



NEWLANDS INTERMEDIATE SCHOOL

INTERNATIONAL STUDENT HOMESTAY HANDBOOK

2020



Newlands Intermediate School

Physical Address

Bracken Road
Newlands
Wellington

Postal Address

Bracken Road
Newlands
Wellington 6037

CONTACT FOR HOMESTAY MATTERS:

Homestay Coordinator (Homestay matters only)

Mrs Rama Smith

Office Phone: 04 4788195

Email: rama.s@newlandsint.school.nz

Home Phone: 0273902735

Emergency Only Phone: 0274 999 519

CONTACT FOR SCHOOL MATTERS:

Deputy Principals

Lena Meinders

Office Phone: 04 4788195

Email: lena.m@newlandsint.school.nz

Home Phone: 021 497 577

Simon McAtamney

Office Phone: 04 4788195

Email: simon.m@newlandsint.school.nz

Home Phone: 027 632 2399

Contents

WELCOME	1
CODE OF PRACTICE	1
PEOPLE TO HELP YOU	1
ARRIVING IN A NEW COUNTRY – NEW HOME AND NEW SCHOOL	1
YOUR HOMESTAY	2
ACTIVITIES, OUTINGS, CURFEWS AND OVERNIGHT STAYS	5
CULTURAL DIFFERENCES	7
DOCUMENTS, RETURN/TRAVEL DATES, VISAS	8
AT SCHOOL	9
SCHOOL RULES	10
CHECK LIST	11
COMPLAINT PROCEDURES	11
FORMS AND CONTRACTS.....	12
CIVIL EMERGENCY	18
CONTACT DETAILS.....	19

WELCOME

Welcome to New Zealand and to Newlands Intermediate. We hope you will enjoy your time with us.

This booklet has been especially prepared for International Students who live with host families selected by Newlands Intermediate. It will help you to understand how to live with a New Zealand family. **Please read it carefully** and ask for help if you need things explained.

All information should also be read by students staying with Designated Caregivers.

CODE OF PRACTICE

Newlands Intermediate strictly observes the “Code of Practice for the Pastoral Care of International Students” produced by the Ministry of Education. This code ensures that you will be well looked after at our school.

PEOPLE TO HELP YOU

The homestay and International Student coordinator is Mrs Rama Smith.

She will look after your Homestay arrangements, support you and try to help you. She will meet with you regularly, and talk to your Homestay to see if there are any concerns. Please come to see her in the mornings at school if you need help.

YOUR HOST FAMILY. They will be interested in your daily life.

THE ESOL TEACHERS. You will see them most days.

THE DEPUTY PRINCIPALS. Mrs Meinders and Mr McAtamney will help you adjust to life at school.

THE PRINCIPAL. Mrs Lowe is the overall manager for the International students.

ARRIVING IN NEW COUNTRY – NEW HOME AND NEW SCHOOL

ENGLISH LANGUAGE

When you first arrive you may forget most of your English. This is normal. You may not understand what people are saying. Do not worry – this will improve. You could try to write things down or use an electronic translator. If people speak too quickly, you could politely ask them to slow down.

TIREDFNESS AND HOMESICKNESS

It is normal to feel tired when you first get to New Zealand. The climate and food are different, the customs are different, and you must work all day in a new language. This makes you tired.

Do not worry about this. It will get better.

Do not have long afternoon sleeps or you will not sleep well at night.

Homesickness is natural, too. You will miss your home and everything you know. The worst time is usually during the winter. You will feel better when the weather gets warmer. If you feel very homesick, talk to your host family. Talk to the ESOL teachers or the Homestay Coordinator. They all understand and will help you.

YOUR HOMESTAY

International students must live in a Newlands Intermediate Homestay or with a designated caregiver. These have been carefully selected, and are visited twice a year by a school representative. You cannot change these living arrangements by yourself.

