



FAIRFIELD INTERMEDIATE SCHOOL

# HOST FAMILY INFORMATION BOOKLET 2024

## **WELCOME TO FAIRFIELD INTERMEDIATE SCHOOL**

The Management and Staff of the International Department of Fairfield Intermediate would like to welcome you to the school's community. We hope that your homestay student will have a memorable time here, and you will feel it has been worthwhile and a great learning experience for you and your family.

The purpose of this booklet is to help make this an enjoyable and rewarding experience for your student and you. This booklet contains:

- Hosting requirements and expectations
- Homestay information for new families
- Homework questions for students (given to students on arrival)
- Code of Practice (for your records)
- Internal Grievance Procedure

Your homestay student should be treated just like one of your own children, but please remember that these are young children living away from their parents. They are in a strange culture, eating strange food and trying to communicate in a strange language. Some special attention may be needed, especially in the beginning. If you notice that the student seems particularly quiet or is not eating much, it could indicate that they are not happy. A quick chat or email to one of the International Department team will enable us to investigate any potential problems before they become too big.

Please remember that it is illegal in New Zealand law to leave children at home, unsupervised under the age of 14 years. This would be particularly unwise in the case of a young International Student where their level of English is not high.

From time to time we will have homestay meetings and dinners. Please make the effort to attend these events as they are a great opportunity to meet with the other homestay parents and discuss situations that you might be encountering. It is essential that you attend the homestay farewell dinner at the end of the student/s' stay.

If you take your homestay student away from home for a night or more please complete the travel form at the end of this booklet, and hand it in to me a few days in advance. It is a condition of the New Zealand Code of Conduct for the Pastoral Care of International Students that we know the where-a-bouts of our students at all times.

In conclusion, thank you for being part of the Fairfield Intermediate community. We look forward to working with you and your family to provide the best possible experiences for all.

Best wishes,



Pennie Braithwaite  
Director of International Students

## **HOSTING REQUIREMENTS AND EXPECTATIONS**

When hosting International Students, you must provide:

- 3 meals per day, and access to food to help themselves
- Either a single room just for them, or in the case of a double placement, a room to share with another student of the same gender and similar age
- Own bed and bedding, including sheets, pillows, mattress and blanket(s)
- Study desk and chair
- A set of drawers, wardrobe etc for storing clothing
- Lamp and adequate lighting
- Adequate heating
- A safe environment conducive to study
- Access to bath/shower. Showers for a maximum of 10 minutes must be allowed
- Access to laundry facilities

Homestay families **MUST**:

- Make the student feel comfortable and accepted as a part of the family
- Treat their student with respect at all times
- Notify the Director of any changes in your living circumstances
- Notify the Director immediately if there is any problem with the student i.e medical emergencies, psychological problems, suspicion of illegal activities, behavioural misconduct
- Notify the Director immediately if the student appears to be homesick or depressed
- Notify the Director immediately if any person (including the student) is convicted on a criminal charge
- Look after the student in their home to the best of their ability
- Fill in the travel form and notify the Director in advance if traveling overnight

Homestay families are **NOT** expected to:

- Provide internet connection for the student
- Cook special foods which are not from New Zealand
- Pay for toll call or mobile phone calls made by students
- Pay for any property or goods damaged by the student
- Have insurance which covers the student's possessions
- Pay for any property of the students that goes missing
- Comply with any unreasonable requests from the student



## HOMESTAY INFORMATION FOR NEW FAMILIES

### Smart Phones

- Students will not have any electronic devices in the homestay **unless** prior approval has been given for the student by the Director of International students.
- Students will be given their phone on the final night of their time in your family. This is for photos only. **The phone is to be handed to you by 7:30 pm at the latest.**
- Students will be given a School emergency phone. There will be one emergency phone per house, which is to be used for students to contact their agent in an emergency.
- Emergency phones are to be kept in the kitchen, available for the student.

### Whatsapp communication

- The Whatsapp group chats are to be used for sharing images/videos of time spent in your house or of activities you take the student on.
- The WhatsApp group chats will have important information from the School about the day-to-day schedules and management of your student.
- All private arrangements you make for your students while they are at Fairfield Intermediate are to be made between you and other families are to be communicated privately to the Homestay Coordinator.
- Any issues and concerns are to be communicated privately to the Homestay Coordinator.

### Homestay payments

- Payments are made weekly into the bank account that you have provided to the International administration team.
- Payments will be made on a Friday and are at the end of the student first week in your home.
- Payments are \$450.00 per week – this is not a nightly rate but is based on the number of weeks the students are with you. Sometimes student arrive mid-week and depart before the week finishes. Payment is based on this.
- If a student leaves your home two or three days after a weekly payment due to an issue that is irreconcilable, then you may be reimbursed at the school's discretion.
- If in an emergency you do not attend the farewell Homestay dinner, the expectation is that you will make arrangement to pick up and drop off your student on the night. Failure to do this will result in \$50.00 being deducted from your final payment.

