



Homestay Information Booklet

Cambridge High School NEW ZEALAND

Please keep safe for future reference - revised 2024

Welcome

to the Homestay Programme Information Booklet for Cambridge High School

Thank you for hosting an International Student attending Cambridge High School.



Cambridge High School has had students from all over the world including students from Brazil, China, Colombia, Chile, Germany, Japan, Korea, Malaysia, Thailand, Vietnam, India, Sri Lanka and Uruguay.

We find that many of our students experience periods on an emotional roller-coaster during their time in New Zealand. They have a build-up of excitement before leaving home. This is coupled with the anticipation of meeting a new family and making new friends can be very stressful. Once they arrive in their new environment, they are often tired and jet lagged, understanding the language can be a struggle, and the food is very different and it may upset their stomachs initially.

School can also be very overwhelming, and it can sometimes be very hard to understand other students and teachers.

Missing family and friends at home and being in an unfamiliar environment can cause students to become quite homesick. Reassurance and support are very important during these times.

Communication with the International Office at school is also very important. The International Office staff are available to help and support you with any questions or problems that may occur. The international Office staff also organise books, school subjects and insurance for the students.

Commonly Asked Questions

When you host our students, you welcome them into your home. We ask that you treat our students as a member of your family and support the student as you would your own child.

General Questions

How soon do I get a student?

Student placement is not guaranteed for any family. Only if a suitable match is made between a homestay family and student, will the homestay coordinator contact you. We also cannot guarantee a student will stay their entire tenure with you. Please do not rely on the payments of having a student to support your income.

How does the student get to my house from overseas?

Your student is picked up from the airport by a shuttle company and delivered to your home. The International Office will be in contact to notify you of their approximate arrival time. The shuttle company will also pick your student up to take them back to the airport when they have completed their stay with you.

How do I get my student to understand me if they don't speak a lot of English?

Students generally arrive able to at least communicate simple needs and wants. There are also a few free Apps that you can download on your device such as google translate, and Microsoft translator, that do voice to voice translation. If you are concerned about getting your student to understand family expectations etc., we can get one of our Student Ambassadors to help you to translate.

What do I do with my student on their first day of school?

We ask that you bring them to the International Office in the morning. They can wear mufti to school, and we will arrange their uniform. We will

also assist them with their stationery and courses. The only help we require when getting uniform may be helping with the purchase of school shoes.

When do I receive payment for looking after the students?

Payment is on a fortnightly cycle directly into your bank account. The payments are paid for the time that you have had them in your home and are not paid in advance.

Do I get paid for my student/s during term breaks if they return home to their parents?

Homestay families receive payments for their students from the time the student arrives until the time they leave at the end of the year or the end of their tenure. During the long summer holiday break, which is between student contracts, when the students return home, we don't charge a room fee or any holding fee.

Student Illness or Injury

What happens if my student is sick?

If your student is unwell or injured you must provide an appropriate level of care, including caring for the student at home and taking the student to visit a doctor when required. If it is a school day, you can either, phone the school and leave a message on the absentee line, email or phone the International Office and leave a message.

What do I do if my student has a serious injury or illness?

Call an ambulance immediately (111), then please call the After Hours Mobile 021 856 445.

Commonly Asked Questions

What do I do if my student needs to see a doctor?

You can take them to your family doctor or the school doctor, Dr Krishnan Pillay, phone 827 9933. If it is urgent the student needs to be taken to an After-Hours Clinic in Hamilton. If the student does not have cash to pay for their appointment and it is with a local Doctor this can be charged back to the High School. This also applies to the chemists and prescriptions that may need to be filled. If the students (or you) pay for any service or medicine, please bring the receipts to school and give to our Office Administrator so we can help them to lodge a Medical Insurance Claim and reimbursement to you if required.

Food

How will I know what my student can eat and not eat?

This is a matter of trial and error. It is a good idea to have a rice cooker for Asian students. The students sometimes only eat small amounts of food on their arrival and it may take time for them to adjust to the change in type of foods that we eat and our cooking styles. The sudden change in diet can upset their stomach for a short while. Take the students shopping with you to pick out what they like. If you are concerned please contact the International Office.