Your Homestay will be happy if you keep to these rules:

- Be part of your host family. Be friendly and join in family activities. They will treat you the same way as you treat them. Communication is very important to build good relationships.
- Always be honest with your homestays so they can trust you at all times.
- Respect the home - it is not a hotel. Personal and private property of your family is not your property. Always ask before you borrow or use anything that is not yours.
- People in New Zealand do not have servants and they have busy lives. Boys and girls in New Zealand have family tasks to do to help such as washing the dishes, setting the table, taking the dog for a walk. You should help too, so you feel part of the family. Try to do your job cheerfully. Your host family will be pleased.
- Ask permission to go out and always tell your family where you are going. They will tell you what time you need to be home. Your family will worry about you just as they worry about their own children. If you must be late, telephone or text your family to tell them.
- Tell your family if you will not be home for dinner, or for lunch on the weekends. You must give at least three hours' notice. They will expect you to be home at the stated time during the school week.
- Make sure you have all contact phone numbers keyed into your phone.
- Some things will be done differently from in your own home in your country. Please listen and follow the advice given by your Homestay.
- Ask for permission to invite friends to your house, before they go there. It is bad manners if you do not do this. Do not speak in your language in front of your homestay. This is also bad manners.
- The more you speak in English, the better your English will be. Talk with your family. You and your family can learn from each other.
- Try to talk about any concerns or questions you may have with your Homestay family as soon as they arise - they would like you to do this. Problems are usually easily fixed by discussing them. If there are any big problems about your Homestay, talk to the Homestay Coordinator. Remember to be honest.
- If your Homestay takes you somewhere or does extra things for you, please take the time to say 'thank you.' They will like that.

MEAL TIMES

A New Zealand family usually eats meals together when possible. Some foods may be very different from in your country but please try all meals as this can be fun and interesting.

Breakfast

At breakfast, most family members get their own food at a time to suit themselves. You need to get up early enough to eat breakfast so you can concentrate properly at school.

Lunch

Most New Zealand students take lunches to school. Many New Zealand students eat sandwiches, fruit, vegetables or yoghurt. Tell your family what you like and what you don't like. You may be asked to make your own. You can buy food at school but you should bring lunch from home. Do not waste your lunch by throwing it away.

After School Snacks

You will probably want to have something to eat when you get home after school. Ask your family what to eat. The choice might include noodles, fruit, biscuits and other foods, but you will be expected to eat the evening meal.

Dinner

You should always eat the evening meal with your family. Do not go into your bedroom to eat.

IF YOU ARE NOT GIVEN ENOUGH FOOD, PLEASE TELL THE HOMESTAY COORDINATOR.

Meal Time Customs

Many New Zealand families talk at the table. They talk about what they did during the day or interesting things they have seen. They will talk to you too. Talk back to them. They are interested in you.

At the table, we pass food bowls to each other. New Zealanders do not take everything on a plate when there are other people who want some, too. Ask someone to pass the salt or sauce or salad. Don't just stretch across the table.

Wait until everybody is ready to eat. If your host parents say you can start, then it is all right to eat, but usually we wait and all start to eat at the same time.

In New Zealand we eat quietly. It is not polite to eat noisily. We do not lift our plates close to our mouths - we lift the food on forks or spoons.

We stay at the table until everyone has finished eating.

YOUR BEDROOM

Sometimes you will need quiet time in your room to do your homework, but please do not spend all your time in your bedroom. Instead, talk to your family and your English will improve. Families are disappointed when you avoid communication and spend most of your time in your room. This is not polite.

There are usually no locks on bedroom doors in our country. You may close the door whenever you like. Your room is your place to sleep and study. If there are young children who insist on entering your room, please tell the host parents.

The bed may be different from your country. We sleep between the sheets which we wash regularly. Ask your host mother when to change the sheets and how to make your bed. **You should make your own bed every day and keep your room tidy. Do not take food to your bedroom.**

New Zealand families like to let sunlight and fresh air into bedrooms. We pull back the curtains and open the windows during the day to keep the rooms fresh. This may be different from your country.

Electric Blankets

Some families use an electric blanket to warm the bed. We turn them on about an hour before we go to bed, then turn them off when we get into bed.

Do not sleep with the blanket turned on. This is not safe.

Make sure the electric blanket is turned off during the day, otherwise it can cause a fire. Do not put books or clothes on the bed when your electric blanket is on. If you are not warm enough at night, ask for another blanket or a hot water bottle.

Electric Heaters

In the winter your host family will provide a heater for your bedroom. You must turn it off when you go to bed or leave the room. If you keep forgetting to turn the heater off, your family may remove it.

Leaving the heater on could cause a fire. It wastes electricity and is expensive.

THE BATHROOM

In most New Zealand homes the bathroom is very busy in the morning. Try to be as quick as you can. Ask your host family what is the best time to shower and how to do this. **DO NOT LEAVE WATER ALL OVER THE BATHROOM OR BASIN TOP.**

Pull the shower curtain across or close the shower door to keep the floor dry. Put a bath mat on the floor to stand on when you are wet.