### Chores

Children should not be expected to do a lot of chores but should be asked to tidy their room and participate in family chores such as setting the table and doing the dishes.

### Transport

Homestay families are responsible for showing students how to get to and from Fairfield Intermediate School. If the student is to take the bus with a homestay family member, or walk a short distance with another child, a homestay parent should accompany them for the first few days. Students must not be expected to walk or bike to school alone. They should always be accompanied by a member of their homestay family.

### Toiletries

Students have been asked to provide their own soap, toothpaste, shampoo, and personal toiletries. Please help them to buy more when they run out.

### Heating

Students will feel the cold and adequate heating must be provided.

### Communication

Our school policy dictates times when your student can use their mobile phone. Once or twice per week, the students are given time at school to call their parents, with their Agent. However, families of these students want to see what activities their sons/daughters are experiencing. In order to provide them with the information they require, we set up a private WhatsApp group for each of our short-term groups and ask that homestay families post photos of their student interacting with their family on a daily basis. The agent joins the WhatsApp group too and shares the photos with their natural families individually.



- **It is essential that you join up with this communication group when sent the invitation, as it is also the school's main way of communicating with you during the period of hosting.**

### On Arrival

Your homestay student will be collected by an airport shuttle or private charter bus on arrival, and then transported to Fairfield Intermediate School. You will be told their arrival time, and are expected to collect them from the school at this time.

### Student Care

Homestay families are responsible for children for the duration of their time here, including school holidays and weekends (if applicable). It is the homestay carers' responsibility to know where their child is, how they can be contacted and who they are spending their time with, at all times. Homestay carers need to have a physical address for the child's whereabouts. Short term students are not allowed to spend the night at another home. Also, children must not be left alone in the house for any reason. In an emergency situation, please contact the Director immediately.

- **If you have an International student that is over 18 years of age they must be police vetted before you can accept an International Student from Fairfield Intermediate School.**
- **Please let the International department know immediately if you have a student from another Education provider arrive when our student is already placed in your home - We will have to remove the Fairfield Intermediate student.**

### Homework

It is the homestay carer's responsibility to help the student with their homework.

### Student Behaviour

Homestay carers should expect the same standard of behaviour as would be expected from their own children of a similar age but make allowances for cultural differences.

### Illness/sick day plan

In the case of serious illness or accident/emergency, contact the Director and/or the agent immediately. They will talk to your student and decide what actions need to be taken. If the

student needs to go to the doctor or hospital, they will usually be taken there by the agent, for first language support.

- **If your student is unwell and you think they will not be attending school the following day, please let the Homestay Coordinator know by 7:00 pm the night before.**
- **The school will arrange a Homestay family for your student to be dropped off to in the morning of the sick day if you are unable to stay at home and look after them.**
- **Please do NOT notify the school on the day if you think your student is not well enough to come to school.**

### Safety

It is the homestay carer's responsibility to care for the student in a way that ensures they are kept safe from harm and their emotional well-being is nurtured.

### Changing Homestays

The school, homestay parent or the parent of the student can request a homestay change. Serious circumstances will be investigated, and students may never change homestays without the knowledge of the school. If a student is to be moved, the homestay will be advised of the reason why.

### Language

Your student will be unfamiliar with New Zealand accents (even if he/she has good English) and colloquial expressions and may take time to adjust.

Homestay families should attempt to learn some basic greetings in the student's language. Learning a few phrases of your student's language helps to show respect for their culture and may help them feel more welcome and cared for.

### Financial requests

I understand that no financial requests should be made directly to the parents/legal guardian of the homestay student without the prior knowledge and approval of the school.





# **Code of Conduct for Behaviour in the Homestay**

## **HOMESTAY RULES**

**(please revisit these with your students)**

### **Bedroom**

- I will not eat any food or drink any drink in my bedroom
- I will not leave any rubbish or feminine hygiene products under the bed or in my room
- I will wear appropriate sleeping clothes different to my day clothes when I go to bed

### **Washing**

- I will give all my dirty washing to my homestay mother every day
- I will not put my dirty washing in my suitcase.
- I will change my underwear daily and my other clothes every 2 -3 days

### **Bathroom**

- I will put all dirty toilet paper in the toilet and flush it.
- I will not put dirty toilet paper on the floor
- I will only use a small amount of toilet paper to clean myself
- I will not put any food or rubbish in the toilet
- I will not put any feminine hygiene products in the toilet
- I will put all feminine hygiene products in the rubbish tin provided.
- I will close the door when I shower
- I will shower for no longer that 10 minutes in the shower
- I will clean up any excess water from the shower on the floor
- I will close the bathroom door when I am inside and remain clothed unless I am showering