What if my student requests I buy expensive food that I would not normally purchase?

If there is a good variety of healthy food available to the student, you are not required to purchase exotic expensive food for them. The student can purchase the product if they choose to.

What happens if the student does not want to take lunch from home? Am I expected to give them money for the canteen?

We would recommend that you discuss with your student what they like to eat for lunch and perhaps take them to the supermarket with you. You may have to show them how to make sandwiches. We do have microwaves at school to reheat food and some families cook extra at

dinner time and their students bring it to school for lunch the following day. We also have a zip with hot water for 2-minute noodles. If you have food in the pantry for the student and they choose not to bring food from home the choice to buy lunch is at their own expense. If you are running low (and need to visit the supermarket) and there is insufficient food at home to provide a healthy lunch, then it is up to the host family to pay for their lunch.

If my student chooses to eat a meal up town with their friends, am I obliged to pay for this meal?

If you invite your student out to have a meal at a restaurant or take-aways it is your responsibility to pay for the meal. If your student informs you that they are going up town to have a meal with their friends, the cost of the meal is up to the student to pay.

Parents

Do I have to come to school for parent teacher interviews?

No you don't have to. The school keeps in regular contact with the parents through their agents.

Do I have to report or be in contact with the students' parents?

This does happen on occasions where the natural parents enjoy staying in contact with the host family. This can also work to your advantage as it is an opportunity to have the parents support while their child is staying in your home.

Staying in Another House/Travelling

What do I need to do if I am taking the student away for the weekend / holiday?

Please advise the International Office of dates/ length of stay etc. as we must know the student's whereabouts at all times in case we need to contact you or the student.

Am I allowed to let my student go out after dark or come home after dark?

Yes, if your student is going to town with friends for dinner or wants to visit a friend or stay at a

Commonly Asked Questions

friend's place for a meal. It is fine if they let you know where, who they are going with, and you have spoken with the host parent, and how they are getting home. We DO NOT want our students walking the streets after dark. (In the past we have had incidents where our students have been put into vulnerable situations). If there is a group of them going out it is a good idea to organise carpooling with another family.

What happens if my student tells me that they want to go and stay with friends or extended family?

The students have a form that needs to be completed and brought to school. They need to have permission from their parent overseas and the school for them to stay with anyone except the school designated homestay.

Homestay contract 7: The Homestay Carer/s will obtain the prior approval of the School before a student in their care stays overnight in any accommodation that is not supervised by the Homestay Carer/s or organised and supervised by the School.

What happens if my student tells me last minute that they want to go and stay with a friend at another CHS International Students Homestay and there is no time to get parents' permission?

If the arrangement is last minute and after school hours, and because of time zones, the student can't obtain their parents' permission. - In this case, please check with the other homestay, and be satisfied that there is suitable supervision in place. E-mail the homestay coordinator hsc@camhigh.school.nz about the arrangements so we have a record. If it is going to be a regular occurrence, we will need to obtain the permission from the student's natural parents.

Note: for a friend in a non-vetted homestay we do need to contact the parents and make them aware that the family hasn't been fully checked and that there will potentially be some increased risks.

Am I expected to take my student sightseeing around the country?

No this is not an expectation but if you wish to do this, that would be great. If you have a spare seat in your car maybe they might like to invite a friend to also share these experiences.

Problems

If my student breaks house rules or is disobedient how do I deal with this?

If your student breaks house rules in your home, it is up to you to set reasonable consequences as you would your own children. If issues remain unresolved, please contact the International Office and we will help also and try and come to a solution. It may just be a simple case of misunderstanding.

What happens if the student does not fit in with our family?

If you are experiencing problems in your home with an international student not fitting in, then please contact us.

