



Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

APPLICATION PACK FOR HOMESTAY FAMILY

Thank you for your enquiry regarding homestay accommodation for an international student.

We understand that it is not always easy to make the decision to take an international student into your home; we hope that the enclosed information will help you to make a decision. We try to match students to families with similar interests; the information you provide to us helps us in this process.

International students are coming to NZ to improve their English and experience the New Zealand culture. For this reason, it is very difficult to place students with immigrant families whose main language spoken at home is not English. If this applies to you, we are happy to keep your details on file, but may not be able to place students with you.

Once your application has been accepted and a placement has been made it is our job to support you as a homestay family. The international students' unit has two to three gatherings per year to help you get to know other homestay families and to discuss any worries you may have.

If you decide to apply, please complete the application form and return it to the school **along with the signed Consent to Disclosure form. (Do not forward this form directly to the Police). It is a requirement that all adults (18 and over) living in the home complete a consent form for vetting by the Police.**

Please also give the Referee forms to **two** people you choose to act as referees and ask them to complete the forms and return them directly to the College.

Please email us photographs of the outside of your house, all family members living at home, and one of the living room. These are emailed to the student's family after placement has been confirmed and should be in the form of a JPG or TIF file.

All information provided is treated in the strictest confidence.

When we have received your information, we will contact you to arrange a home visit by one of our staff members. Thereafter, if your application is approved, we will keep your information on file and contact you if a suitable student applies to the school.

The homestay fee is \$280.00 per week in (2020), payable by automatic payment on a weekly basis in advance by the school.

We look forward to hearing from you.

Yours sincerely,

Mrs Joan Clansey
International Coordinator
international@mhjc.school.nz

EXPECTATIONS OF HOMESTAY FAMILIES

MEALS

- All food and drinks to be provided including snacks between meals.

ACCOMMODATION & LAUNDRY

- The student's washing and ironing will be done for them
- The student will be provided with a room of his/her own
- The student will need a study desk and lamp or adequate lighting so that s/he can study in comfort
- Adequate heating and bedding will be provided in winter.
- Furniture will be provided with enough space for the student to store their clothing, books and other belongings.

TRANSPORT TO SCHOOL

- The Host family is responsible for getting the student to school on time. The student may walk, if the homestay is close to the school. The Host family is responsible for ensuring that the student is confident of the route before they walk to school alone.
- Transport may also be by car or by bus. If by bus, the host family is responsible for ensuring that the student knows which bus to catch, and where to get on and off, and how to purchase a ticket.
- It is not acceptable for students to walk or bike to school in the rain. Host families must have a plan in place for transporting the student to school on rainy days.

GENERAL

- The host family is expected to assume the role of substitute parent or caregiver. This means making decisions about acceptable behaviour and some setting of limits. The idea is that the student will be treated as a member of the family with the same rights and responsibilities as any teenager.
- The student is expected to obey curfews set by the Host family. Students must be home by dinner time unless by prior arrangement with host parents and should not walk home after dark. Students should be encouraged to be in bed by 9.30pm on school nights.
- Domestic arrangements regarding such things as chores are left to the host family. The student should be expected to keep their own room clean and tidy, and to participate in household chores within reason.
- It is essential that the host family knows the whereabouts of the student at all times.
- It is desirable that the host family takes an interest in the schooling of the student. If they are keen to attend parent interviews, they would be very welcome. If they feel that the student is not working as hard at school as they should, host parents should feel free to get in touch with the school and speak to the individual subject teacher concerned.

- The Homestay Coordinator should be contacted with any concerns about the student's behaviour. Some students may have an agent in Auckland who speaks their language and can be of help if there is a communication problem.
- Some homestay placements do not work. A student will be moved if the homestay family and/or the student is unhappy with the situation and feel that the conflict cannot be resolved. Two weeks' notice is preferred.
- In most cases, homestay families find the experience rewarding and form lasting relationships with the student.



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APPLICATION TO PROVIDE HOMESTAY

IMPORTANT: Please complete this form accurately. This will help us to place students with you who are most compatible with your family and lifestyles. Thank you.

PERSONAL DETAILS

Family Name (Surname): _____
(Legal surname according to passport/driver's licence)

Address: _____

Home phone number: _____

HOST CAREGIVER 1

(Full legal name according to passport/ driver's licence)

(Mr. /Mrs. /Miss/Ms.) _____ Date of birth: _____

Telephone: _____ Mobile: _____ Work: _____

Email address: _____

Host Caregiver 1's employer : _____

Occupation: _____ Hours of work: _____

HOST CAREGIVER 2

(Full legal name according to passport/ driver's licence)

(Mr. /Mrs. /Miss/Ms.) _____ Date of birth: _____

Telephone: _____ Mobile: _____ Work: _____

Email address: _____

Host Caregiver 2's employer : _____

Occupation: _____ Hours of work: _____

What is the ethnicity/ethnicities of the household? _____

Is English the main language spoken at home? _____

If 'No', please state the main language spoken by members of the household:

Does any member of your family speak any language other than English?

