



BHBI School	Procedure
Int Student Accommodation	NAG 6

Rationale

Blockhouse Bay Intermediate undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education Code of Practice for the Pastoral Care of International Students. The categories of accommodation that will be accepted by the school are:

1. Living with a parent
2. Living with a designated caregiver
3. Living in a homestay

Policy Objectives

1. To provide a suitable living environment to study and a safe and supportive home life.
2. To involve the residential carer 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 the student is well cared for in New Zealand.

Provision of Accommodation

1. Blockhouse Bay Intermediate will assist registered International Student Coordinators to arrange suitable accommodation in accordance with the above objectives.
2. Blockhouse Bay Intermediate will make use of accommodation agents to organise and monitor student accommodation according to the Code of Practice for the Pastoral Care of International Students.

Administrative Requirements and Understandings

General

1. Students under 18 years will not be permitted to rent a flat/room/house/apartment or live on their own.
2. All accommodation queries and issues must be dealt with initially by the designated person for accommodation. Pastoral care issues or concerns arising from accommodation arrangements must be referred to the appropriate pastoral care person.
3. For each student, the full name, current address, contact phone number, occupation and relationship to student of the residential caregiver will be held.
4. Any serious concerns relating to accommodation will be reported to the Code Administrator.

Students not living with a parent

For all students under 18 years and not living with a parent.

1. Any accommodation to be used by international students will have:
 - An on-site assessment to determine that living conditions are of an acceptable standard.
 - An assessment to determine that the accommodation type is not a boarding establishment.
 - An assessment of the residential carers' suitability and whether they will provide a safe physical and emotional environment.
2. Each student will be interviewed at least quarterly to ensure that the accommodation remains suitable.
3. All accommodation residences will be visited at least twice yearly to ensure they remain suitable.
4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay or with a designated caregiver accommodation used by a student.
5. Blockhouse Bay Intermediate will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has been unsuitable.

Homestay

1. Students must not make their own private homestay arrangements without the approval of the Director of International students.
2. Where a student's behaviour or demands are such that the homestay host cannot reasonably be expected to have the student continue in their care, the homestay service may be discontinued and the student may be sent home.
3. Where the homestay student wishes to withdraw from the programme at least two weeks notice must be given in writing to the Principal.
4. Advice and a support infrastructure for homestay carers will be provided by Blockhouse Bay Intermediate.

Designated Caregivers

1. Parents of each student living with a designated care giver 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 Blockhouse Bay Intermediate approving the accommodation.
2. On or before enrolment, Blockhouse Bay Intermediate will meet and establish communication with the designated caregiver.

Divisions of Responsibility

Blockhouse Bay Intermediate will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Monitoring the activities of any Accommodations Agents at least once a quarter.
- Monitoring and approving all accommodation.
- Providing a support infrastructure for homestay carers.

Accommodation Agent

The Accommodation Agent will be assigned the following responsibilities by Blockhouse Bay Intermediate as set out in the Accommodation Agents agreement.

Caregivers

Blockhouse Bay Intermediate will expect all residential caregivers to:

- Provide a safe and friendly living and studying environment.
- Provide day to day care including.....
 - three meals a day and access to snacks
 - own room
 - bed and bedding
 - study desk and chair
 - adequate bedroom furniture to store clothes, books etc
 - lamp and adequate lighting
 - adequate heating
 - transport arrangements to and from school
 - bathing / showering / bathroom access
 - laundry
- Treat the student with respect.
- Make the student feel comfortable and part of the family.
- Notify the school if there are any changes or additions to the household.
- Notify the school immediately if there are any problems with the student, e.g. medical condition, misconduct.
- Look after the student in their home to the Code of Practice.

Host Families will not be expected to:

- Provide an internet connection for the student.
- Pay for toll or mobile phone calls.
- Cook special food outside of identifiable special dietary requirements.
- Insure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.

Reviewed 18th September 2018