Contacting the School

After Hours mobile for emergencies/urgent
021 856 445

International Office Hours
are 8.30am - 3.30pm, Monday to Friday

International Director
P. 827 5415 ext 845
M. 021 040 2646
E. fr@camhigh.school.nz

Homestay Co-Ordinator
P. 827 5415 ext 856
E. hsc@camhigh.school.nz

Office Administrator/Asst. Homestay Co-Ordinator
P. 827 5415 ext 855
M. 021 859 749
E. th@camhigh.school.nz

Please join our TEAMS group for regular updates from the School.

Homestay/Student Expectations



Times are suggestions only

1. We accept responsibility on behalf of your family and school for your safety and wellbeing.
2. We will help you to learn and understand our language and the culture of our country.
3. All persons in the household, including children, are to be treated with respect and you must be treated the same. If this does not happen then please talk to us.
4. Your room is private to you and other than the homestay mother, other people in the household need your permission to enter. You also need to respect other people's space and possessions.
5. Please make sure that electric appliances are turned off in your room when you go out. Care must be taken with electric blankets on your bed and should be turned off before you go to sleep.
6. Hot water comes from our hot water cylinder that takes many hours to heat up if emptied. Please ensure taps are turned off and having a shower takes no more than 10 minutes.
7. Please ensure that you allow enough time in the morning to eat your breakfast and get to school on time. In the weekends you may please yourself as to when you have your breakfast and lunch.
8. From Sunday to Thursday you are expected to be home by 6.00pm. The evening meal generally commences between 6.00pm and 6.30pm.
9. On Friday and Saturday evening the time you will need to be home by, will depend upon your age, where you are going and who you will be with. If you don't want your evening meal, you must let us know before 5.00pm to avoid needless preparation. We should know where you are going and whom you are with. Please ensure that when you go out your cellphone is always switched on.
10. Your friends are welcome to come and visit you but must ask permission and they must leave by a time set by us. If you wish to stay at a friend's home, the school needs to approve in advance, and we must have the name, address and telephone number of the friend. We must have permission from your real parents and the friends parents too.
11. Your bedroom is to be kept tidy and your possessions should be generally kept in your room.
12. There is a smoke alarm in your room, and make sure you understand our Fire Plan and meeting place.

Rules for International Students

1. No alcohol, drugs, or cigarettes.
2. Homestay parents must be notified if you intend to:
 - Go out to visit a friend;
 - Sleep over at another student's homestay;
 - Not be home to eat your evening meal with them;
 - Be late home;
 - Stay at a home out of the Cambridge area or a non-homestay home. You need permission from the International Office Staff (forms need to be completed for this).
3. All students need to comply with their Homestay's curfew times (time to be home by) and house rules.
4. The school needs to be advised if you are away sick or if you need to be absent from school you need to fill out a request form (don't be offended if your request is declined). You are required to have over 85% attendance at school, or your Student Visa can be revoked or declined on application.
5. Travelling in vehicles with students who do not hold a Full New Zealand driver's license is against New Zealand Law. International Students are not permitted to purchase a motor vehicle.
6. To be able to stay in a hotel or motel you need to:
 - Be accompanied by an adult 25 years of age or older.
 - Have been granted permission from the International Office.
 - Have parental consent via e-mail to the International Office.
7. Inviting your friends to sleep over or having parties at your Homestay:
 - You first need to ask and have permission from your Homestay parents.
 - Your friends need to have permission from their Homestay. (And if staying over permission from School)
8. Your rooms are your responsibility. You always need to keep them clean and tidy. Do not leave food scraps, wrappers or dirty plates in your room.
9. You need to talk with your Homestay about the laundry and what is required to have your washing done. For instance, do not leave dirty clothes in your room, put in the laundry to be washed.
10. If you accidentally spill anything on the carpet or break something, please tell your Homestay parents immediately.
11. Please notify The International Office Administrator as soon as possible if you intend to travel and need to be transported to or from the airport or need help with arranging these plans. You may miss catching your flight on time if you leave this to the last minute.

Please be aware that if your parents pay your school fees and acknowledge your education, whether or not you are 18 years or over you still have to follow these rules as you are still under the care of this school and the International Office. Breaking these rules may have serious implications for you.