Showering once a day is usually enough.

Try not to use too much hot water. **Hot water is expensive in New Zealand.** New Zealand houses have a hot water tank. When it is empty there will be no hot water for anyone else and they will not be happy!

ONLY TAKE 5-10 MINUTES IN THE SHOWER.

Ask your family where to put your wet towels. Do not put them in your bedroom.

You should supply your own personal toiletries like shampoo, soap, toothpaste.

TOILET

Boys: Remember to lift the toilet seat before urinating and put the seat down after. Be clean in your habits.

Girls: Ask your host mother about the disposal of your menstrual pads or tampons. **Do not put pads down the toilet.** Your host mother will talk about this with you. Listen carefully and ask questions if you need to.

LAUNDRY

Most host parents will wash your clothes for you, including underwear.

Ask them where to put your dirty washing every day, and when to change the sheets on your bed. Clothes need to be washed regularly.

You may have some clothes that you wish to hand wash yourself. Ask your host parent where to do this and where to dry them.

Remember: you must not hang wet clothing and underwear in your wardrobe or bedrooms. Dripping water damages carpet and furniture. This upsets your host family.

Do not put wet clothes on heaters or close to heaters to dry. This can cause a dangerous house fire.

In summer we dry our underwear and other clothes outside on the clothesline. Please do not be embarrassed to share this custom with us. In winter, a dryer may be used.

KEEPING WARM

New Zealand houses are usually much colder than those in your country. You may have central heating or your climate may be much warmer. Most New Zealand people prefer to wear a warm sweater rather than turn on a heater. You may need to wear more clothes to keep warm. New Zealand weather is very changeable. It is important to take a warm sweater with you every day, and a coat when it is raining or you may become unwell.

PERSONAL POSSESSIONS

Look after your clothing and valuables and **make sure they are named**. Sometimes people are dishonest and can take things. Avoid bringing cameras, iPods and cash to school. At Newlands Intermediate School cell phones are handed in to the school office each morning for safe keeping. If you lose something at school, you should report it to student reception.

Money

Be careful with money and learn to make it last. Keep only small amounts with you and put the rest in a bank. **NEVER** lend money or borrow money from other people except small amounts in an emergency. **NEVER** tell anyone your PIN number on your bank card if you have one or let them see you use it at the ATM machines.

ACTIVITIES, OUTINGS and OVERNIGHT STAYS

DAILY MATTERS

Weekdays

During the school week, Sunday to Thursday, you should not be out in the evening unless it is a school activity. You will be told what time to be home for dinner. You must be home by that time.

Weekends

On Friday and Saturday evenings older students may be allowed out later, but you must ask permission. You must give a contact number and address and tell your hosts where you are going and who you will be with. A cell phone number is not enough. Your host family will set a time for you to be home by, according to your age and maturity.

Overnight Stays

These can only be by prior arrangement. **There must be discussion with the host parents first.** If you are in any doubt please check with the Homestay Coordinator. You must tell your host parents, the phone number, name and address of where you will be staying. **They must phone that number to check arrangements or you will not be allowed to go.**

IF YOU DO NOT FOLLOW THE RULES IN YOUR HOMESTAY, YOU WILL RECEIVE VERBAL AND/OR WRITTEN WARNINGS AND YOUR PARENTS AND AGENTS WILL BE NOTIFIED. THE SCHOOL MAY THEN REFUSE TO HOMESTAY YOU.

TRAVEL

Travel Away from Wellington

You may wish to travel to other cities or towns during your stay at Newlands Intermediate, to experience the beautiful scenery or to visit friends. Some students need to go home for the holidays then return. Before you do this you must get permission from the Homestay Coordinator, **AT LEAST TWO WEEKS AHEAD OF TRAVEL.** She will then arrange to get permission from your natural parents.

Students may only travel away if they:

Travel with their host family

Go directly to their destination and then stay with another approved host family or relatives. The Homestay Coordinator and your host family must be given ALL details. Your host mother will need to make direct contact with the nominated family before permission will be granted. **The school reserves the right to refuse the travel if it is considered inappropriate or is unsafe.**

Are visiting their natural parents in their own country.

