



Northcote Intermediate

International Students

*Residential
Caregiver
Information*



The school of
choice for our
community



<p>Main Contact/Emergency Zane Cooper 021 024 79933 zanec@ni.school.nz</p>	<p>Secondary Emergency Contact Phil Muir 027 127 18221 philm@ni.school.nz</p>
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Thank you for agreeing to share your home and family with a Northcote Intermediate International Student. As a Northcote Intermediate homestay, we ask you to provide a safe, welcoming, and friendly environment for your student where they will feel included as part of your family. These students are expecting an experience of a lifetime. Sometimes, life-long friendships are formed as a result.

ARRIVAL

We will give you as much information about your student as we can so that you can be in touch before their arrival date.

A representative of Northcote Intermediate or an agent will collect the student from the airport and deliver them to the homestay. If, however, they arrive during the day and go straight to school, we would appreciate the host family collecting their student from the school at 2.30pm on the first day, or as discussed prior.

AIRPORT TRANSFERS

(Pre approved by the school and host family)

If required, Northcote Intermediate will pay homestays \$120.00 to cover travel expenses for Airport pickup or drop off. To receive this payment, you need to help them check in and ensure they go through departures on the first floor. Students returning home for the holidays and coming back to NZ, or other plane travel, are responsible for paying their own way to and from the airport.

BEDROOM

- Own room – needs to be a private space. Please make sure that your family do not intrude.
- Bed (and all linen), storage for clothing and personal items
- Have a desk, a chair, and adequate lighting for study, ideally in their room.
- Heating available as required. Be clear about when to turn the heating off and how to use it.

MEALS

- Monday to Friday – please provide breakfast, a packed lunch, after school snacks, and an evening meal.
- Saturday and Sunday – please provide breakfast, lunch, an evening meal, and snacks as per normal family arrangements.
- Let your student know how much notice you need if they will not be home for a meal.
- Please be clear about any house rules regarding food (e.g. is it OK to eat snacks in the bedroom?)
- If you take your student out for lunch or dinner, it should be treated as a meal at home and paid for by you. If your student chooses to go out for lunch or dinner with their own friends, it is the student who pays.
- If you are going to be away from home for a meal, please make arrangements for your student e.g. leave something they can heat in the microwave. No student under the age of 14 is to be left alone without supervision.
- Do not hide food or reserve food for your family.

HOUSEKEEPING

- As a member of the family, students should assist with household tasks if asked to do so, but remember, they are not housekeepers or babysitters.
- You are responsible for the student's laundry. However, as some students prefer to do their own, please ensure that they know how and where you would like them to do their washing. Some students do not like their washing hung out in public; please find a way to respect their wishes.
- You may need to explain to your student how your shower and other bathroom facilities work, including any limits on the supply of hot water, not placing toilet paper in the bin, and not placing sanitary items or any other objects in the toilet.

INTERNET

- Students need to be able to stay in contact with their family and friends. Please take the time difference in your student's home country into account when setting access restrictions to the internet. A good resource for you and your student is www.netsafe.org.nz
- It is not appropriate to use a screen for hours. This can have an impact on the student's progress at school and their wellbeing. We suggest recreational use be limited to a few hours daily, or what is acceptable within your household.
- We expect the internet to be provided at no extra cost.

SCHOOL UNIFORM

- Students who are attending for less than 10 weeks are not required to purchase a school uniform. However, if they wish to, please let the school know.

TELEPHONE

- On arrival, assist your student to access a mobile phone network in New Zealand.
- Make sure your student is carrying your home address and relevant phone number with them, especially when new here.
- In the unlikely event that your student uses the landline for a toll call, Northcote Intermediate accepts no responsibility for any expenses incurred by the student.

