



*"Tell me and I'll forget  
Show me and I'll remember  
Involve me and I'll understand"*

# **AUCKLAND MONTESSORI PRIMARY SCHOOL**

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## **INFORMATION HANDBOOK FOR INTERNATIONAL STUDENTS**

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# About the Code of Practice for the Pastoral Care of International Students

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**Introduction** Auckland Montessori Primary has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

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**Immigration** Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand - Immigration Service, and can be viewed on their website at <http://www.immigration.govt.nz>

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**Eligibility for health services** Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at <http://www.moh.govt.nz>.

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**Accident insurance** The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://acc.co.nz>.

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**Medical and travel insurance** International students must have appropriate and current medical and travel insurance while studying in New Zealand.

N.B. Students must provide evidence of medical and travel insurance on enrolment. The insurance must cover the full length of time spent in New Zealand. New Zealand Insurance cover will be accepted only. The school will keep a record of the Insurance Policy number and the type of cover provided.

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## Accommodation

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<b>Acceptable types of accommodation</b>	<p>Auckland Montessori Primary requires that all international students live in one of the following types of accommodation:</p> <ul style="list-style-type: none"><li>• Live with parents,</li><li>• Live with a relative or close family friend (designated caregiver) elected by the parents, or</li><li>• Homestay.</li></ul>
<b>Living with relatives or designated caregiver</b>	<p>All accommodation and designated caregivers must be approved by the school, as required by the <i>Code of Practice for the Pastoral Care of International Students</i>.</p> <p>An Indemnity Form must be signed by international parents stating that the designated caregivers are 'bona fide' relatives or close friends of the student's family.</p>
<b>Homestay</b>	<p>All homestays must be selected, approved and monitored by the school, as required by the <i>Code of Practice for the Pastoral Care of International Students</i>.</p>
<b>Living in a homestay</b>	<p>In Homestay accommodation with a New Zealand family, students can expect</p> <ul style="list-style-type: none"><li>• three meals a day and access to snacks</li><li>• own room</li><li>• bed and bedding</li><li>• study desk and chair</li><li>• adequate bedroom furniture to store clothes, books etc.</li><li>• lamp and adequate lighting</li><li>• adequate heating</li><li>• transport arrangements to and from school</li><li>• bathing/showering/bathroom access</li><li>• laundry</li></ul> <p>Every effort will be made to make the student feel comfortable and part of the family.</p>
<b>Problems with accommodation</b>	<p>If the accommodation is found to be unsuitable in any way, Auckland Montessori Primary will remove the student immediately and place her/him in a safe environment arranged by the school until more permanent accommodation can be found as appropriate for the age of the student. International parents will be informed of any changes in a student's accommodation.</p>
<b>Enquiries about accommodation</b>	<p>For all enquiries about accommodation, please contact Pearl Leung on +64 27 758 8474 or via email using <a href="mailto:pearl@aucklandmontessoriprimary.co.nz">pearl@aucklandmontessoriprimary.co.nz</a></p>

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## Tuition Fees and Associated Costs

### Compulsory costs

The following table outlines the compulsory fees. All fees are quoted in New Zealand dollars and are GST inclusive.

Type of Fee	Cost
Application fee - non-refundable	\$ 300.00
Enrolment Fee - payable within seven days	\$ 1,000.00
Tuition for International students Year 1 - 4 - per year	\$ 15,800.00
Tuition for International students Year 5-8 - per year	\$16,800.00
Activity fee	Approx\$ 100.00
Uniforms	Approx\$ 300.00

### Additional costs

The following table outlines a number of additional costs that may be incurred. All fees are GST inclusive.

Type of Fee	Cost
Medical Insurance (refer to "Travel and Health Insurance" guidelines)	\$ 500.00
Montessori Association Membership Fee	\$ 42.00
Stationery - approximately	\$ 50.00
Specific support (e.g. English language support)	To be advised

### Accommodation Costs

Staying in a Homestay will incur the following fees.