Staying Beyond the End of Term

Your contract with Newlands Intermediate expires on the last day of your schooling at the end of the term. If you choose to stay on in your homestay or travel **in New Zealand** after that date, you will still have to abide by the rules of the homestay and the College, or your organisation, until you leave the country.

In all cases, a full travel itinerary must be provided, complete with all dates, method of travel and contact names and numbers. **PLEASE PLAN WELL AHEAD.** You should not travel alone if possible.

Financial Arrangements for Students Going Away During The Year

If you travel during part of, or for all of any official school holidays during the year, your host family has been asked to consider a refund of 50% of the weekly payment directly to you to help with your travel costs. **PLEASE DISCUSS THIS WITH THEM WELL BEFORE YOU TRAVEL. REFUNDS WON'T BE GIVEN AFTERWARDS.** Trips away under 5 nights do not qualify for a refund.

The maximum number of weeks that can be refunded over the year is six.

Additional term time taken out of school does not qualify for any refund.

Family Outings

Sometimes your host family may invite you to go on an outing or away with them in the holidays. You should accept as you will experience different New Zealand activities and meet new people. New Zealanders are proud of their country. It is beautiful and mostly very clean. They will expect you to respect that.

If your family goes somewhere that involves expenses, for example, a zoo or movie. You will probably need to pay your share. This may be different from your own country where a host may pay for everything. If you go with them on holiday you may be asked to share some of the costs of accommodation or travel. You need to discuss this. You must be financially independent.

MOBILE PHONE USE

It is important to talk to your host family about this. Do not make calls very late at night. This can keep the family awake and you need to get enough sleep also.

If you make calls on your mobile phone late at night you may be asked to give your phone to your Homestay before you go to bed.

Do not use your phone during meal times – that is not polite.

In an emergency, such as fire, serious illness or accident the emergency number in New Zealand is **111**. This is a free number.

Making International Calls

It is anticipated that the majority of calls will be made through free calling applications like, Messenger, Viber, and WeChat however, if you make calls using a landline then you must pay for your own INTERNATIONAL calls if you use the host family phone. **Try not to phone or talk using cyber chatting (e.g. skype) to your family too often.** This makes it hard for you to settle into homestay. Your parents will feel sad if you complain about changes in your life and they will worry unnecessarily.

INTERNET USE

All homestays have been asked to provide you with UNLIMITED INTERNET and without any, additional cost to you. However, there will be rules for all students and homestays to follow. Years 7 and 8 students are expected to be off the internet by 9pm

You will be asked at enrolment to sign a contract to say you are going to follow these rules. Homestays have been asked to monitor the internet at these times. If you have a complaint, speak to the Homestay Coordinator.

DOWNLOADING COPYRIGHT MATERIAL ON THE INTERNET

This is ILLEGAL and there will be a heavy fine if detected. The household internet could be disconnected for a long time by the government, and your host family will not be happy.

CULTURAL DIFFERENCES

FAMILY DISAGREEMENTS

Some New Zealand families argue when they disagree. We are often direct when we are angry and we think it is okay to express anger. This can be embarrassing but try to remember this is normal for our country. Children are taught to stand up for themselves and to defend their ideas. Students must however accept the authority and rules of host families.

Teenage Disagreements

New Zealand teenagers can be very assertive. They often argue loudly and strongly with their parents when there is a disagreement. You may find this unusual. However, young people are not always being rude. They are being independent.

It is hard to learn what this means in New Zealand. **Do not copy behaviour that you do not understand.**

OTHER CULTURAL DIFFERENCES

Many New Zealand families hug and touch each other very freely. They often show affection in public and around the home. If they touch your arm or put their arm around your shoulder, they are showing they care about you.

New Zealanders like to look at people when they talk. We see this as honest and polite. Please try to be friendly to all host family members as this makes it easier to get along together.

New Zealand women and men have more equality than in many countries. **It is important to show respect to New Zealand women including your host mother.** We do not like insults to girls and women.

FRIENDSHIPS

Try not to be shy. When you go to class, sit with other students. Make an effort to talk, even if it is a simple conversation about the weather. The friendlier you are, the easier it is to build friendships.

If you do not understand something in the daily notices, ask someone. This is a good way to talk and make friends.

DOCUMENTS, RETURN/TRAVEL DATES, VISAS

HOME COUNTRY ADDRESS

It is important that the school has up-to-date and accurate information on the address of parents. This should include Telephone, Mobile, Fax and Email.

