

INTERNATIONAL STUDENT

CAREGIVER HANDBOOK

For Homestay Families
& Designated Caregivers



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INTRODUCTION

Thank you for hosting a student from Rosmini College and becoming part of our school community.

Coming to a new country, learning a new language and experiencing a new culture can be a daunting, but exciting experience for our students. Likewise, it can be a challenging, sometimes frustrating, but ultimately a very rewarding experience for our homestay families. You will require some patience, especially in the beginning, as it takes a little while to adjust to a new family member.

Your homestay student will also need the care and support that you would like your own child to receive if they were away. We do find that our host families and students forge very close relationships and keep in contact with each other when the boys return home.

We appreciate your opening your home to one of our Rosmini students and giving them an experience they will not forget.



STUDENT INFORMATION

For Homestay families, we will provide you with as much information about your student as possible before their arrival. We would encourage you to contact your student's parents either prior to their arrival, or as soon as possible after they have settled in. As would be the case with your own son, it is reassuring for the parents to have contact with the family looking after their son. A letter/email introducing yourself and family members and some regular contact about the student throughout the year will be greatly appreciated by his parents.

DIVISION OF RESPONSIBILITIES

THE SCHOOL

Must adhere to the conditions of the Education [\(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021 \(the Code\)](#) including:

- Assessment and selection of homestay placements, and assessments of the homestay Carer's suitability and of the residential facilities.
- Police vetting of all homestay placement members over the age of 18 and people over the age of 18 with regular access to the student.
- Monitoring of placements, including meeting with students once a term to ensure accommodation is suitable.
- Providing parents and host families with advice and information on best practice in looking after the welfare of their homestay student.
- Providing parents and host families with a support infrastructure, including a 24/7 emergency contact person.

HOMESTAY FAMILY/DESIGNATED CAREGIVER

The Host Family/Designated Caregiver is **responsible for**:

1. A safe and friendly living and studying environment.
2. Day-to-day care including:
 - Three meals a day and access to snacks
 - Own room (at least 3m x 3m and within the house (no sleep-outs are accepted))
 - Bed and bedding
 - Study desk and chair
 - Adequate bedroom furniture to store clothes, books etc.
 - Lamp and adequate lighting

- Adequate heating (A winter fuel support fee applies; please refer to page 7 for details.)
- Transport information to and from school
- Bathing/showering/bathroom access
- Laundry

Host Families/Designated Caregivers **must**:

- 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.
- Notify the school immediately if the student seems very homesick or depressed.
- Speak fluent conversational English (while hosting students, English must be spoken at all times in the home by all residents).

Host Families are **not** expected to:

- Pay for toll or mobile phone calls.
- Cook special food.
- Ensure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.
- Buy special toiletries.

NOTICE OF TERMINATION

Please note that Homestay situations do not always work out.

Rosmini College will move the student if the host family or student are unhappy or if circumstances have changed. We do however try to resolve the issue before this action is taken, please remember in all cases this is not undertaken lightly and requires the parent's permission.

We require two weeks' written notice of termination either from the homestay or the student.

If the school has any concerns with the arrangement, the school reserves the right to withdraw a student from a homestay without explanation. Homestays will be given two weeks notice.

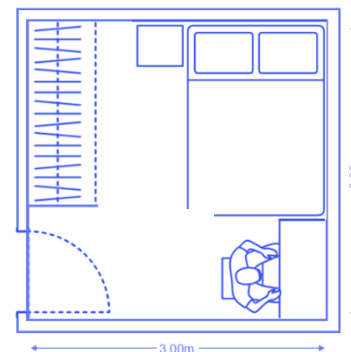
In extreme cases, if Rosmini's International Department has any serious concerns about the emotional or physical well-being of our student, we will remove the student without prior notice.

HOME REQUIREMENTS

BEDROOM

Except by prior agreement with the school, all students must have their own bedroom, at least 3m x 3m within the home (no sleep-outs are accepted).

Students sometimes need time out, and the bedroom is their sanctuary, as they do get tired from concentrating on their studies in a new language. We do ask the students to keep their room neat and tidy, but please remember that all teenagers in any culture struggle with this at times.



Please respect their privacy and knock before entering their bedroom. If you have younger members in the family, please make them aware that the student's bedroom is private and that there are times they need to be alone, so please do not come into the room unless asked by the student.

They may **NOT** have members of the opposite sex in their bedrooms – entertaining friends should be done in the living room. The bedroom is for sleeping and studying.

INTERNET AND TELEPHONE

INTERNET

Reliable internet access (Wi-Fi) is a mandatory requirement. The host family must provide the student with internet access for their schoolwork and communication with family. The cost of this service is included in the homestay fee.

PHONE

All overseas calls should be made collect or with a prepaid phone card. You may need to assist your student in purchasing the right one. There should be no calls after 9.30pm unless in an emergency. All calls should be given a time limit.

Rosmini College will not accept responsibility for any phone accounts – these will be paid directly to you by the student.

HEATING AND ELECTRICITY

Winter Fuel Contribution: To assist with heating costs during the colder months, a Winter Fuel Contribution Fee of \$250 per term is paid to families for Term 2 and Term 3. Please ensure the student is comfortable and their room is warm and dry.

Heaters & Bedding: Please provide a safe heater (oil column preferred) and a warm winter duvet.