School/Homestay Expectations



As well as the conditions set out in the Homestay Carer Agreement

1. The host family agrees:
 - To encourage the student to feel at home and treat the student as a member of the family rather than a paying guest.
 - Wherever possible to include the student in all aspects of family life and encourage him/her to participate in family activities (e.g. chores, pictures, sports and family activities).
 - To have all persons living in the home over 18 years of age, complete the 'Consent to Disclosure of Information' form for NZ Police Vetting.
 - To respect the student's different cultural background and be sensitive to the particular needs of the student.
 - To set reasonable rules, display these in the home, and discuss these rules and expectations with the student – don't assume anything.
 - To supervise any parties or entertaining by the student.
 - Not to provide or purchase alcohol, cigarettes or any drugs for the student and to contact the school immediately if there are any serious breaches of the school rules, or if there are any health or safety issues.
 - To set a reasonable curfew for weekdays and weekends and a suitable time to be home after school.
 - To be aware of the Privacy Act and not discuss any health, financial or behaviour issues of the student with anybody other than the Staff at Cambridge High School International Office and the student to whom these matters relate.
 - That in the event of any overpayments being made to the host family, the host family will notify Cambridge High School and repay the overpayment without delay.

2. The host family needs to be aware of the following:
 - The student is not permitted to enter into any legal contract (ie. hire purchase agreements).
 - The student is not permitted to drive or purchase a motor vehicle.
 - If the student is planning holiday travel within New Zealand or overseas, he/she must have the prior approval of Cambridge High School and produce signed approval from their parents/guardians.
 - The school needs to know the student's whereabouts or can contact him/her at all times.
 - In the case of illness or accident, or any absenteeism from school the host family will notify the school.

3. The host family agrees to provide the student with:
 - Three good quality meals a day, including a cooked evening meal shared with the family.
 - General access to the kitchen for snacks and refreshments etc.
 - A separate bedroom which provides the student with adequate privacy and is respected as the student's private space.
 - A warm, comfortable room with adequate heating and ventilation and study facilities.
 - Adequate washing facilities and access to the bathroom as a member of the household, with bath/shower facilities.
 - Assistance as required with daily transport to Cambridge High School (this may include initial familiarisation with the way from the home to school).
 - A safe, comfortable and relaxed living environment.
 - Unlimited broadband access for your student/s.

The Host Family can expect the school to:

- Provide regular contact through the Homestay Co-Ordinator.
- Provide all relevant information about the student (assuming this has been received by Cambridge High School) including any health conditions and food preferences.
- Provide support and assistance where difficulties have been identified.
- Provide support for school and house rules.
- Provide access to counselling and healthcare services for students.

Cambridge High School adheres to the core values of Honesty, Compassion, Respect, Kindness, Duty, Consideration, Obedience, and Responsibility



School Leave of Absence Form

This form is to be completed at least two weeks before permission is needed. In some cases, permission may not be granted if the form has not been submitted in time.

Date			
Student Name			
Reason for being absent from school			
Absent From		Return On	
Have your parents been advised of this request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you parents forwarding a permission email?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Homestay Parent Sign		Date	
Student Sign		Date	

Office Use			
Parent Email Received	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date
Granted		Declined	
Sign		Date	

Student Request to Stay at Another Students House

Date

Student Name

Student Mobile

Contact details of the accommodation you intend staying at:

Name

Address

Phone

Transport Details

Departure Date

Return to Homestay

Have your parents been notified?

Yes No

Is an email being forwarded to the International Office?

Yes No

Student Sign

Date

I have met/phoned the parent/s where my student wants to stay, and I am happy with the with the supervision.

Homestay Parent Sign

Date

Office Use

Visited Family Phoned

Yes No

Date

Student Checked on KAMAR (reports and pastoral)

Yes No

Date

Parental Email Received

Date

E-mailed parents that there is some extra risk if homestay is non-vetted

Yes No

Granted

Declined

Sign

Date



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