Students must advise any change of address to the Homestay Coordinator and the school office.

RETURNING HOME FOR CHRISTMAS HOLIDAYS

You must tell the Homestay Coordinator and your Homestay family, your return travel dates, at least three weeks before you go as Homestay payments are made in advance. If you delay you may have to cover these costs. Tell the school and your homestay, the dates/flight details of your return to NZ well in advance. They may be able to meet you at the airport.

We expect all students to return to their home country for the long summer break, after their course has been completed each year.

STUDENTS LEAVING INTERMEDIATE PERMANENTLY

Please pack up ALL of your belongings and remove from your homestay before you leave. Homestays cannot be expected to store your possessions if you are returning to New Zealand, for further education.

STUDENTS RETURNING TO THE SAME HOMESTAY

Your host family will hold your room for you without charge over the holidays, but they may wish to use it for any guests staying. Please pack your personal and valuable items into boxes and ask your host family where they can store them for you.

VISAS

The Homestay Coordinator will arrange renewal of visas for Intermediate home stay students when necessary. As soon as this process begins, students must check that all tuition fees have been paid in full, to the school. You must have enough money to pay for Homestay for one year also, plus extra spending money and money in your account for your return ticket to your home country. It can take two months to prepare and process a visa application so plan ahead. You must leave New Zealand or re-enter before the visa expiry date.

INSURANCES

International students **MUST** have their own medical and travel insurance. You or your agent must organise this. Doctors' bills can be expensive. Insurance needs to be renewed annually.

If you have to visit the Doctor or purchase medicines, you will need to pay immediately. **KEEP YOUR RECEIPTS** so you can then make a claim. Dental visits are not covered in your policy.

AT SCHOOL

STANDARDS OF BEHAVIOUR

The same values apply in the Homestay as at school. Refer to the School Rules in this book.

Newlands Intermediate expects you to be polite, honest and fair to others. If you have any concerns, or think that a person is being unkind to you, you must tell Homestay Coordinator, one of the Deputy Principals or a staff member. Most worries are easy to solve.

SCHOOL ACTIVITIES

Every International Student should join in one or more school activity like music or sports.

Discuss possible activities with your teacher or the Homestay Coordinator. Playing sport or joining groups like the choir or orchestra, are good ways to make new friends, and to get involved in school life. **Ask for help to find where to go for the activity you are interested.**

Remember that many sports are seasonal and only played in certain months of the year. You could try a different sport for a new experience.

HOW TO PREPARE FOR EACH DAY

- Pack your school bag the night before.
- Have homework done the night before if necessary.
- Check your uniform the night before.
- Ensure you get up in time to have breakfast and prepare your lunch.

SCHOOL RULES

The school rules are based on the following philosophy:

- to do your best
- to be courteous
- to respect others
- to respect yourself

Respect for others includes:

- their feelings
- their way of doing things
- their property
- their ambitions

Respect for yourself includes:

- the way you dress
- the way you conduct yourself
- the way you accept correction
- the way you enter into the life of the school

You are expected:

- to work to the best of your ability
- to wear your uniform correctly and with pride
- to be at school on time, and at all classes/assemblies on time
- to sign out at the front office, if you ever have to leave the school during the day
- to be properly equipped for all your lessons
- to do any homework that has been set
- not to touch the property of others without their permission
- to respect school facilities and the environment
- to accept the rights of others to be free from disruptions or put downs

When you use the internet at school you must follow the Intermediate Internet Policy.

CHECK LIST

These are the things you should know:

Homestay

- Names and address : telephone numbers
- Meal times (weekdays, weekends)
- Usual family routines
- Transport facilities and timetables
- Banking and personal security

School

- Name and classroom of your teacher
- Names and rooms of your support persons
- Correct school uniform
- Your personal timetable
- How to sign in, and sign out if you must leave the school during the day. You cannot leave the school at any time without permission. Go to the front office.
- Who to talk to if you have a problem, if you are sick, if you lose something, if you do not understand your lessons, or if you want information

COMPLAINT PROCEDURES

What to do if you think the school has failed to follow the Code of Practice

Internal Procedures

- Step 1** Approach Form Teacher initially for advice if any problems arise.
- Step 2** Contact Mrs Rama Smith (Homestay Coordinator) or Mrs Meinders (the Deputy Principal) if it is a homestay issue. Mrs Smith is available Wednesday, Thursday and Friday and Mrs Meinders is available every day. Mrs Meinders (DP), Mr Simon McAtamney (DP) and Mrs Lowe (Principal) should be contacted if it is a matter relating to school.
- Step 3** If the complaint is not dealt with to your satisfaction, bring the issue to the International Student Team -which includes the Homestay Coordinator and the Deputy Principals. Please note that Mrs Lowe, the Principal will remove herself from the Committee for the purpose of addressing complaints.
- Step 4** If you are still not satisfied you may ask Mrs Lowe to consider the complaint.
- Step 5** If you still have a problem, you may write to the Board of Trustees to consider the matter.