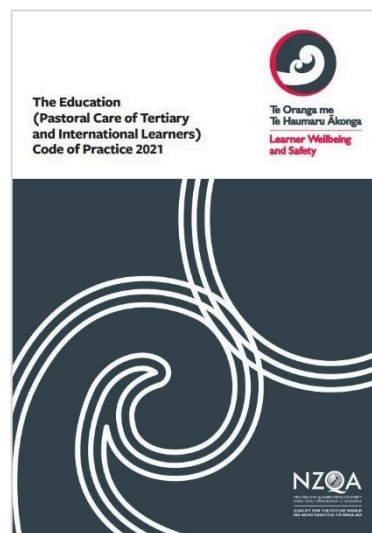
Safety: Show the student how to use the heater properly and strictly emphasize that they must never dry clothes on it due to fire risk.

Electricity (240V): Most modern devices (phones/laptops) are dual-voltage and only require a plug adapter to fit NZ sockets. However, if a student brings a 110V appliance (like a hairdryer from the USA or Japan), they must use a transformer to avoid damaging the device or your power supply. Please check their plugs before use.

CODE OF PRACTICE AND HOME VISITS

Rosmini College is required by [the Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021 \(the Code\)](#), to visit a host family's home prior to the placement of any student. We will also need to visit your home twice a year when a student has been placed with you. A police vet will be carried out for any person 18 years of age and over - living in, frequently visiting, assisting with caregiving (i.e babysitting) both homestays and Designated Caregiver families.

Please keep us informed if you have any change in your living situation. We are also required to interview each student once a term to ensure that their accommodation is suitable and that they are settling in well, at both home and school.



CHORES

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

LAUNDRY

Laundry is usually done by the host family, but some students may prefer to do their own. Some cultures do not like to have their underwear displayed in public places and may be uncomfortable with other people washing their underwear. Please ask your student what they would prefer and show them how to use the washing machine and where they can hang their clothing to dry, if they would like to do their own (Ensure they are aware not to hang wet clothes in their room).

HYGIENE & CLEANLINESS

Not every culture practices the same hygienic care, so it is important to let your International student know ahead of time how Kiwis practice hygienic care and cleanliness. Points to go over are:

- In NZ, Kiwis like to smell fresh and clean and are offended by natural body odours that are produced by the human body. It is essential, especially during summer, to bathe daily and wear underarm deodorant.
- It is also important to wash your clothing often to prevent them from becoming smelly.
- Being careful not to cough or sneeze on others, and cleaning things that you touch if you are unwell.
- Good dental hygiene includes regular brushing and flossing.
- In Asia it is common to have a very small bathroom with a central plug in the floor for water to drain away. Please show your student how to use the shower and other facilities and how to keep the floor dry, what bath mats to use etc.
- Advise your students that they may only spend 5-8 minutes in the shower, however they may forget this at times. Please just remind them that water is only stored in small tanks and others may have cold showers if they use up all the water.
- To hoick (noisy act of clearing the throat/nasal cavity) and spit in front of others is considered offensive and unhygienic in NZ.
- We do not drop rubbish. You can be fined for littering in public places in New Zealand.

Here are some further guidelines around personal hygiene & cleanliness: [Click Here](#)

FOOD

EXPECTATIONS

You must provide three meals per day and access to snacks. Please make sure there are plenty of healthy options and fillings for sandwiches.

If you have not had the opportunity to do your weekly shop, then please provide them with lunch money. Please don't hide or reserve food for your family only and please talk to your student about their likes/dislikes, and any family rules.

Teenagers of all cultures can sometimes have a big appetite, so it is a good idea to have instant noodles or rice on hand for the after-school munchies. You may like to invest in a rice-cooker. Students may feel very shy about helping themselves to food and are too polite to ask you. It may be easier to put everything out for the student initially until they are familiar with what they can use.



If you are going out for lunch or dinner as a family, this is considered the evening meal provided by the homestay and should be paid by you. Should the student choose to go out with friends, this is then paid by him.

Please include your student at informal family and friends' gatherings. If your student is staying overnight at a friend's place, please send some food and drinks just as you would with your own child in those circumstances.

PREFERENCES

After your student has arrived and has had time to settle in, sit down with them to go through what meals you will be providing them, and approximate mealtimes.

We don't expect you to make major changes to what you'd usually provide for lunches and dinners, but you will want to know something about your guest's food preferences. Ask them what they usually like to eat for breakfast / lunch / dinner and if there is anything they don't like to eat.

Take your guests with you, or talk to them before you go shopping, to find out what foods they do or do not like. This will make meal planning easier. For Asian students, if possible, take them to an Asian supermarket to find a few familiar items they can add to meals or have as snacks.

Take some time to show your student what all the options in your home are for making their breakfasts and lunches, where to find



them, and how to prepare. Some students will not be accustomed to making their own meals and many will not be familiar with foods eaten in New Zealand. Note that hosts are expected to make their student their evening meal.

Consider the student's 'normal' preferences. Toast and sandwiches aren't normal for some students. Some prefer leftover rice dishes for breakfast instead of cereal or an egg and toast. Give them a variety of choices but do try and encourage them to give some typical Kiwi options a go as well. Like us, some will be more adventurous in their eating habits, and some more hesitant to try new foods.

If taking meat and rice/noodle dishes to school, please bear in mind, we unfortunately do not have a facility/service for heating their food.

COMMON ISSUES AND SOLUTIONS

The customs of other countries may make it difficult for a student to adjust to getting food out of your cupboard or refrigerator, but it's important to let your guest know what's available and when they can help themselves. Whatever food is available to the family should also be available for your student.