Type of Fee	Cost
Homestay placement and monitoring fee (per year)	\$500.00
Weekly Homestay fee	\$250.00
Weekly Homestay holding fee (during holidays)	\$50.00

### Paying fees

Fee payment by Bank Transfer into the school account is recommended. The schools bank account details are as follows;

ASB Bank  
Auckland Montessori Primary School  
Account number 12-3233-0109879-00

## Fees Protection and Refund Conditions and Procedures

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**Fees protection** Auckland Montessori Primary has a Fee Protection policy to safeguard the fees paid by International Students, in the unlikely event that the school may not be able to commence or continue to deliver tuition to the international student. The School's Director guarantees to hold in reserve sufficient funds to meet the requirements of any refund in these circumstances.

A copy of the Fee Protection Policy will be sent to the parents.

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**Policy on refunds** If a student withdraws from his/her course of study before the completion date, he/she may be eligible for a refund of tuition fees. The following policy applies to fee refunds

- Only Tuition fees are refundable, and refunds are at the absolute discretion of the Director.
- Students will give a full term's written notice of their intent to withdraw

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**Procedure for refunds** Claims should be addressed to the Director in writing setting out the special circumstances of the claim within one month of withdrawal

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**Amount of refund** The amount to be refunded will be dependent on the point at which the application for refund is made.

Fees will be refunded in full less the Application Fee charge of \$300. This includes if a student is not granted a student permit to attend

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**When fees are NOT refundable** Refunds are not available in the following situations.

- Students who have been stood down, suspended or excluded are not eligible for refund of fees
- Refunds are not usually available to students who return home early (unless for the death or serious illness of a close family member)
- If there have been any inaccuracies, inconsistencies, or un-notified changes to enrolment status then refunds will not be available

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## Application Requirements

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### Application process

The Application consists of the Application for Enrolment form signed by the parent and the following documents:

- Passport and Student visa/permit - *if the student has these.*
- Certified copies of recent school reports with verified English translation
- Evidence of Medical and Travel Insurance - *if already purchased.*
- Completed Designated Caregivers Indemnity Form (*if applicable*)
- Information on any medical conditions or learning difficulties (*if applicable*)
- Tuition agreement *signed by the parent.*
- Application fee: NZ \$300.00 (*non-refundable*)

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### Application form

The Application for Enrolment can be downloaded from the Auckland Montessori Primary website at [www.aucklandmontessoriprimary.co.nz](http://www.aucklandmontessoriprimary.co.nz)

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# Application Procedure

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## Introduction

The application procedures vary depending on whether the student is in New Zealand or overseas at the time of application.

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## Application from overseas

If the student is overseas whilst applying to attend Auckland Montessori Primary the following procedure applies.

1. Application form, fee and all documentation is checked and assessed
  2. Telephone interview is arranged and completed
  3. Offer of Place is made and Fees Invoice sent
  4. Letter and fee of acceptance of placement from family received
  5. Receipt of fees and evidence of Medical and Travel insurance sighted
  6. Offer of place is confirmed
- 

## Application from New Zealand

If the student is in New Zealand whilst applying to attend Auckland Montessori Primary the following procedure applies.

1. Application form, fee and all documentation is checked and assessed
  2. Two day visit by student is arranged and completed
  3. Family interview is arranged and completed
  4. Offer of place is made and Fees Invoice sent
  5. Letter and fee of acceptance of placement from family received
  6. Receipt of fees and evidence of Medical and Travel insurance sighted
  7. Offer of place is confirmed
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## Student two day visit

If the student is in New Zealand whilst applying to attend Auckland Montessori Primary they will be invited to attend the school for two days.

This visit provides an opportunity for the student and staff to assess each other's suitability and fit within the school community.

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**Interview attendees**

Attending the interview will be the following people

- Director of the school
  - TiCIS
  - Student
  - Student's parents
  - Designated caregiver (if applicable)
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**Interview process**

The interview will consist of;

- a series of questions,
  - explanation of the Conditions of Acceptance,
  - Auckland Montessori Primary programme explanation,
  - initial assessment of the level of English of the student,
  - ensuring the parents understand The Code,
  - explanation of the designated caregiver's role & responsibility (*if applicable*),
  - making an appointment time to visit the home of the designated caregiver, and
  - answering any questions the family may have.
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**Offer of Placement letter**

If the interview is successful a letter offering a place at the school will be mailed to the student. This letter will include;

- contact details for the school
  - information about the curriculum at the school
  - confirmation that the school is a signatory to the Code
  - confirmation that acceptance at the school is not provisional on a given level of English proficiency or prior learning being achieved through testing in New Zealand
  - reminder that suitable medical and travel insurance is required
  - fees invoice
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**Acceptance of placement**

If the student wishes to accept the offered place at the School they should reply to the School in writing and include payment of the \$1000 Acceptance of Enrolment fee.