International Education Appeal Authority

If you believe the school has breached the *Code of Practice* and you have not been able to settle the matter following the schools internal procedures, you may bring the matter to the International Education Appeal Authority

How to Make a Complaint to the IEAA

All complaints should be made in writing and sent to:

IEAA
The International Education Appeal Authority
Private Bag 32001
Panama Street
Wellington
New Zealand
Phone: 64-4-462-6660 Fax: 64-4-462-6686
Email: ieaa@justice.govt.nz

The complaint form can be downloaded from the Ministry of Education website:

www.minedu.govt.nz

The Following pages are copies of contracts you, your family and host family have agreed and signed.

WITHDRAWING FROM NEWLANDS INTERMEDIATE

WITHDRAWAL

International Students who wish to withdraw from Newlands Intermediate must:

- Provide written approval from their parents/agent one month before the intended leaving date.
- Complete the school's leaving documentation.
- Give homestay parents and the school, three weeks' notice if this involves terminating their homestay arrangements.

TERMINATION OF THE INTERNATIONAL STUDENT TUITION CONTRACT

International Students who fail to comply with the International Student Tuition Contract requirements, could have their contract revoked.

In the case of continuing unexplained absenteeism (refer to Attendance Requirements below), and/or issues with behaviour, the International Student Manager will give the student a verbal warning followed by written warnings, to allow for improvement.

At this time, the student and parents are entitled to respond in writing to allow the Principal to consider the matter. If the problems persist the student would be asked to withdraw from the School. Immigration New Zealand would be notified and the student visa for Newlands Intermediate would then be cancelled.

All students at Newlands Intermediate including International Students are subject to exclusion for their behaviour in school in accordance with the Education (Stand-down, Suspension and Exclusion) Rules 1999.

ATTENDANCE REQUIREMENTS

All students are expected to have an excellent attendance record. Any absences must be explained (preferably in advance) by a phone call or letter from the parent, homestay parent or designated caregiver.

INTERNATIONAL STUDENT REFUND CONDITIONS

APPLYING FOR A REFUND OF SCHOOL FEES

- **If the student enrolls but does not attend at the start of the nominated term**, fees will be refunded in full, less an administration charge.
- **If the student attends school and then withdraws voluntarily**, there is no refund except in an exceptional circumstance.

In an exceptional circumstance, a refund may be granted on compassionate grounds. An application for refund must be made in writing, within one month of the last day of attendance, and reasons given for withdrawal.

- **No refund** will be given if a student is asked to leave the school because they have not met the requirements of the International Student Tuition Contract or Homestay Contract.

HOMESTAY FEES

- If the intermediate has guaranteed your accommodation, payments to your homestay family will be paid through the school accounts.
- If you move out of your homestay before the end of your contract, the portion of your homestay fees not already used, will be returned to you. You must give three weeks' notice.
- To have your homestay fees returned, you must complete a "Request for Homestay Refund" form three weeks before departure. These are available from the Homestay Coordinator.
- Approved refunds will have any money owing to the homestay family deducted, i.e. Telephone accounts, internet usage and any damage to property.
- Any unclaimed homestay monies will be retained by Newlands Intermediate if these monies are not claimed within a year of the student leaving Newlands Intermediate.

PLEASE NOTE:

Homestay fees are paid throughout the term holidays. If the student goes away on holiday, a 50% refund can be negotiated with the homestay. Refer to the Homestay Handbook for details.