Be sure that your student is getting enough to eat. A common food-related problem we hear about regarding other international students, is that they are still hungry at the end of a meal or between meals. There are several possible reasons for this:

- Your student may be used to more variety at each meal; one-dish meals are not an international custom.
- Your student doesn't like the food.
- Your student may be very active and burn a lot of calories, so may need more to fill them up.
- Your student doesn't take seconds when they are offered. In some cultures, it's impolite to accept extra food when offered or to ask for more.

Whatever the reasons might be, it's really very important to be aware at mealtime to ensure that your guest isn't leaving the table hungry.

Some dishes we might commonly eat – such as casseroles – are strange to other cultures, and may be more accustomed to several dishes of separate veggies, fruit, meat, starch, etc. Rice is a staple in many diets around the world and is eaten at every meal. Again, ensure there is variety in the meals you provide to guests, whilst encouraging them to try new foods.



HOMEWORK

The boys will have homework to do most days. We would ask you to help your student with their homework if possible.

SUPERVISION

As per the Code of Practice, no student is to be left alone overnight at any stage, regardless of their age. Supervise the student appropriately.

Students should not be left home alone for long periods of time.

Students under 14 should always be supervised.

CURFEW

Rosmini's International student curfews are noted below. If it is different to your own curfew, please discuss with us. Students must abide by the set curfew and rules.

- 15 years and under 6.00pm Sunday–Thursday
 8.00pm Friday–Saturday
- 16-19 years 6.00pm Sunday-Thursday
 10.00pm Friday-Saturday

Going beyond the local area:

Any travel that takes a student outside of their immediate homestay suburb (e.g., Takapuna, Devonport, Albany) must be discussed and approved in advance with the student's caregiver.

For trips to more distant areas, particularly the Auckland CBD or major shopping/entertainment centres (e.g., Newmarket, Sylvia Park, Westgate), the following rules apply:

10-13 year old students must be accompanied by the student's caregiver, or another approved adult.

14-19 year old students may go with friends, but must always have their caregiver's permission first. Please ensure to discuss their plans in detail (the specific address or destination, who they are with, their planned transport, and a clear time for them to be home).

If a student is staying overnight with a friend, please phone us and check that a responsible, properly vetted adult is supervising. They must have the International Director's consent to stay overnight at a friend's house.

The students must tell the homestay parents where they are at all times and must contact them if they are going to be later than expected. The students must give their host parents the telephone number where they can be contacted anytime, they are away from their homestays.

STUDENT BEHAVIOUR

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

To avoid any misunderstanding, please speak slowly and clearly and avoid using Kiwi slang or idioms. If you are unsure whether your student understands your instructions, it is a good idea to write down anything that is very important, for example what time to meet and where, or the reason for going out.

SMOKING, VAPING, DRUGS AND ALCOHOL

International Student Rules: All international students - including those aged 18 and over - are prohibited from smoking, vaping, consuming alcohol, or using drugs at any time whilst studying at Rosmini College.

Host Families: While adult family members may legally use these substances, they are strictly prohibited from providing or offering them to international students.

TRANSPORT / GETTING TO SCHOOL

Please help your student with finding their way to and from the school by bus or walking within the first days of your arrival. If the student is to take the bus or walk a short distance with another student, a homestay parent should accompany the student on his first day. It may be necessary to accompany the student for the first few days or a week if the student is unsure about how to get to school. You will need to show them how to get on and off the bus, where the bus stops are, and how much the bus trip costs. It would be helpful also if you could show them where the bank and the closest shops are.



International students are **not** permitted to own a car or drive a car. This applies even

when the student is over 18 years of age. Students may not travel with other friends who are on a restricted licence.

Students are responsible for their own transport costs if they catch a bus or are going out with friends.

We encourage our students to participate in the sporting, cultural, music, debating and drama activities the school offers. This may mean that you will be required to transport them to and from activities at times, as you would other family members.

Please do not let your student walk home at night in the dark.

Students may only be driven by homestay family members with a full licence.

GETTING TO KNOW NEW ZEALAND, AUCKLAND, & THE NORTH SHORE

AOTEAROA NEW ZEALAND

New Zealanders share a set of values that arise from Māori cultural influences, early pioneering spirit, and a love of sports and the outdoors. Encourage your students to learn about this great country, our history, the Kiwi and Maori cultures, check out art galleries and museums, go sightseeing and get outdoors!

Here are a few things about Kiwis you could share and explain:

- Hundreds of years before Europeans arrived in NZ, Māori people voyaged thousands of miles across the vast unknown Pacific Ocean in small ocean-going canoes and became the first inhabitants of Aotearoa New Zealand. To this day, Maori culture is a core part of New Zealand's national identity.
- New Zealand's European pioneers were also brave, rugged and independent. This resourcefulness and ingenuity has greatly contributed to the New Zealand character.
 - Kiwis have developed a passion for the outdoors and delight in activities that make the most of the spectacular landscape (this is a key reason that many visitors come to New Zealand). With so much coastline, it's little wonder New Zealanders love the water. Kiwis continue to dominate the world Yachting, Kayaking, Windsurfing and Rowing scene. Hiking, camping, fishing, bush and beach walks are other popular outdoor pursuits.
- We are a sport mad Nation, with Rugby the most popular spectator sport in New Zealand. We also love a variety of other sports such as Netball, Basketball, Football, Hockey, Rugby League, the above mentioned Water Sports, to name just a few.
- As part of a diverse and multicultural society, many Kiwis have fully embraced urban living, café culture, and a growing appreciation for new culinary flavors, fashion, and the arts.
- While city life has become deeply rooted for many, a significant rural population remains, with farming playing a crucial role as a major export industry.

