



# Sacred Heart College

## **NATIONAL ADMINISTRATION GUIDELINE 2** **Policy Statement: International Student Homestay**

The Special Character, also known as the Catholic Character, provides the framework within which the whole school curriculum is delivered; it is integral to everything that takes place in the school, or on behalf of the school, and its community.

### **RATIONALE**

All international students who study at Sacred Heart College must be homestayd. The school requires this as it believes it is in the best interests of the student. Academic progress is enhanced when students are continually exposed to the use of the English language and greater study time is available within a homestay environment. It is considered a safer environment.

Homestays are arranged for the student by the Homestay Manager employed by the College. Students are required to provide a letter introducing themselves prior to their arrival in New Zealand to assist the Homestay Manager choose a suitable family.

### **OBJECTIVE**

The Homestay Manager will select and monitor homestay carers for international students. The focus is on finding families to provide a safe physical and emotional environment.

### **GUIDELINES**

1. All homestay carers over 18 years of age will be police vetted.
2. The Homestay Manager will make an assessment of the homestay carer's suitability to provide suitable accommodation and appropriate physical and emotional support and guidance.
3. The school provides guidelines and support structure for homestay providers through the Homestay Manager.
4. The Homestay Manager will carry out on-going monitoring of the homestay families. This involves a physical visit to each students' home at least once a term.

### **Appendix**

1. A profile of homestay carers must be produced. This needs to include:
  - Full names of all residents
  - Address, email address and contact phone numbers
  - Occupations
  - Relevant information (family interests, pets and a description of the home etc)
2. All caregivers are provided with copies of policies and guidelines relating to the care of students.
3. Information about the homestay family must be provided to the international director in order for the student's family and agent to be fully informed about arrangements for the student's care.

Carolyn Hegarty  
Chairperson, Board of Trustees

Reviewed: October 2018  
To be Reviewed: October 2020