INTERNATIONAL STUDENT TUITION CONTRACT

Between the Parents and Newlands Intermediate

Thank you for your interest in enrolling at Newlands Intermediate. To process the application quickly we must ensure that you fully understand the requirements of the Student Visa/Permit to study at Newlands Intermediate. Please read the following conditions and sign that you understand and agree with these requirements. Your son/daughter must also read and sign that they understand these conditions. Your son/daughter must prove that he/she is an International Student by keeping to the following requirements:

He/she must:

- Provide honest and accurate information at the time of application and enrolment.
- Attend all classes and be on time and ready to focus on schoolwork.
- Agree to co-operate with staff and to accept the authority and rules of conduct of the school as set out in the discipline structures within the school.
- Not possess anything that is harmful including illegal substances or weapons.
- Stay in a homestay approved by Newlands Intermediate for the length of the visa and follow the rules which apply within the homestay (see the Homestay Handbook). All private homestay situations must be approved by Newlands Intermediate. No International Students are permitted to live in flatting situations, regardless of age.
Students living with Newlands Intermediate Homestays, remain with their Host Families during the holidays unless alternative travel arrangements have been made in advance, and approved by the school.
- Inform Newlands Intermediate of any sickness, behavioural problems, disability or special education needs before enrolment is considered.
- Not take extra time away from school unless authorized by the Coordinator.
- Prove that he/she has adequate medical and personal loss insurance throughout his/her stay in New Zealand.

- Meet the conditions of Immigration New Zealand relating to student visa requirements.
- Inform Newlands Intermediate if any contact details change i.e. parents' addresses, phone numbers, and email addresses.
- Understand that his/her student visa will be issued for Newlands Intermediate only.

In the case of a critical incident, (e.g. serious accident or death), Newlands Intermediate will act in *loco parentis* for the management of the proceeding events.

In the event of any gross misconduct in the homestay the school may not be able to continue to provide homestay accommodation.

I understand that failure to comply with any of the above requirements, undeclared health problems or breaking a New Zealand law could result in the contract being revoked and the normal school discipline procedures applied. If this occurs it is likely that the visa would then be revoked by the New Zealand Immigration Service.

I have read and understand the application and associated documents.

Signature (student): _____ Date: _____

Signature (parent): _____ Date: _____

Parental Homestay Accommodation Contract

Information on Newlands Intermediate Homestay Accommodation

Newlands Intermediate provides carefully selected homestays for International Students. The Homestay Coordinator supports and monitors the wellbeing of the students and their host families on a regular basis throughout the students' stay. The Host Families are police-vetted and visited twice a year. Students pay their homestay fees to the school. The school requires the fees in advance, and is responsible for transferring the homestay fee to the Host Family.

If a student is going to live with a family member or close family friend in Wellington, that person is responsible for the welfare of the student. An "Indemnity Contract for Designated Caregiver" is required to be signed by the parents giving permission for the student to live with this designated caregiver. Designated Caregivers will be police-vetted and visited twice a year by the Homestay Counsellor.

Both Homestay Families and Designated Caregivers sign contracts with the school, agreeing to abide by the conditions set out for hosting International Students.

The school provides an information booklet (Homestay Handbook) about living in a New Zealand homestay. Please contact us if you require a copy. An electronic copy is available on our website:

www.newlandsint.school.nz

Please refer to the statement below regarding discussion with your son/daughter.

THIS CONTRACT is to be signed by parents who are using Intermediate Homestays, and is valid for the duration of the student's stay.

- I agree to placing my son/daughter under the direct care of the Newlands Intermediate Homestay provided, and accept that the advice and guidance given to them will be supported by you.
- I guarantee the good behaviour of my son/daughter in New Zealand. I understand that any unacceptable behaviour which may compromise his/her safety, may lead to the termination of my son/daughter's enrolment at Newlands Intermediate.
- I have read and understood the summary of the Homestay Handbook and I have discussed these with my son/daughter.
- I agree to pay the homestay fees in advance.
- I agree to settle all outstanding accounts, for example, telephone and internet costs with the homestay family.
- I understand any breaches of the above could result in my son/daughter being asked to leave the Intermediate.

Name of Parent:

Parent's Signature:

Date:

HOMESTAY/STUDENT CONTRACT

- Students are expected to obey the laws of New Zealand and of Newlands Intermediate, accept the authority of the school and host parents.
- Students must be financially independent. Homestay parents are not responsible for travel expenses, toll calls, medical expenses or any incidental costs which may be incurred by the student.
- Students may not move to another address without consulting the school.
- Homestay parents will supervise homework and leisure activities as if the student was their own daughter/son. Suitable rules e.g. times to be home, permission to go out, will be set at the outset.
- The student is not a “guest” in the home and is expected to take a turn with household chores such as drying dishes, and to be present for meals.
- Students must have full medical and travel insurance.
- Students are expected to agree with standards set by the host family and guidelines from their own family. Moderation and appropriate behaviour are expected at all times.
- In the event of any gross misconduct in the homestay the school may not be able to continue to provide homestay accommodation.