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**Medical and travel insurance**

The student must supply a copy of their travel and medical insurance policy to the school upon acceptance of placement.

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**Confirmation of acceptance**

Once all documentation has been sighted, fees received and receipted a letter or email confirming enrolment will be sent.

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## Curriculum Programme

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### Learning programme

Auckland Montessori Primary is a co-educational Independent Composite School offering education for students aged between 5 and 12 years old.

Each student follows an individual learning programme, based on Montessori Education. The curriculum is based on a balance of the New Zealand State Curriculum. The content, level, assessment and time frame is student driven.

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### Curriculum

The New Zealand Curriculum can be found on the website [www.minedu.govt.nz](http://www.minedu.govt.nz). The curriculum includes;

- English - Oral, Written, Visual
- Mathematics
- Science
- Social Studies
- Physical Education and Health - sports, fitness and health
- Technology
- The Arts - Drama, dance, visual art, music

Students may also choose from many other individual interests including languages and specialist subjects.

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## Orientation Programme and Support Services

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<b>Orientation</b>	Students will be provided with a proper orientation programme. The TiCIS is primarily responsible for the orientation of the students and their on-going welfare within the school community. This will be done in close liaison with the Guide and the Director. The TiCIS is Pearl Leung and she can be contacted on 027 758 8474.
<b>On arrival</b>	If applicable, students will be met at the airport by a representative of the school. (i.e. the TiCIS and the homestay family, where this is possible.)
<b>Orientation programme</b>	<p>The orientation programme will include;</p> <ul style="list-style-type: none"><li>• On the student's first day, he/she will be met by the TiCIS and shown around the school. They will be introduced to their Guide and shown their constellation (learning group) area. Assistance with academic planning is given, if required</li><li>• The Guide will be responsible for ensuring the new student has a buddy group consisting of two or more other students whose role is to help the new student with daily routines, timetables, and activities during breaks. He/She will also ensure the student knows where to find the sick bay, toilets etc.</li><li>• Orientation will include school layout, rules and regulations, counselling, support systems and resources available.</li><li>• Information on banking, cellphone purchase, local travel systems, familiarisation with New Zealand laws, culture and learning will be provided.</li><li>• The TiCIS will continue to monitor the student during the first few weeks while the student settles into the school. The TiCIS will also be available for support of the students, the Guide, and the parents/caregiver.</li><li>• Once the initial period is over, the TiCIS will continue to monitor the student and his/her progress through informal meetings and, where necessary, through formal meetings with the student, the Guide, and/or the parents/caregiver.</li><li>• A translator will be made available, where necessary, at the student's expense. This may be another student or an adult, depending upon the situation and the requirements.</li><li>• Parents/caregivers and students need to know that Auckland Montessori Primary has an 'Open Door' policy. At any time they may make an appointment to see the Guide, or the TiCIS to discuss any queries or concerns.</li></ul>
<b>Student support services</b>	The TiCIS and the student's Guide are available for assistance, support and for emergencies.

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## Support Services and Emergencies

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### **In case of emergencies**

The school must be notified of any emergencies, relevant to the student, either in New Zealand or the home country.

The school's 24/7 emergency contact number is;

- from overseas +64 27 758 8474
  - from New Zealand 027 758 8474
- 

### **Difficulties adapting culturally**

If a student is having difficulties adapting to the new culture, a meeting will be set up with the student and parents to discuss the issues and put further support structures in place. This may be in the form of family support provided by a buddy family contacted by the school.

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### **Dealing with welfare issues**

Students are encouraged to seek advice from the TiCIS, their Guide or the Director on welfare issues, including personal health problems, mental health problems, drug problems and problem gambling.

Referral information will be given and a referral made to the appropriate support agency if necessary.

