

## ACCOMMODATION POLICY FOR INTERNATIONAL PUPILS

Middleton Grange School's International College undertakes to comply with the accommodation provisions set out in Outcome 6, point 26 – Process: Accommodation as stipulated in the Education (Pastoral Care of International Students) Code of Practice 2016 "The Code". The categories of accommodation that will be accepted by the school are:

- i. Living with a parent
- ii. Living with a designated caregiver
- iii. Living in a residential caregiver "homestay"

### POLICY OBJECTIVES

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the homestay in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that pupils are well cared for and happy in New Zealand.

### The Following Documents Underpin this Policy:

1. The Education (Pastoral Care of International Students) Code of Practice 2016
2. Agent contracts
3. Middleton Grange International College Guidelines for homestays looking after International Pupils.
4. Designated Caregiver Indemnity Forms.
5. Homestay Application and Referee Reports
6. All documents related to the enrolment of international pupils
7. Police Vet authorisation forms
8. Homestay visit checklist

### Policy Statements

#### 1. Provision of Accommodation

- 1.1 The International College will arrange accommodation for international pupils.

#### 2. Use of Accommodation Agents

- 1.2 The International College will under special circumstances approve the use of Accommodation Agents to organise homestay accommodation in compliance with "the Code". These homestays will be monitored for quality by the International College.

### **3. Accommodation Concerns**

- 3.1 All accommodation queries and issues will be dealt with by International College Administration staff with responsibility for pastoral care. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the International College Homestay Manager.
- 3.2 For each pupil, the full name, current address, contact phone number, occupation and relationship to pupil of the homestay will be held.
- 3.3 Any serious concerns relating to accommodation will be relayed promptly to the Director or Assistant Director of the International College.

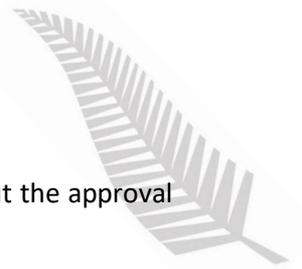
### **4. Pupils not living with a parent**

#### **4.1 Monitoring the quality of accommodation for pupils not living with a parent**

- 4.1.1 Any accommodation to be used by international pupils not living with a parent will have:
  - An on-site assessment to determine that living conditions are of an acceptable standard according to the Code.
  - An assessment to determine that the accommodation type is not a boarding establishment or that the pupil is not living in an external dwelling.
  - An assessment of the Homestay Carers suitability and whether they will provide a safe physical and emotional living environment.
- 4.1.2 Each pupil will be consulted at least quarterly to ensure that their accommodation is suitable.
- 4.1.3 All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
- 4.1.4 Police vetting will be carried out on all adults aged 18 years and over living in a homestay, or designated caregiver accommodation used by a pupil. Police vetting will be renewed every three years.
- 4.1.5 The International College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.
- 4.1.6 All international students attending Middleton Grange International College, regardless of age, are required to live in Code Compliant Homestays, unless living with a parent. Students over the age of 18 are therefore also required to live in a Code Compliant homestay.

#### **4.2 Homestay**

- 4.2.1 Pupils in homestay accommodation must make homestay payments in advance of the accommodation period.



- 4.2.2 Pupils must not make their own private homestay arrangements without the approval of the Director or Assistant Director.
- 4.2.3 Pupils staying in a homestay are required to exhibit appropriate behaviour.
- 4.2.4 Where the homestay pupil wishes to withdraw from a homestay, at least two weeks' notice must be given in writing to the Administrator and homestay.
- 4.2.5 Where a pupil's behaviour or demands are such that a homestay cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued. A two-week notice period is still required to the Administrator.
- 4.2.6 If a pupil is at risk because of a previously undisclosed or unknown health issue, a failed police vet or for any new issue that puts the pupil at risk, then the school reserves the right to remove the pupil without the two-week notice period.
- 4.2.7 If a pupil has approved leave from the homestay during the school year, there will be no reduction in homestay fees paid. During the summer holiday break, where a pupil leaves the homestay and will return to the same homestay for the following year, a reduced weekly fee will be paid to the homestay.
- 4.2.8 If a pupil damages the property of the homestay, the pupil must pay the cost for repairs to the extent that the damage is not covered by the homestay's insurance policy.
- 4.2.9 If a member of the homestay's family damages property belonging to the pupil, the homestay must pay for the cost of repairs, to the extent that the damage is not covered by the pupil's insurance policy.
- 4.2.10 The International College does not accept responsibility for losses or damage to property or persons caused or suffered as a result of the home accommodation.
- 4.2.11 Advice and support infrastructure for homestays will be provided by the International College.

### 4.3 Designated Caregivers

- 4.3.1 Parents of each pupil living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close family friend and that the parents have selected the accommodation for their child, subject to the International College approving the accommodation.
- 4.3.2 On or before enrolment, the International College will meet and establish communication with the designated caregiver.
- 4.3.3 Full safety checks will be carried out on the Designated Caregiver and family, in accordance with the Code.