bedroom, with a good quality bed and mattress, with study facilities and desk lamp
- Provide adequate drawer and wardrobe space with coat hangers
- Supply student with their own house key
- Encourage the student to participate in the family's activities and provide reasonable opportunities for outings and seeing/exploring other parts of New Zealand
- Set reasonable home rules. Discuss their rules and expectations with the student - don't assume anything

- **Discuss the following suggested curfew times & set agreed times:**
  - **Sunday - Thursday students should be home by 5 - 5.30pm**
  - **Friday & Saturday students should be home between 8 - 9.00pm with Homestay checking how they are getting home or picking student up.**
  - **Your discretion can be used for special occasions or the odd late night Thursday shopping but this does not mean it becomes a regular occurrence!**
  - During the school holiday periods, there can be some flexibility however students should not be allowed out late every day of the holidays.
  - In the case of a student who is 18 years or over it is still expected that during the week they are putting in study time and more flexibility can be given to the weekends provided their safety is paramount.
- Supervise any social events organised by students
- Explain Internet usage for your home. Set reasonable fees for Internet use if applicable
- Help students to set up their mobile phone for NZ use if necessary.
- **When out, students must be contactable by mobile phone and be able to contact caregiver**

### **All Hillcrest High School Homestays:**

1. Must agree that all household members 18 years and over be Police Vetted by the school prior to the placement of an International Student.
2. Must agree as per the Code of Practice regulations to be visited by the International Student Director/Homestay Manager at least twice a year.
3. Are expected to exercise proper 'parental care'. Adequate supervision must be provided and hosts are expected to give clear, responsible guidance and direction to students.

### **Homestay Parents must not endanger the health, safety or wellbeing of the student at any time. This will include:**

- Neither providing nor encouraging the consumption of alcohol
- Doing their best to ensure the student is not exposed to illegal drugs
- Homestay families must not engage in any kind of sexual contact with the student
- Taking all reasonable care to ensure that the student is transported by a licensed driver and in a safe manner.
- In decisions about health or operations the International Director must be notified
- Homestay parents are not expected to make long term academic, medical or social decisions for the student

## **Driving**

- International Students are not to drive unless they have a NZ Licence, this must be shown to the International Director and the details will be recorded. International Students must have written approval to drive from their parents to drive in NZ
- Homestay parents are reminded to ensure insurance cover is in place if you permit the student to drive your car. Lending your car is not recommended.

***If anything changes within your family situation e.g. health issues or another adult moves into the home, please tell the International Student Director.***

## **Hillcrest High School's Role**

Hillcrest High School's responsibility to its international students is described in the "Code of Practice for the Pastoral Care of International Students" (2010). The Code clearly outlines that the School has prime responsibility for its international students and the school is:

- Responsible for all aspects of pastoral care
- Responsible from when students enrol until they finish at the school
- Responsible for approving travel within New Zealand
- Responsible for communicating with parents
- Responsible for monitoring students' attendance and progress
- Responsible for ensuring all International Students are living with parents, a Designated Caregiver or in an approved Hillcrest High School Homestay.

## **Homestay Parents can expect Hillcrest High School to:**

- Provide regular contact and information from the International Director & Homestay Manager
- Provide support and quick action in case of problems
- Provide support for school rules eg uniform & hair regulations
- To provide 24 hour emergency contact and to be available at other reasonable hours to discuss and give advice on non-urgent issues
- To give support and guidance if any significant discipline issues arise

***Please note: Should a serious issue occur it is important to bring to the attention of the International Director immediately and any appropriate action taken.***

***In the case of a serious situation where by Homestay parents are negligent in their care, the International Student Director will contact the student's parents and/or agent and the student will be removed from the home.***

***If in the case of serious misconduct in a Homestay by the student, the International Student Director will contact the student's parents and/or agents and the student will be given a warning. If the behaviour continues or is repeated the student will be removed if this is requested by the Homestay. If another suitable Homestay is not available the student may have his/her Student Contract cancelled and will be sent home.***

***Updated: 24.8.17***

# HOMESTAY APPLICATION



Hillcrest High School

Te Kura Tuarua o Tihipuke

**To apply to become a Homestay caregiver for an international student at Hillcrest High School, please complete this form and return to Delwyn Dawson by email, mail or drop off to Hillcrest High Reception.**

<b>Contact details:</b>	
Residential address:	
Postal address (if different from above):	
Telephone (Home):	(Email):
Best number to use in emergency:	Whose number is this?