TRANSPORT

Please show your student:

- How to get from your house to school and back again.
- Information on school bus routes is available on the Auckland Transport website
- How to read relevant bus timetables and where the bus stops are.
- Downloading the AT app is a good idea.
- Where to buy an AT HOP card and how to use it.
- Please either walk, drive, or bus with your student to Northcote Intermediate on their first day and until they are sure of the route.
- All students are responsible for paying their own bus fares.
- Please be willing to collect your student from after-school events, sports practices etc. This is of concern to us during the winter months, when it is dark, cold, and wet.
- Homestay families need to adhere to all relevant transport safety legislation, including the use of car restraints, cycle helmets, and not overloading vehicles.
- Students may only travel with a full New Zealand licensed driver. Please check licenses. No overseas licenses are acceptable.

HOMESTAY PAYMENTS

- \$420.00 per student per week.
- The payments will be made one week in arrears and one week in advance on the 6th and 20th of the month.
- The school accounts office may send statements for your student to your email from time to time. Please forward on to your student. You are not liable.
- Check your insurer covers any claims you may need to make as a result of hosting a student. The school is not liable for costs associated with any damage or breakages through any acts or omissions on the part of your student. Such expenses would normally be met by the student through negotiation with their agent or the international office.

TRIPS AND HOLIDAYS

- You must not leave a student unsupervised overnight at any stage, regardless of their age. This is a legal requirement.
- If you are going to be away overnight or longer, please give us at least five working days' notice so that a temporary home can be found for your student. Otherwise, we expect you will take your student with you. Your responsibility cannot be assigned to another person without school approval. Homestay payment will not be made to you in this situation.
- All overnight travel or travel outside Auckland needs biological parents' authorisation in writing to the school – refer students to our office for more details on authorisations and conditions of travel.
- No international student is allowed to stay away from their host family home overnight (e.g. sleepover at a friend's house) without the consent of their host family. We expect hosts to first check that the accommodation is suitable by phoning to ensure that a suitable adult will be available to supervise students in the case of a sleepover.
- If a student is away from their homestay during the school year, then payment remains at the normal rate.
- Long-term students usually return home for the Christmas holidays.
- Students who are going home and then returning to the same homestay after the Christmas holidays will pay \$100 per week room retainer for the time they are away. If you need to use the room while your student is away, and the student has packed their belongings into storage, then no retainer will be paid.

HOMESTAY CHANGES

- The homestay contract commences from the first night that the student stays in the homestay. The school will give one weeks' notice of any changes.
- For temporary homestay changes, including emergency situations, please contact our International Student Accommodation Manager - Zane Cooper 02102479933 so alternative arrangements can be made, and the student's family notified.
- Northcote Intermediate reserves the right to move a student without prior notice if necessary. Should this happen to you, please do not feel offended. This may be because the student is too embarrassed and uncomfortable to stay once the decision is made, or for cultural reasons.
- In such circumstances, a refund may be due to Northcote Intermediate. We ask for your cooperation if this should occur. This is the student's homestay money and is returned to them.
- Everyone in the home 18 years and over needs to have a police check. Please advise the school of any changes regarding who is living at the house.

CODE OF PRACTICE

- All code requirements apply to all of our students regardless of age. Full copies of the Code are available at <https://www2.nzqa.govt.nz/tertiary/the-code/>

SMOKING & VAPING & ALCOHOL

- Sale of cigarettes to those under 18 years is illegal in New Zealand.
- No smoking and vaping in school uniform, ever.
- Sale of alcohol to those under 18 years is illegal in New Zealand.

HEALTH

- Please take your student to your own doctor in cases of illness or to the nearest hospital or emergency clinic for urgent care. Enabling a student to have access to healthcare is a requirement of the Code of Practice.
- International Students are required to have current medical and travel insurance while studying in New Zealand. Students should always carry their insurance details with them. Students must pay for medical visits and prescriptions themselves, and then bring the receipts to the Northcote Intermediate office or to Zane Cooper so we can arrange reimbursement from the insurance company. This applies to dental treatment also.
- Northcote Intermediate also has counselling staff, who may be able to assist if you have concerns about the mental health of your student.
- There is an expectation that families have a duty to care for students who become ill.