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### **Sexuality and health education**

Information on sexuality education and health promotion is provided through the Health and Physical Well Being curriculum programme taught in the school.

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### **Smoking and alcohol**

Auckland Montessori Primary has a zero tolerance on smoking, and the use of alcohol and illegal drugs.

In New Zealand, the sale of alcohol and tobacco products is not permitted to any person under 18 years of age.

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## Grievance Procedures

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<b>Dealing with concerns</b>	<p>We want you to be happy at Auckland Montessori Primary. There are times however, when things do not go as smoothly or as well as we may like.</p> <p>Here are some ideas about what you can do about it.</p>
<b>Problems with a teacher</b>	<p>Talk to your <i>Guide</i> about your concern.</p> <p>If your concern is about your <i>Guide</i>, make a time to talk to the Teacher responsible for International Students (the TiCIS) who is Pearl Leung.</p> <p>After a few days, if you do not think the problem has been solved by your <i>Guide</i> or by the TiCIS, talk to the Director Greg Huang.</p>
<b>Problems with a student</b>	<p>Talk to your <i>Guide</i> about your concern.</p> <p>At any time you can also talk to any other staff member you feel comfortable with including the TiCIS or the Director Greg Huang.</p>
<b>Problems with homestay or designated caregiver</b>	<p>Talk to the TiCIS, Pearl Leung. She will discuss the concerns with you and do her best to sort things out. If necessary she will involve the Director on the matter and/or your parents.</p>
<b>Notes of all meetings</b>	<p>At all the above meetings, notes will be taken of your concerns and of the solutions put in place.</p>
<b>International Education Appeal Authority</b>	<p>If, after all the above have been tried, you feel that your problem has not been resolved, then the student/parent may contact the International Education Appeal Authority, whose address is:</p> <p><b>International Education Appeal Authority</b> PO Box 12 083                      Phone: (64 4) 918 8300 Wellington                        Fax: (64 4) 918 8303 New Zealand                      Email: <a href="mailto:info.ieaa@minedu.govt.nz">info.ieaa@minedu.govt.nz</a></p> <p>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.</p>

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# School Expectations

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## School rules

Our rules are:

- I treat others with respect and fairness in my actions and in my language.
  - I move about the school sensibly and stay in the safety of the school grounds.
  - I will wear the correct uniform.
  - I know not to climb trees and to stay away from the out-of-bounds areas.
  - I know not to bring sweets and toys to school.
  - I look after my property and treat the property of others with care.
  - I keep our school clean and tidy.
  - I know to speak to teachers using their name.
  - I know to report to a teacher any unusual or dangerous happenings.
  - I know to stay out of classrooms during lunch time.
  - I know the office is out of bounds unless on official business.
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## Safety

Safety of the student, the staff, the environment, and the community is the first consideration in every situation.

Physical, social, spiritual and emotional aspects of safety must be considered.

The school has a zero tolerance bullying policy.

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## Respect

As part of the Montessori curriculum the school implements the 'Grace and Courtesy' practice together with the virtues.

Everyone's happiness is everyone's responsibility. How can you make someone happy?

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## Withdrawal and Absence from Auckland Montessori Primary

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### **Withdrawing a student**

If parents/caregivers wish to withdraw a student from the School they must do so in writing at least one term before the student's last day of attendance.

The Immigration Service will be notified.

The Refund Policy for International Students shall apply.

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### **Absence**

In the case of absences, the parent/caregiver must follow the normal school procedure of notifying the school in the morning of the first day of the absence, and following this up with a written note on the first day of the student's return to school.

If the absence can be foretold - e.g. an appointment - then the school is to be informed in writing or by email the day prior to the appointment or earlier.

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### **Absence without cause - truancy**

Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a student is being truant from school, the Guide will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.

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### **Extended absence - 20 or more days**

If the student does not attend for more than twenty consecutive school days then the school will, in writing, notify the parents/caregivers that the enrolment has been terminated and the Immigration Service notified. However if the parents have previously notified the school in writing that the student will be absent for a period of time, with the full reason for the absence, the place shall be held, providing all fees have been paid in full, as required.

If the student is withdrawn from or ceases to attend the school the Director will notify the New Zealand Immigration Service.

