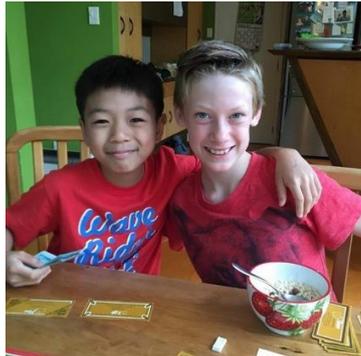




# Glen Eden Intermediate School

empowering learners for the future

## Homestay Guidelines For Host Families Of International Students



School Phone: 09 817 0032  
Contact Person: Mrs Lesley King  
International Student Director  
Email address: [lesleyk@geis.school.nz](mailto:lesleyk@geis.school.nz)  
Emergency Contact: Lesley King – 027 22 44 058



# Glen Eden Intermediate School

empowering learners for the future

## SOME SUGGESTIONS OF QUESTIONS THAT HOMESTAY FAMILIES MAY LIKE TO GO THROUGH WITH THEIR STUDENT DURING THEIR FIRST WEEK

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

### DAY ONE

1. What do I call you?
2. What day and/or time of the week would be good for me to make contact with my family and for my family to contact me?
3. When can I use the Internet?
4. Is there anything I should know regarding technology i.e no phones at the dinner table, certain times when technology may be used?
5. How do I get to and from school?
6. What happens after school?
7. What family rules and routines do I need to know about?
8. Where can I keep my toiletries?
9. When is the best time for me to have a shower and use the bathroom? In the morning or in the evening?
10. How long may I stay in the shower?
11. What is my homestay address and mobile contact?

### DAY TWO

12. What do I do with my dirty clothes and is there a set day for washing?
13. Are meals at a certain time or do they vary?
14. What would you like me to do at mealtimes? For example:  
Set the table?  
Clear the table?  
Put dishes in the dishwasher?
15. Which food and drink may I help myself to?
16. Which food and drink must I ask first before having?
17. Will you make my lunch on a school day? At the weekends? Or do you expect me to make my own lunch with the food provided?

### **DAY THREE**

18. What chores am I expected to do on a daily basis? For example:  
Make my bed?  
Keep my room tidy?  
Leave the bathroom clean and tidy?
19. Which bathroom toiletries can I use (shampoo, toothpaste)?
20. What areas of the home are private (For example: parent's bedroom, study?)
21. Where can I store my suitcase?
22. What time should I get up on weekday mornings?
23. What time should I get up on weekends and holidays?
24. What time should I go to bed and turn the lights out on weekdays and weekends?

### **DAY FOUR**

25. What are my homestay father's likes and dislikes?
26. What are my homestay mother's likes and dislikes?
27. What are my host brothers and sisters likes and dislikes?
28. What dates are the birthdays of my host family?
29. What would you like to know about my family and myself?
30. May I use the television?
31. How should I let you know if I am going to be late home from school? From any other outing?
32. Is it okay to spend time in my room if I am tired?

### **DAY FIVE**

33. How do I tell you if there is something I don't like?
34. If I have any problems, who should I go to?
35. May I put pictures and posters on the walls in my bedroom?
36. May I rearrange my bedroom?
37. Am I able to have friends to stay overnight?
38. When can my friends phone me?
39. When can my family phone me?
40. Is there anything else you would like me to know?

# Guidelines for GEIS Homestay Families Hosting International Students

Hosting an overseas student can be a rewarding experience for you and your family. Your student should join in all family activities/outings and you all will benefit from learning about another culture.

You need to remember several important things.

- Your student is only young, a long way from home and generally will have a culture that is different to yours.
- Your student will also often not understand your culture.
- Treat them as your own. Your student will need the same love and care that you would like your own child to receive in similar circumstances in another country.
- Please provide a safe, positive and healthy environment for your student that complies with the 2016 Code of Practice for the Pastoral Care of International Students.