ATTENDANCE

- School begins at 8.45am and finishes at 3.00pm. No student may leave the school grounds without written permission.
- Please contact the school attendance officer - Karen Lydiard, absences@ni.school.nz to confirm any legitimate absences, for example illness. If possible, this should be done before 9am on the morning of the absence. This is also a requirement under the Code of Practice. We need the student's name, year level, and reason for the absence each time. You may be contacted by the attendance officer if there are any queries about absences.

EMERGENCY SITUATIONS

- When an international student is in a homestay situation, the school has overall responsibility in the case of emergencies during and outside of school hours. This means that the school should be contacted as soon as possible if an emergency occurs. The 24-hour emergency contact phone for international students only is 021 0247 9933. This phone is always monitored by a member of Northcote Intermediate staff.
- The school is responsible for contacting the international student's parents. As a host family, you are not responsible for this, and in an emergency or accident, contact with the international student's parents should be made by a representative of the school only.
- If you are concerned for your student's wellbeing and unsure of what to do, call the student's emergency contact for assistance, as it is better to be cautious.
- The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but students may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

CURFEW GUIDELINES

Age	Sunday - Thursday	Friday & Saturday
Under 15 years	6.00pm	With appropriate supervision

- Students under 16 should not be going to parties unless you are very sure of the arrangements. At other times, please check who students go out with. You may need to drop off and pick up. Students should not be wandering the streets late at night.

CULTURAL DIFFERENCES

- It can take time to get used to the 'Kiwi' lifestyle. Discuss with your student how your family greets, says good night etc. Most problems occur through cultural differences and not bad behaviour, so communication can go a long way to solving many problems.
- Be aware, a student may find your accent and colloquial expressions unfamiliar.
- Treat the student as you would want your son or daughter to be treated overseas, and you will get it right 99% of the time.
- Most students are in New Zealand to complete their education. A student here for a short time has different expectations to a long-term student.
- Please encourage good study routines and ask them how they are doing at school.
- Many host families have an international network of friends because of hosting. Ultimately, we hope that you find it a fun, rewarding, and fulfilling experience, even though you may find some aspects challenging and frustrating at times. Please contact our office if you need support of any kind.
- These guidelines have evolved over several years. Please discuss them as a family and with your student. Northcote Intermediate reserves the right to decline any application by a family or a student, without explanation. Please contact the staff at the International Students Office if you have any questions at any time during your student's stay.

Northcote Intermediate: International Learner 2025 Code of Conduct

This Code of Conduct for International students reflects the school's values:

- **Respect for self**
- **Respect for others**
- **Respect for the environment**

International students at Northcote Intermediate will:

1. Always behave in ways to stay safe themselves and keep others safe
2. Follow and not violate the laws of New Zealand
3. Follow the Northcote Intermediate guidelines on behaviour in a residential caregiver's home
4. Follow the Northcote Intermediate Code of Expected Behaviour
5. Study to the best of their ability
6. Participate in sport and/or other school activities where possible
7. Wear the school uniform correctly at school and to and from school (For stays of more than 10 weeks)
8. Attend all scheduled classes unless unwell
9. Be on time for classes, and arrive with correct equipment ready to learn
10. Use the internet responsibly
11. Use approved electronic devices in class for school work
12. Not purchase, own, or drive a car, motorcycle, or motor scooter
13. Not travel independently unless accompanied
14. Not hitchhike
15. Stay in residential caregiver accommodation approved by the school
16. Be respectful of residential caregiver property
17. Let the host family know where they are at all times
18. Seek approval in advance for overnight stays away from the residential caregiver's address
19. Not smoke or possess equipment for smoking
20. Not possess or drink alcohol
21. Not possess or use drugs (other than for a diagnosed medical condition)
22. Report problems to the International Office