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## Circumstances in which Tuition may be Terminated

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### **Reasons for terminating tuition**

There are a number of grounds on which a student's tuition could be terminated. These include;

- a student is absent or consistently truanting from school
- gross misconduct
- an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion

Upon termination of enrolment, the Immigration Service will be notified as required.

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### **Truancy**

Where the student is absent with no reason then the parents will initially be contacted by the school for an explanation. Where a student is being truant from school, the Guide will have a meeting with the parents to rectify the situation. If the Truancy continues then a family meeting will be held and contingencies put in place. If this does not rectify the situation then the enrolment will be terminated and the Immigration Service notified.

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### **Gross misconduct**

If a student's behaviour is of an unacceptable level, then a meeting with the student, the parents/caregiver, and the school will be arranged. If the behaviour does not improve, written notification will be given to the parents warning of the danger of termination of the enrolment. If there is no further improvement, the parents and the student will be notified in writing that the student must leave at the end of that term, or earlier if the school decides, and will not be eligible to return the following term. There will be no refund of fees paid if this occurs.

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### **Application inaccuracies**

If an enrolment application is found to be inaccurate in any way the contract may be terminated at the school's discretion

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# Summary Code of Practice for the Pastoral Care of International Students

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## Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

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## What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

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## When does the Code apply?

The Code commences on the 31st of March 2002. Educational providers then have six months to sign the Code. Between the 31st of March and the 30th of September 2002 you will need to check with the Ministry of Education if your provider is a signatory to the Code.

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## Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

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## What is an "international student"?

An "international student" is a foreign student studying in New Zealand.

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## How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

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**How do I know if an educational provider has signed the Code?**

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

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**What do I do if something goes wrong?**

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

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**A summary of the Code of Practice for the Pastoral Care of International Students**

The Code sets standards for educational providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students under the age of 18 are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances
- Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

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**What will the IEAA do?**

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

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**What can the Review Panel do?**

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

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**What is the International Education Appeal Authority (IEAA)?**

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice. '

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**How can I contact the IEAA?**

You can contact the IEAA at:

**International Education Appeal Authority**

PO Box 12 083

Wellington

New Zealand

Phone: (64 4) 918 8300

Fax: (64 4) 918 8303

Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

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**Is the Code available in different languages?**

Code Summaries are available from [www.minedu.govt.nz](http://www.minedu.govt.nz) with translations in Thai, Chinese, Japanese, Korean, Indonesian, Russian and Spanish.

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## Appendix 2 - Living in a Homestay

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### Homestay living

Homestay is living with New Zealanders as a member of their family.

Homestay accommodation is NOT the same as staying in a Hotel. You will be welcomed as a member of the family and as such you have responsibilities to make the experience as pleasurable as possible for all.

Remember it is a privilege, not a right to stay in a New Zealand home. To help you settle into life in New Zealand a little easier, do join in with activities which your Homestay family arranges.

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### Inspection of homestay

All Homestay situations are carefully inspected by the Teacher in Charge of International Students (TiCIS) to ensure that not only is the home warm and inviting but also that the student will be given the best care possible.

The homestay families apply to host a student. They are interviewed by the TiCIS and police vetted.

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### What is included?

Homestay accommodation includes:

- breakfast, lunch and dinner,
  - all linen and bedding requirements,
  - laundry is done for the student, and
  - warmth, friendship and support.
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## Appendix 2 - Living in a Homestay (continued)

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**Telephone** There is usually only one telephone in a New Zealand home for the use of all family members including yourself. Please limit the length of your telephone conversations to a maximum of 15 minutes. Should you wish to make a toll call, please either make the call 'collect' or 'price required'. The homestay family must be paid immediately after your call.

It is important to ask your friends not to ring you after 7.00pm in the evening as most New Zealand families go to bed early and do not want to be disturbed.

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**Bathroom/toilet** These are used by all the family, so please make sure that you don't spend too much time here. If you make a mess, please clean up after yourself to help your Homestay family. In most homes there is only a limited amount of hot water so please limit your daily showers to 10 minutes.

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**Chores** As a homestay student you are a member of the family, not a guest, and should therefore contribute to the upkeep of the family home the same as everyone else, e.g. washing dishes etc., making your bed and keeping your bedroom tidy.