If not N.Z. born, how long has your family lived in N.Z.?

OTHER MEMBERS OF THE HOUSEHOLD

Please include all those who live at your address. Please do not include children who no longer live at home.

Name	M/F	DOB	Occupation	Relationship	Interests & Activities

Name	M/F	DOB	Occupation	Relationship	Interests & Activities

FAMILY INFORMATION

Please indicate your preferred student's age:

Name/s of family members attending Name of School:

How will the student be transported to school?

Approximate cost per journey (if by public transport)

MEDICAL: Does any member of your family have an existing medical condition that an International student should be aware of? If YES, please state which family member and the medical condition.

FOOD: Please state any special dietary restrictions in your home (i.e. Vegetarian) which may affect students

RELIGION: Please state your family's main religion, and whether you attend services regularly or not.

PETS: Please indicate the pets you have at home.

<p>Are there any smokers in the house?</p>		<p>Yes / No</p>
<p>If YES, please tick which statement describes your attitude to smoking:</p>		<p>➤ We allow smoking inside our house.</p>
		<p>➤ We allow smoking outside only.</p>
		<p>➤ We do not allow any smoking.</p>
<p>Please tick the statement that best describes your general family lifestyle:</p>		<p>➤ We are a quiet family and prefer mainly staying at home and around the house in our spare time</p>
		<p>➤ We are active family and prefer mainly going out and doing things away from home in our spare time.</p>
<p>Have you been a host family before? Please provide details:</p>		
<p>Are you registered with any other schools for the hosting of students?</p> <p>* If YES, which other schools?</p>		<p>Yes / No</p>
<p><i>* Please note that you may not host more than 1 student of a particular language group at the same time, except with the prior approval of the school.</i></p>		
<p>Do you currently have other homestay student(s) ?</p> <p>If YES, please provide details:</p>		<p>Yes / No</p>
<p>What Internet provision to you have available? Eg. Fibre Broadband, Unlimited</p>		

Are you on a bus route?		Yes / No
Time by bus to school		> _____ minutes
Time walking to school		> _____ minutes
Are you willing to host over the Dec/Jan holidays?		Yes / No
Number of bedrooms		> _____ bedrooms
Number of bathrooms		> _____ bathrooms

What can your family offer an international student?

Describe what your family would do with an international student on a typical Saturday or Sunday:

What previous experience/background do you have that might be relevant to caring for an international student?

Please provide brief details about the layout of your home and the space you intend to provide for the student. Please note that MHJC does not allow students to share a room, except for short-term groups of by request from natural parents.

Any other special amenities you can provide? (i.e. Piano, garden, pool, spa, table tennis table, dart board, trampoline, bicycle for loan, holiday home, boat, paddle board etc)

- I/We acknowledge that the above information is correct.
- I/We accept that Name of School reserves the right to decline any Homestay application.
- I/We accept that Name of School is not required to give reasons for declining an application.
- I/We agree to nominate two referees who can provide information of our suitability to care for an international student.
- I/We agree that photos of us and our home may be shared with potential students to be placed in our home, and their parents and agents.
- I/We agree to undergo a N.Z. Police check on all people over the age of 18 residing in our home at any time.
- I/We understand that the material supplied by the N.Z. Police vetting service, once reviewed, will be destroyed within 14 days of receipt.

Signed (Host 1): _____

Signed (Host 2): _____

Date: _____

PLEASE CHECK THE FOLLOWING:

- Signed Application Form

- Signed Consent to Disclosure of Information form (to be completed by all adults associated with the household).
- Signed Agreement
- Referee check given to chosen referees and to be sent back to the school addressed to :
 - Homestay Coordinator
 - Mission Heights Junior College
 - 103 Jeffs Road Flat Bush
 - Auckland 2016
 - New Zealand



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Payment Information:

Name(s) of account holder: _____

Bank name and branch: _____

Account Number: _____

**PLEASE ATTACH AN ENCODED BANK DEPOSIT SLIP TO ENSURE
ACCURACY OF PAYMENTS**



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REFEREE CHECK FOR HOMESTAY APPLICANTS

Please submit **TWO** Referee check forms to:

**International Coordinator
Mission Heights Junior College
103 Jeffs Rd Flat Bush
Manukau 2016**

Confidential

This form is to help us in the assessment of an applicant's suitability to provide homestay care for an international student attending Name of School.

Thank you for taking the time to complete the form. We appreciate your honest response to the questions below.

The information you provide is strictly confidential.

Name of Applicant: _____

Referee's Name: _____

Address: _____

Phone Number: _____ Mobile: _____

Relationship to Applicant (egg. friend, workmate, associate, employer) _____

How long have you known the Applicant? _____

Do you consider the Applicant to be a suitable person to care for an international student? _____