### **Kitchen / Eating Area**

- I will eat all the food that my homestay provides
- I will clean up my own dishes from the kitchen and the table
- I will put my dishes in the dishwasher
- I will always say please and thank you to my homestay family
- I will wait until others are served food before I have my own food
- I will try to eat quietly and keep my mouth closed when I eat.
- I will not talk with my mouth full of food
- I will sit at the table and wait until all my homestay family have finished eating before I leave the table





## QUESTIONS FOR YOU AND YOUR NEW STUDENT

1. What should I call you? \_\_\_\_\_
2. What time should I get up in the morning? \_\_\_\_\_
3. What time should I go to bed? \_\_\_\_\_
4. What time should I eat breakfast? \_\_\_\_\_
5. Do I make my own breakfast? \_\_\_\_\_
6. Do I make my own lunch? \_\_\_\_\_
7. What time do we eat dinner? \_\_\_\_\_
8. Does everyone eat dinner together? \_\_\_\_\_
9. When can I take a shower? \_\_\_\_\_
10. What do I do with my laundry? \_\_\_\_\_
11. Where should I dry any clothes I wash? \_\_\_\_\_
12. What chores would you like me to help with? \_\_\_\_\_
13. How do I get to and from school? \_\_\_\_\_
14. What happens after school? \_\_\_\_\_
15. Which food and drink may I help myself to? \_\_\_\_\_
16. Which home areas are private? \_\_\_\_\_
17. When are your family birthdays? \_\_\_\_\_
18. What are your family likes and dislikes? \_\_\_\_\_

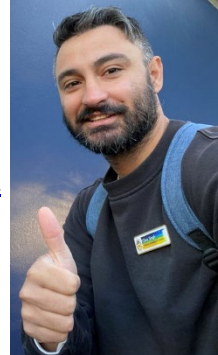


## INTERNATIONAL DEPT STAFF



Pennie Braithwaite  
International Director  
[pbraithwaite@fairfieldintermediate.school.nz](mailto:pbraithwaite@fairfieldintermediate.school.nz)

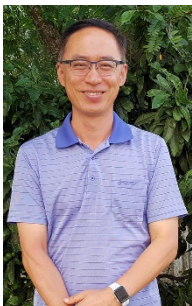
Christopher Singh  
ESOL Teacher & International Admin  
[csingh@fairfieldintermediate.school.nz](mailto:csingh@fairfieldintermediate.school.nz)



Zena Taylor  
ESOL & International Teacher  
[ztaylor@fairfieldintermediate.school.nz](mailto:ztaylor@fairfieldintermediate.school.nz)

## LOCAL SUPPORT PEOPLE

Visiting groups will have one of the below international support people assigned to them and they can be contacted as follows;



KOREAN  
Johnny Ku  
[Johnny.ku@tesljobkorea.com](mailto:Johnny.ku@tesljobkorea.com)

CHINESE  
Mo Reason  
[garthreason@foxmail.com](mailto:garthreason@foxmail.com)



JAPANESE  
Yoko Scampton  
[yokebb@yahoo.co.jp](mailto:yokebb@yahoo.co.jp)

Akiko Arvidson

## **INTERNAL GRIEVANCE PROCEDURE**

We want you and your students' experience to be happy at **Fairfield Intermediate School**. There are times however, when things do not go as smoothly or as well as we may like. Here is our Internal Grievance Procedure, which tells you what you can do about it:

### **Problems with a student or agent:**

1. Make time to talk to the Director of International Students about your concern, Ms Pennie Braithwaite.
2. If the situation is serious, Ms. Braithwaite will, at her discretion, speak to the Principal, Miss Angela Walters.

### **Problems with the International Department:**

1. Make time to talk to Ms Braithwaite. She will discuss the concerns with you and do her best to sort things out. You are welcome to bring a support person with you.
2. Again, if the situation is serious, the Principal will be notified and another meeting may be set up to address your concerns.

**At all the above meetings, notes will be taken of your concerns and of the solutions put in place.**

If, after all the above have been tried, it is felt that your problem has not been resolved, then you may contact the International Education Appeal Authority, whose address is:

**International Education Appeal Authority  
c/- Ministry of Education  
Private Bag 47 911  
Ponsonby  
Auckland  
New Zealand**

**Phone:** (0064 9) 374 5481  
**Fax:** (0064 9) 374 5403  
**Email:** [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

You must be able to show them that you have tried to get the school to act before you contact them. They will consult the school to see if anything can be done to help you.

**If you do have a problem, please ask for help while it is still a little problem. Do not wait for it to become a big problem. We are here to help you and your students have a wonderful experience. Please do not hesitate to contact the Director of International Students with your feedback or concerns.**

## **Emergency contacts:**

Pennie Braithwaite: 021 423 119  
Christopher Singh: 027 206 4109  
Barb Reynolds: 027 348 9739  
Angela Walters: 07 855 9718 (ext: 844)