**Bedtime** Most New Zealand families go to bed early and we would expect you to respect your family's lifestyle by being quiet after they are in bed.

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**Insurance** All international students will have full insurance cover for doctor, emergency dentist and hospital expenses. If you become sick, please ask your Homestay to take you to their doctor. Doctor's and other medical bills must be paid by you. Keep your receipts and give them to the Homestay Co-ordinator so that a refund can be claimed.

Contact number for medical care: Pearl Leung 027 758 8474  
(this phone number will also tell you who is on duty for that weekend)

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**Discipline**

As member of the family we expect you to live by the rules of the household. The following is a guide which should be negotiated with the homestay family:

- Sunday to Thursday, you must be home between 5.00pm and 6.00pm.
- Friday and Saturday you must be home by 7.00pm
- Later hours may be kept during the weekends or holidays with the permission of the homestay parents.

If you are going to be late arriving home, you **MUST** phone your Homestay and tell them this.

If you wish to spend time with a friend overnight during the weekend, please discuss this with your homestay parents and if they agree ensure that the contact name, address and telephone number has been given to them in case of an emergency.

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**Spending money**

Most New Zealand students would have no more than \$20 per week to spend. It is important that International students have similar spending powers to avoid resentment amongst the other students. However it is realised that students may need extra spending money during school holidays for sightseeing and other activities.

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**Working**

New Zealand Immigration regulations forbid holders of Student Visas to work for payment while in New Zealand.

**Smoking**

New Zealand, like most other countries, is becoming smoke free. It is illegal in New Zealand for cigarettes to be sold to anyone under the age of 16 year. Smoking is not permitted at school, or in your homestay.

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**Holiday arrangements**

There are two holiday breaks of two weeks and 1 holiday break of 3 weeks during each year, in addition to the long summer break which occurs in December and January. If a student is staying in the homestay during the holiday, the normal weekly payment will be due. However, if a student is absent during a holiday break, a retained fee of \$50 per week will be paid to ensure that a room is kept for him/her.

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**Dealing with problems**

Often problems arise with homestay families because they don't understand how you feel about certain things. If you would like to spend some time by yourself, do tell them this, rather than just shutting yourself in your bedroom! Remember that most problems are caused by people not understanding each other, so please talk about these. Do not leave a small problem thinking we are too busy to help. Small problems can quite often become large problems which will ruin what will otherwise be a very pleasurable experience for all concerned.

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**Serious problems**

Should a serious problem arise, after counselling both yourself and the family in an effort to fix the problem, you may be placed in a new homestay situation with no extra placement fee being charged.

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## Appendix 3 – Traffic Safety

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### Road safety

Students need to be aware of road traffic safety information including information on characteristics of New Zealand driving, for example:

- Drive on the left hand side of the road
  - Coastal, mountain, country and town roads vary markedly in surface condition
  - Roundabouts
  - Intersections
  - Merging like a zip.
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### Pedestrian safety

Please note the following information about pedestrian safety:

- Cars won't always stop for pedestrians
  - Use controlled crossing points (pedestrian crossings, pedestrian traffic lights) where possible
  - Use the kerb drill to cross the road:
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### Kerb drill

These are the five steps of kerb drill

1. Find a safe place to cross
  2. Stop one step back from the kerb (practise this by walking to the kerb and taking one step back)
  3. Look and listen for traffic wherever it may come from (Look right, look left, look right again).
  4. If there is traffic coming wait until it has passed, then look and listen for traffic again.
  5. When there is no traffic coming walk quickly straight across the road, looking each way for traffic.
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### Skateboarding

Local councils often have bylaws about where you are allowed to use skateboards. Areas where you may not use usually signposted, but you are not permitted to skateboard on the road, and generally you will not be permitted to use skateboards on busy footpaths.

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### Cyclists

Cyclists are required by law to wear a properly-fitted, standards-approved bicycle helmet, when riding a bicycle on a road. Cyclists should ride on the road not on the footpath.

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**Buses**

When using public buses students should:

- Wait for the bus at the bus stop
  - Get on the bus carefully
  - Sit back in your seat quietly on the bus and don't distract the driver
  - Get off the bus carefully and wait until the bus has driven away before crossing the road.
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