<b>Household members:</b>			
<b>Mother:</b>	Name:	DOB:	Occupation:
Work Phone:		Mobile:	
<b>Father</b>	Name:	DOB:	Occupation:
Work Phone:		Mobile:	
<i>Other family members (please list &amp; include any other International Students):</i>			
Name:	DOB:	Occupation/Nationality:	
<b>Pets (Please state what kind and how many):</b>			

<b>Household Information:</b>			
Total number of bedrooms:		Number of spare rooms:	
Number of bathrooms:		Number of toilets:	
Do you have Wi-Fi? (please circle) Yes / No      Are you on a plan or unlimited data?			
Facilities available (E.g. swimming pool, piano, books etc.):			

<b>International student preferences:</b>			
Number of students you would like to have:		Preferred gender: M/F	Preferred Age:
Preferred nationalities:			
Any other requests or comments:			

**Medical Information:**

Does any member of the family have an existing medical condition that an international student should be made aware of? (E.g. asthma, epilepsy, etc. – please circle) Yes / No

If yes please state which family member and the medical condition:

International students will usually be taken to the residential caregiver's general practitioner in the event of illness. Please give your family doctor details:

**Family activities:**

Please list the hobbies, sporting activities, and interests of family members:

Hobby / Sport / Interest:	Family member participating:	How often:

**Family information continued:**

Please give a brief description of your typical weekly family routine: e.g. Monday - Badminton 5 – 7pm

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Are you prepared to attend Parent interviews and activities relating to your student?

Y/N

Which family member (s) will help the student with his/her homework?
What can your family offer an international student?
Describe what your family would do with an international student on a typical Saturday and/or Sunday
Where in Hamilton do you like to take new students to see?
Do you enjoy showing students different places in NZ? If yes where do you like to go?

<b>Family information:</b>	
Religious affiliation (Optional):	Do you attend church or other place of worship weekly? Yes / No
Do you follow any special dietary regime? (E.G. vegetarian, do not eat chicken or pork, etc.)	
Do any household members smoke?	Yes / No
If yes, do they smoke inside at all?	Yes / No
Are there any unusual lifestyle patterns or procedures that an international student should know about?	

<b>International student arrangements:</b>
How would an international student get to school from your home? (please circle): Walk    School bus    Public bus    Be driven    Other (please state):
Will they be accompanied to school?    Yes / No    If yes, by whom?
How would the student get home from school (if different from above):
How long will it take the student to get to and from school?

## Police Vetting:

Under the "Code of Practice for the Pastoral Care of International Students", Hillcrest High School is required to request a police vet for all persons aged 18 and over in the accommodation. All family members and other persons living on the property aged 18 and over will need to sign a police vetting declaration.

## Bank Account Details:

Bank Name: .....

Bank Account Holders Name: .....

Bank Account Number: .....

## Referees:

Please nominate two referees who can provide information on your suitability to care for an international student in your home. If you have provided residential care before, the person or organisation who employed you in that situation should be one of your referees.

1. Referee's name:.....

Contact Phone Number: .....

Best time to contact:.....

2. Referee's name:.....

Contact Phone Number: .....

Best time to contact:.....

*I declare that this information is true and complete to the best of my knowledge and I have not left anything out.*

Signed by applicant: .....

Applicant Name: .....

Date: .....



**Name of Approved Agency submitting vetting request:**

Hillcrest High School, Masters Avenue, Hillcrest, Hamilton

**Section 2: Applicant to complete and return to Approved Agency**

*\*Denotes a mandatory field*

**Personal Information**

Details (note: the name you are most commonly known by is your primary name)

\*Family name (Primary):

Given name(s):

\*Gender: (M)  (F)  (Other)  \*Date of birth:   
(dd/mm/yyyy)

\*Place of birth:   
(Town/state/country)

NZ Driver Licence number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Permanent Residential Address**

\*Number/Street:

Suburb:  Post Code:

\*City/Town/Rural District:

## Section 3: Applicant to complete and return to Approved Agency

### Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police, including family violence incidents, and investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet.
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
  - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
  - b. Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children's workers).

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose new relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
  - The vetting request was submitted as part of a children's worker safety check under the Vulnerable Children Act 2014; and
  - The Police vet was completed within the past three years; and
  - The release of new information is considered justified under the Privacy Act 1993

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

#### **Applicant's Authorisation:**

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Electronic  
Signature