Signed: _____ (Homestay Parent)

Signed: _____ (Student)

Date: _____

INTERNATIONAL STUDENTS DESIGNATED CAREGIVER AGREEMENT

Newlands Intermediate expects Designated Caregivers to:

- Be a 'bona fide' adult relative/close family friend of the student's family
- Provide a warm, caring environment, where the physical and emotional well-being of the student can be nurtured taking into consideration the cultural needs of the student
- Provide 3 meals a day and access to snacks
- Care for the student as you would your own family
- Provide a warm, comfortable room for the student, including study facilities
- Set reasonable rules and boundaries and discuss expectations of these with the student
- Ensure safety for students under the age of 14. They should not be left alone in the house without adult supervision
- Attend parent/teacher conferences/interviews when held and attend international student social functions and the annual professional development meeting for all carers
- Ensure that the school has up-to-date information of parents' addresses and student's address and contact numbers at all times
- Contact the school immediately if there are any concerns whatsoever concerning the welfare, health and safety of the student
- Inform the school in advance if the caregiver is going to be absent and that alternative arrangements are made
- Maintain regular contact with the parents about the students' educational progress and welfare.

The Designated Caregiver can expect Newlands Intermediate to:

- Provide a safe learning environment for the student
- Ensure the student's safety and emotional well-being is taken care of during school hours
- Provide an ESOL programme for the student (if applicable)
- Provide an appropriate programme of learning for each student.
- Maintain regular contact with the designated caregiver on matters relating to the progress of the student
- Provide school newsletters and any other information sent to parents of the student
- Provide school reports
- Provide support and quick action in case of problems
- Provide an interpreter for liaison with the school (if applicable)
- Interview the child once a term.

Should there be a concern about the welfare of the student, the education provider will consult the pastoral care staff within the educational institution and will discuss the concern with the designated caregivers and parents of the student. If necessary, the school may relocate the student to an approved Homestay. The education provider may also refer the matter to the New Zealand Police or any other appropriate welfare agencies.

I understand and accept the above conditions as a designated caregiver for

_____ (Name of Student)

Signed: _____
(Designated Caregiver) (International Student Manager)

Dated this _____ day of _____ 200_____

CIVIL EMERGENCY

In the event of a civil emergency during school time, the school's policy will prevail. In the event of a serious accident or civil emergency while in the care of the Homestay, the Homestay will continue to maintain responsibility for your safety and welfare.

Please keep a copy of the Emergency Contact with you at all times. See below.

EMERGENCY PROCEDURES AT SCHOOL

- 1 An emergency is signaled by the **continuous ringing of bells**.
- 2 In the event of an earthquake you should drop, cover and hold. That means get under your desk and hold on to the leg of the desk. When the shaking stops, follow the direction of your teacher.
- 3 A lockdown will be signaled by **two short bursts** of the school bell, **followed** by a break, then two short bursts followed by a break etc. You are to remain in classrooms, hiding in silence or move to classrooms with teachers supervising if outside.
- 4 For any other emergency, you should take notice of the emergency routine for each classroom you are in as they may differ from room to room. Doors and windows are to be shut but not locked. You should take personal effects (wallets, phones etc.) with you but are to leave school bags in the room.

The school emergency assembly area is on the front basketball courts. If this is not accessible, the sports field will be used.

There will be three short bells, if the alarm is false.

IMPORTANT CONTACT DETAILS

(Please write and keep a copy of this page with you at all times)

Your Name in Full (as in your passport):

Also known as (your preferred name):

Your Homestay's Name(s):

Homestay's Address

Homestay's Home Phone Number:

Homestays' Mobile Number(s):

Homestay Coordinator: Mrs Rama Smith – office: 04 4788195 Newlands Intermediate

Emergency phones only -mobile: 027 3902735

Deputy Principals

Lena Meinders – office: 04 4788195 Newlands Intermediate

Emergency phones only – mobile 021 497 577

Simon McAtamney – office: 04 4788195

Emergency phones only – mobile 027 632 2399

International Student Manager

Mrs Angela Lowe – office; 04 4788195 ext 721