Your student will receive a Handbook on the first day of school, which has some Kiwi and Māori phrases they can learn!

AUCKLAND & THE NORTH SHORE

We do encourage you to show your students around the North Shore and a little of Greater Auckland to enrich their homestay experience.

It doesn't need to be expensive and can be as simple as a visit to the beach, ferry ride to an island in the gulf, the museum, bush walk etc.

There are many things on offer in our beautiful city which don't cost too much.



HOLIDAYS AND TRAVEL

STUDENT TRAVEL

Your student may travel home to visit their family during the school holidays and they must advise both you and the school of any travel they undertake. Your student may NOT travel independently in New Zealand but may travel with your family. Please see note under 'Homestay Family Travel' regarding permission to do so.

If your student has been invited away by another host family, it is a courtesy to offer to pay them the homestay payment.

HOMESTAY FAMILY TRAVEL

We understand that occasions like family holidays may arise. We encourage our homestay families to include their international student in these experiences whenever possible (with travel costs covered by the student).

If you have an alternative option for your student to be provided with appropriate and proper supervision (e.g. stay with a parent or sibling), please discuss with the International Department.

If you are unable to make suitable arrangements, the International Department will seek to arrange temporary accommodation for your student. Two weeks notice is required, to allow time to arrange. Your homestay fee for the period will be paid to the temporary homestay.

If you'd like to take your international student away with you on holiday, you must first apply for permission through the International Department. They will seek

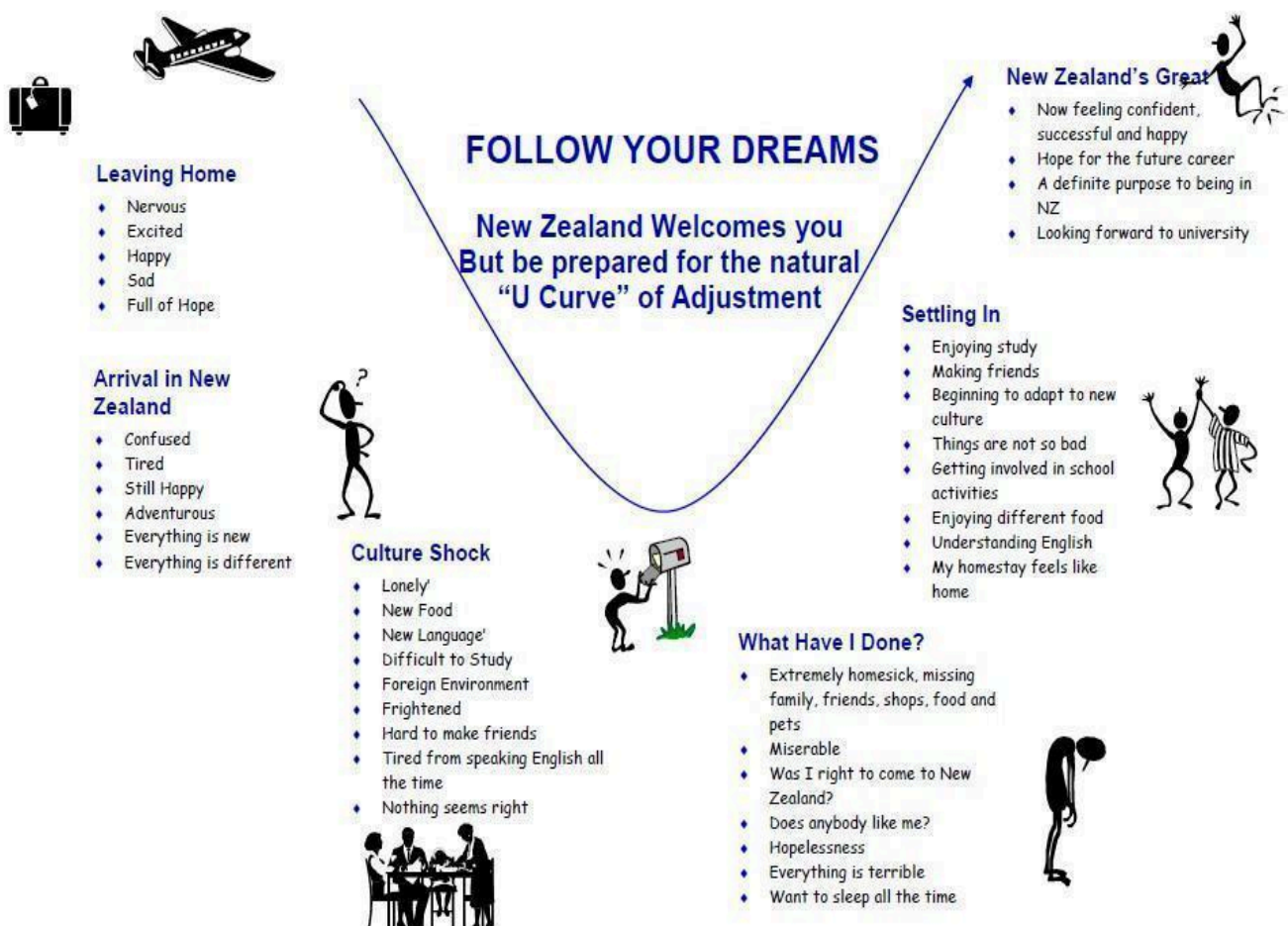
permission from the student's parents.

