



Manurewa High School

International Fee Paying Students Accommodation Policy

Policy Statement

Manurewa High School Board of Trustees recognises its responsibility to ensure the safety and wellbeing of its international students and therefore these students are accepted into the school only if appropriate accommodation is available to them, either through our homestay programme or within the conditions set down for an approved designated caregiver.

Procedural Guidelines

- All international students studying at the school must be in a homestay that is either provided by the school or arranged by the student's parents (designated caregivers)
- International students studying at the school are not permitted to own or rent a flat/room/house/apartment or live on their own.
- All people over the age of 18 (except international students) who reside in the homestay must be police vetted prior to being accepted as a homestay. Designated caregivers will be police vetted as is practicable
- The Director of International Students will:
 - (i) Source suitable homestay accommodation
 - (ii) Arrange for the placement of students
 - (iii) Keep homestay carers and students well informed of their responsibilities
 - (iv) Liaise regularly with the students, their homestays and the school
 - (v) Maintain an accurate database of students and their homestays
 - (vi) Ensure that the school and homestay families meet the requirements of the Education (Pastoral Care of International Students) Code of Practice 2016 "and of the Ministry of Education guidelines.
- Homestay parents who are not designated caregivers must sign a comprehensive contract outlining their responsibilities.
- Complaints about a homestay situation by either the student or the homestay family should be directed in the first instance to the Director of International Students so the school's internal grievance procedures can be implemented..
- A fee is payable where the school is required to locate the homestay. This is payable for the initial placement and a second placement may be made free of charge where the first placement is not suitable to either party.
- Homestay fees should be paid in advance to the school for the duration of the student's contract. Homestay costs are calculated term by term and include the school holidays.
- If a student needs to be accommodated on a temporary basis at short notice, the Director of international students may decide that the best place for the student is the Director of international student's own home. In those circumstances, he/she will consult with the Deputy Principal as soon as possible.
- The Director of International Students may not be a long-term homestay provider without permission from the Board of Trustees.