CULTURE SHOCK

This can come in many different forms, for example your student may have a loss of appetite or seem to be constantly eating, or they may have bouts of prolonged sleep. If they are upset, offer a friendly shoulder to cry on, and a cup of tea or juice and a biscuit. It is natural to experience some culture shock but if you have serious concerns, please contact us. Please see the U-Curve of Adjustment below, which shows the typical phases of adjustment.

It may be a good idea to create a weekly planner of your family's activities and routines and put this up on the wall of your student's bedroom. This will allow them to see and learn what happens at particular times on particular days and will help them to settle in.

U CURVE OF ADJUSTMENT



CULTURAL INFORMATION / DIFFERENCES FOR THE HOMESTAY FAMILY

Don't expect too much too soon, as your student may be shy and homesick at first, and it will take them time to adjust to life in New Zealand.

Most problems occur because of cultural differences and not through bad behaviour. It is important to communicate and be sensitive to your student's age and personality. Treat your student as you would like your own son or daughter to be treated if they were away overseas.



Prior to your guest's arrival, research what you can about your visitors' culture, traditions and customs.

FOOD & HYGIENE

- Please see notes under 'Home Life'.

PHYSICAL GESTURES

- Everyone has their own boundaries regarding personal space and privacy. Peoples' interpretations around physical distance, touch and eye contact can also vary depending on their culture and background.
- Gestures or touching that Kiwis accept as normal may be inappropriate or taboo in another culture.
- In some cultures, avoiding eye contact is a sign of respect or is expected when talking to someone of the opposite gender. Do not automatically assume your guest is being rude if they don't look at you when you're speaking to them.
- Smiling can sometimes be used to cover sadness, anger, worry or embarrassment. Some guests may only be accustomed to smiling at people within their family unit. Students from some European countries rarely smile until they start to relax and get to know you, so understanding that this is normal behaviour is very important for homestay hosts.
- Pointing and beckoning with a bent/hooked finger can be insulting in some cultures – particularly people with an African, Asian and Latino background – as it's commonly associated with calling a dog.
- In many Asian cultures, the head is the most sacred part of the body and should not be touched. Touching a guest on the head is not seen as appropriate.
- Greeting with a kiss or hug may be usual in your home, but is not acceptable to many other cultures.
- Some guests will be willing to shake hands, many will be happier with a nod or a bow.

LANGUAGE BARRIERS

- International students are required to meet minimum English proficiency levels, so may not necessarily be fluent English speakers.
- Listen and observe, especially when it comes to “yes” and “no” answers.
 - A guest may nod their heads “yes” in agreement even when they don’t understand.
 - In some cultures, it may be extremely disrespectful to say no or to turn down an invitation.
 - There are many ways of saying no. A lack of response does not mean yes.
- Pronunciation, accents and using local phrases can make it difficult for foreigners to understand what you’re saying.
 - e.g. “How are you going?” might not make any sense to begin with, let alone if they hear it as “Howyagoin?”.
- After giving instructions or discussing important topics, ask your guest to summarise what they understood to ensure there hasn’t been any misunderstanding.
 - If it’s task-based e.g. showing them how to use your washing machine, do it with them the first couple of times and have them complete the steps while you’re there to guide them.
- Using visual aids such as pictures and gestures can help convey meaning when extra clarification is needed.
- Have a translation app handy for those moments when you and your guest are struggling to communicate.
- Be aware of your tone and responses. How you say something can affect the interpretation of what you are saying, especially when there are language barriers.
- As a host family you may like to learn some basic greetings. Ask your student to teach you his language. This can be a lot of fun for all the family and shows respect for their culture and may help them feel more welcome and cared for.

QUESTIONS FOR HOMESTAY FAMILIES TO USE WITH STUDENT

Please spend about half an hour every evening in the student’s first week going through these questions with them. You should give the question sheet to the student and let them ask you the questions. Aim to work through one section each night.

Many of the words and ideas in this questionnaire may be new to the student. It may be an idea to allow him time to go through the main questions with a bi-lingual dictionary before you begin.

DAY ONE

- What do I call you?
- When can I telephone my family?
- When can I use the internet?

- How do I get to and from school?
- What happens after school?
- What family rules and procedures do I need to know about?
- Where can I keep my toiletries?
- When is the best time for me to have a shower and use the bathroom, in the morning or in the evening?

DAY TWO

- What is the procedure for dirty clothes? Where do I keep them until wash days?
- Should I wash my own underclothes?
- Where should I dry any clothes I wash?
- Where do I put my clothes to be ironed?
- What time are meals?
- What would you like me to do at mealtimes? For example: set the table, clear the table, wash up, dry the dishes?
- Which food and drink may I help myself to?
- Which food and drink must I ask first before having?

DAY THREE

- What chores am I expected to do daily? For example: make my bed, keep my room tidy, leave the bathroom clean and tidy?
- Can I use the shampoo in the shower?
- What areas of the home are private (for example: parents' bedroom, study)?
- Where can I store my suitcases?
- What time should I get up on weekday mornings?
- What time should I get up on weekends and holidays?
- What time should I go to bed and turn the lights out on weekdays and weekends?
- What dates are the birthdays of my host family?

DAY FOUR

- What are my homestay father's likes and dislikes?
- What are my homestay mother's likes and dislikes?
- What are my host brothers and sisters likes and dislikes?
- How do I get around?
- May I use the stereo, television and DVD player?
- What arrangements are there for making lunch on a school day? At the weekends?

DAY FIVE

- If I have any problems, who would you like me to go to?
- May I put pictures and posters on walls in my bedroom?
- May I rearrange my bedroom?
- May I have friends to stay overnight with?
- When can I invite friends around during the day? (Not opposite sex if parents are not there).
- When can my friends phone me?
- Is there anything else you would like me to know?

STUDENT WELLBEING

STUDENT CARE

Homestay families and Designated Caregivers are responsible for students for the school year, including school holidays. It is your responsibility to know where your student is, how they can be contacted and with whom they are spending their time, at all times. A mobile phone number is not adequate as an only means of contact for a student. Carers need to have a physical address for the student's whereabouts.

If a student would like to stay at a friend's place overnight, contact should be made with the friend's parents beforehand. We would ask that his parents also give permission for a sleepover. You can contact the international staff for assistance with this or if you require clarification.

When your student goes out, students must seek permission from their caregivers before making any plans that take them away from home.

Once permission is granted, students are required to:

- Inform their caregivers of their location at all times.
- Contact their caregivers immediately if they will be later than expected.
- Provide their caregivers with a phone number where they can be reached anytime while away from home.

Please ensure that he is carrying telephone numbers and addresses of both the school and the homestay. Homestay carers may need to be mindful of the developmental needs of older students.

It is the caregiver's responsibility to care for the student in a way that ensures they are kept safe from harm, and that their emotional well-being is nurtured. Encourage them to communicate and tell you their problems and successes!

APPROPRIATE PLACEMENT & SEPARATION

When hosting multiple students or boarders, "Appropriate Separation" is defined as follows to ensure a safe and supportive environment:

Private Bedroom: The student must be provided with a single private bedroom. Sharing a room is not permitted, except in the specific sibling circumstance outlined below.

Bathroom Usage (Opposite Genders): Students of opposite genders (whether host siblings or other boarders) must not share a bathroom exclusively. Sharing is only permitted if it is the main family bathroom used by the entire household.

Shared Bedrooms (Siblings Only): In the rare event that siblings are approved to share a room, the age difference must not exceed 2 years to ensure compatible sleeping and study routines.

Household Mix (Age Gaps): If hosting students from different families/schools, we recommend a maximum age gap of 3 to 4 years. Placing a junior student (Year 7-9) with a senior student (Year 12-13) or adult boarder is only permitted if the layout of the home allows for distinct privacy and the arrangement is approved by the Homestay Coordinator.

MENTAL HEALTH

Studying at a New Zealand school can be a life-changing experience. But it can also bring challenges for international students who are living away from friends and family, learning new ways to study and adapting to a different language and culture.

Isolation, loneliness, language barriers, adjusting to a new culture and being away from support networks may put international students at risk of suffering from mental health conditions.

As their host family, it is important that you check in with your student regularly regarding their mental health.

If they are struggling, please let the International Department know. If their symptoms are mild, you could encourage them to try some or all of the following:

- exercising for at least half an hour a day
- eating a well-balanced diet
- developing good sleeping habits
- taking time out to do something you enjoy, such as listening to music or meditating.

SLEEP

Students are here to study not to spend all night on the internet, so please monitor this as they will be too tired at school the next day if they are not getting enough sleep. We ask that they have lights out at **11:00pm at the latest**.

DEVICE USE

Device Usage & Sleep Late-night device use not only robs students of sleep, but it also affects their school performance and can have a negative impact on their mental health. We often see students arriving at school appearing very tired due to excessive screen time.



To ensure the student gets adequate sleep, we recommend that caregivers actively monitor device use and establish a routine where devices are handed in for the night by 11:00 PM at the latest.

SCHOOL LIFE

UNIFORM / STATIONERY

The boys must come to school in the correct uniform and should always be neat and tidy. They may only wear regulation school jackets and jumpers.

In many cases your student (or their Agent) will have already organised their uniform, but if not, we would ask you to help them with this. If they have a legitimate reason for wearing a non-regulation item for a short period, please write a note, so they can be issued with a **Rosmini College Uniform Pass**.

For all school uniform information and purchasing, please go to Rosmini College's International Webpage: <https://www.rosmini.school.nz/international>

With Stationery, your student (or their Agent) should have already organised this prior to their arrival. Please check that they have all the things they need.

For all stationery information, please go to Rosmini College's International Webpage: <https://www.rosmini.school.nz/international>

ATTENDANCE / ABSENCES

It is your responsibility as the host family or Designated Caregiver, to email or phone the school by 8.30am to report your student's absence from school due to illness. This can only be authorised by the host parents, not the student.

Please call the Attendance Officer on 489 5417. If the office is unattended, please leave a message on the answerphone – press option 1 for attendance – and leave the

students name, form class and reason for absence. Alternatively, please email absentees@rosmini.school.nz.

Students are not permitted to leave school grounds during the school day without a formal leave pass. If your student has a doctor or dentist's appointment, or any other reason why they need to be out of school, please email absentees@rosmini.school.nz or phone 489 5417 to explain this before they can leave school.

Please be aware that the boys **MUST** attend Athletics Day and Rosmini Day – these are compulsory school days – these are not optional days.

If you leave home before your student, please check that he is up and getting ready for school. Lessons start at 8.55am and boys should be at school by 8.40am.

ILLNESS & INJURY

If your student is feeling unwell or has an accident at school, he will be taken to the school's sickbay and we will contact you for your student to be taken home. Please come to Reception to pick him up, and sign him out at Student Services.

He may *not* contact you directly on his mobile phone to be picked up, as he must be assessed in Sick Bay first. If they deem he is unwell enough to go home, the school will contact you to collect him. Students may **not** go home unattended.

SCHOOL RULES

The same school rules apply to International students as they do for Domestic students.

The students have an International Student Handbook which explains the rules for appearance, attendance & absences, behaviour and harassment.

ACADEMIC PROGRESS & REPORTING

Homestay parent/s, Designated Caregivers, and Student Agents are all added on KAMAR as Caregivers for International students. This means you will receive emailed weekly cards (Y7-10), reports twice a year, and you also have access to SchoolBridge for your student so you can monitor their attendance and results.

If you have not been given instructions for accessing SchoolBridge, please email sprendergast@rosmini.school.nz for a copy.

EXTRA-CURRICULAR ACTIVITIES

We actively encourage all International students to get involved in at least one extra-curricular activity at Rosmini (especially long term students). There are many

activities, clubs and special interest groups in the college - from music groups choir, school productions, cultural activities, debating, envirogroup, Young Vinnies, RAD Club, to a variety of sports.

However this requires their Host families to get on board with, as it may require drop offs and pick ups. Please discuss all the opportunities available to them, and find out what they may like to do. We have a booklet on our website that you can look at together:



<https://www.rosmini.school.nz///life-rosmini/extra-curricular-activities>

It is important to listen to/read the school notices for opportunities to register and take part. Talk to or email the International Student Coordinator, Mrs Sara Prendergast about what groups you can join.

FINANCIALS

PAYMENTS

HOMESTAY PAYMENTS

These are paid in advance by automatic payment to your nominated bank account every week, covering a one-week period from Friday through to the following Thursday.

The fee is based on each night that your student sleeps at the homestay house. When a student first arrives at a homestay, a payment will be made as soon as possible for each night that the student is living at the homestay until the automatic payment period begins.

Homestay Fee: Rosmini College pays a weekly reimbursement of \$470.00 per week (\$67.14/night) for Year 7 and 8 and \$420.00 per week (\$60.00/night) for Year 9 to 13 and the homestay payment period is one week in advance paid every Friday.

DESIGNATED CAREGIVER PAYMENTS

These are paid directly from the student or the student parents to the Designated Caregiver. The payment is not arranged by Rosmini College.

OUTSTANDING FINANCIAL OBLIGATIONS

If a homestay family owes any outstanding fees to Rosmini College, 50% of their weekly homestay hosting service fees will be deducted from the initial payments

received for hosting international students until the debt is cleared. The finance team will communicate the details of these deductions clearly and transparently.

CONCLUSION

Rosmini College values the important role homestay families play in creating a welcoming environment for international students. This policy aims to support families in fulfilling their financial responsibilities while maintaining positive and transparent partnerships.

COSTS

As homestay parents, the homestay fee covers all reasonable living costs. You are not expected to:

- Pay for toll or mobile phone calls.
- Cook special food.
- Ensure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.
- Buy special toiletries.

The student is responsible for:

- Stationery/Workbook costs and other school-related expenses.
- Uniforms.
- Personal pocket money and personal expenses.
- Bus fares and transport to airport fares. This is \$100 each trip if you take or pick-up the student from the airport and this can be arranged through the school.
- Holiday costs.
- Medical/dental expenses covered by insurance.
- Telephone accounts.

INFORMATION FROM THE IRD REGARDING PAYMENTS

TAX ON BOARDERS / HOMESTAY STUDENTS

You could incur a tax for hosting an International Student – please contact your accountant or IRD if you have any queries.

Taken from the IRD website:

You may need to pay tax on rental income you receive from private boarders or home-stay students.

If your income from boarders or home-stay students is higher than your total costs you need to pay tax on the difference.

Who can use the standard cost method for boarders and home-stay students?

You're able to use the standard cost method for your deductions if:

- you're an individual (ie not a company)
- you had 4 or fewer boarders or home-stay students in your home at all times throughout the income year
- the private boarding service is not part of a GST taxable activity
- your home is not used for both boarders and short-stay accommodation guests (like Airbnb)
- no-one in your home uses any other standard costs for the property (for example the standard costs for in-home childcare)
- no-one claims any deductions for the use of the home to earn income, for any time in the year when you have boarders
- your home is not held in a trust, or if it is you either:
 - have paid all the property costs for the year. These costs are home loan interest, rates, repairs and maintenance, or
 - do not include the annual housing standard costs (see more about these below).

What to do if you cannot use the standard cost method for boarders

If you're not able to use the standard cost method for boarders you must use the actual cost method.

[ACTUAL COST METHOD FOR WORKING OUT RENTAL INCOME AND EXPENSES](#)

How the standard cost method works

Rather than working out your actual costs you can use the standard cost method. The standard costs we set cover expenses hosts typically have for boarders or home-stay students. There are 3 groups of standard costs:

- weekly standard costs
- annual housing standard costs
- annual transport standard costs

Weekly standard costs:

This covers things like:

- food
- power
- phone and internet
- use of furniture
- entertainment and leisure.

We set the weekly standard costs rate every year. It's adjusted for inflation using the Consumer Price Index (CPI) figures. We cannot set the rate until those CPI figures are given out each year.

This rate applies for each boarder or home-stay student you have, up to a maximum of 4. If you have 5 or more boarders or home-stay students you cannot use the standard

cost method. You need to use the actual cost method.

Annual housing standard costs

This covers things like:

- mortgage interest or rent
- insurance
- rates
- home repairs and maintenance.

There is a formula for housing standard costs. It takes into account the cost of your home and the number of people living there.

Property held in trust and using the annual housing standard costs

You can include the annual housing standard costs if your property is held in trust. But only if you've paid all of the property's costs for the year. These costs are:

- home loan interest
- rates
- repairs and maintenance to the property.

Annual transport standard costs

This covers things like:

- fuel
- vehicle insurance
- vehicle registration and warrant of fitness
- vehicle repairs and maintenance.

There is a formula for transport standard costs. If you want to deduct transport costs from your income from boarders or home-stay students you need to keep a log book of kilometres travelled. You can only count the kilometres you travelled:

- when the main purpose of the trip was to take your boarder or home-stay student to an activity or event
- if the boarding agreement says you will provide transport as part of your hosting services.

For other tax purpose guidelines, please check the IRD website.

www.ird.govt.nz/property/renting-out-residential-property/residential-rental-income-and-paying-tax-on-it/rules-for-working-out-rental-income-and-expenses/standard-cost-method-for-boarders-and-home-stay-students

INSURANCE COVER

It is a requirement for all international students studying in New Zealand to have insurance to cover any accidents or emergencies for health and property.

DAMAGES TO YOUR HOMES

Our students are very careful, but accidents can happen. In the event of an accident happening, we ask our students to inform their host parents or Designated Caregivers, straight away.

Should this happen, and in order for the student's insurance to cover the damage, please be aware that you will be required to make a claim with your own Insurance Company first. Your insurance company will then make contact with your student's insurance company to settle the claim.

Should you have any questions regarding this, please contact our international staff directly.

STUDENTS LOST OR STOLEN PROPERTY

If your student reports lost or stolen property, he will need to have a police report in order to claim on his insurance. This must be done within 24hrs and we ask you to assist your student with this.

MEDICAL

If your student does go to the doctor, please make sure that they keep their receipts, and obtain a detailed doctor's report, so that they can claim on their insurance. Our international staff, or their agent, will help them to do this.

In case you or one of your family member has Covid, please inform the International Department immediately to discuss further for the best outcomes for your family and your homestay students.



EMERGENCY SITUATIONS

Please see the Emergency and Accident Procedures for Homestays at the end of this booklet and contact the International Student Director at 0275426890.

- Always dial 111 for a serious emergency.
- Students should be taken to the host's own doctor in cases of illness.
- Students should be taken to the nearest hospital or emergency clinic in an emergency.
- Students should always carry their insurance card in their wallets.
- Make sure you know the school's contact number in case of emergency.

EMERGENCY PROCEDURES FOR HOMESTAYS

This information sheet contains information about what you need to do in case of an accident or emergency involving your international student. Please keep it in a safe place, e.g. on your fridge, on the family noticeboard, or by the telephone.

Homestays need to ensure that everyone who takes care of the international student is aware of these procedures.

WHAT TO DO IN AN EMERGENCY:

- Make sure your student is safe.
- Contact Emergency Services by ringing 111.
- Phone our Emergency Number Contact: 027 542 6890 (International Student Director - Mrs Misook Rylev).

FOR ACCIDENT OR ILLNESS:

If an international student is injured or unwell and **your level of concern is high**, take the student to the nearest accident and emergency department, or if appropriate dial 111 and ask for an ambulance.

If **your level of concern is low or moderate**, take the student to your GP.

ROSMINI COLLEGE'S RESPONSIBILITY

Rosmini College has responsibility for the safety and welfare of students. In the event of a critical incident please call the school emergency number as soon as possible,

and we will help support you and make sure all appropriate procedures are followed – International Student Director: Misook Rylev: **027 542 6890**.

If you or one of your family members has Covid, please inform the International Student Director immediately to discuss further for best outcomes for your family and your international student(s).

Note: The school is responsible for informing parents. Please do not contact them. Inform the school first and we will notify parents of the situation.

USEFUL NUMBERS

NZ Emergency Services:	Dial 111
Non-Urgent Police Matter:	Dial 105
Mental Health Crisis Line:	0800 50 50 50 (24hrs)
Lifeline:	0800 543 354
Asian Helpline (9am – 8pm):	0800 862 342







CONTACTS

We understand the challenges that may sometimes occur, and are here to help you, so if you do have any concerns, small hiccups or problems, please let us know as soon as possible. We are here to help you and ensure that you enjoy your homestay experience as much as your student does. Your contact at Rosmini College is:

Email: international@rosmini.school.nz | Phone: 09 488 3754 (Ext 280)

ROSMINI INTERNATIONAL TEAM

	<p>Mrs Misook Rylev International Student Director mrylev@rosmini.school.nz Located in International Office</p>
	<p>Mrs Sara Prendergast International Student Coordinator sprendergast@rosmini.school.nz Located in International Office</p>
	<p>Mrs Ellen Jung International Accommodation & Welfare Coordinator ejung@rosmini.school.nz Located in International Office</p>
	<p>Mrs Elizabeth Jeong International Student Academic Mentor ajeong@rosmini.school.nz Located in Classroom S7</p>



Mrs Siân Waite

Head of EAL (Responsible for Teaching)

swaite@rosmini.school.nz

Located in Classroom D1



Mr Richard Byun

University Admissions Officer (Korea & USA)

rbyun@rosmini.school.nz

Remote