The following notes are to help you. If you need advice at any time please contact Mrs. Lesley King, Director of International Students 027 22 44 058 or email to [lesleyk@geis.school.nz](mailto:lesleyk@geis.school.nz)

## Homestay students should be provided with:

- **Meals** – 3 meals a day plus snacks, including a packed lunch and drink during the school week. Please note we have 3 breaks at GEIS and students do get hungry. If you are having a meal out or ordering takeaways, please do not ask your student to pay for his/her own. Also, be mindful that many of these students are not used to eating a lot of bread and their diet in their home country is very different.
- **Laundry** – washing and ironing.
- **Bedroom** - bed with linen and blankets or duvet, some form of heating, chest of drawers and or/wardrobe, reading lamp, a table or desk & chair, mirror (desk & mirror are not compulsory items for short stay students.)
- **Transport** – Transport to and from school is the responsibility of the Homestay. Please bring your student to school on their first day and arrange where they will be collected at the end of the day. Please note students are not to walk to school on their own.



### On Arrival

- Homestay families will be expected to either collect their student from GEIS or the airport. Details of arrival will be confirmed nearer the time.
- It makes a student feel welcome if there is a 'Welcome' sign or small gift awaiting their arrival.

### Student Care

- Homestay families are responsible for their student for the duration of their stay in New Zealand, including school holidays.
- It is the homestay carers' responsibility to know where their child is, how they can be contacted and who they are spending their time with, at all times.
- We suggest that student's purchase a NZ Sim for texts and calls within NZ and to their home country. This can be arranged at the airport.
- If a child is staying at a friend's place overnight, contact should be made with the host parents beforehand, and homestay carers should consider visiting the host home if possible. The International Student Director must also be made aware of the student's arrangements.
- It is expected that you care for your student as you would care for your own.
- When your student goes out, please ensure that he/she is carrying telephone numbers and addresses of both the school and the homestay. GEIS does issue 24/7 Emergency Cards to all International students and these must be carried at all times.
- Children must not be left alone in the house for any reason. If this is inconvenient because of an emergency, please contact the Glen Eden Intermediate School Office. We do however ask that you arrange suitable care for your homestay students as you would your own.
- Please notify the school if there are any accommodation arrangement changes.

## **Bedroom**

- Please respect the privacy of your student and their personal possessions – younger members of your family may need to be reminded of this from time to time.
- Some students may also be used to having a lock on their door in their home country or keeping their bedroom door closed – please discuss this with your student.
- If you have a female student who is upset or distressed about anything, to avoid misunderstandings it must only be the homestay mother who comforts her.

## **Heating**

- Children from Asia will feel the cold and adequate heating must be provided.
- If you have an electric blanket on the bed please ensure your student knows how to use this.
- Students may also often sleep in their clothes to keep warm.

## **Food**

- Students from Asia appreciate frequent servings of plain boiled rice.
- Most students are used to drinking water or often a clear soup with their meals.
- You may like to take your student with you when you do your supermarket shopping, in which case you could invite them to choose the kind of juice/bread/cereal/noodles etc they prefer.
- Initially, the “please help yourself” at breakfast time can cause a bit of anxiety as Asian students are not big cereal or bread eaters.
- Most Asian students are used to a hot breakfast so explain that this is not the Kiwi way.
- Many are used to hot lunches, so sometimes left overs are good for lunch as there are microwaves available at school for them to heat up their lunch.
- Try and put a variety in their lunch box, sandwich/roll/wrap, yoghurt, sushi, fruit, snacks
- While noodles are a popular choice please provide as a treat, rather than on a daily basis, due to their lack of nutritional value.
- It is okay to send money once a week for your student to purchase a lunch order at the school tuck shop if this is what you would do for your own children.



## **Transport**

- Homestay families are expected to provide transport to and from school and are responsible for showing children how they will get to school if they are not being driven.
- If the child is to take the bus or walk a short distance with another child, a homestay parent should accompany the child on his/her first day. It may be necessary to accompany the child for the first few days or a week if the child is unsure about how to get to school.

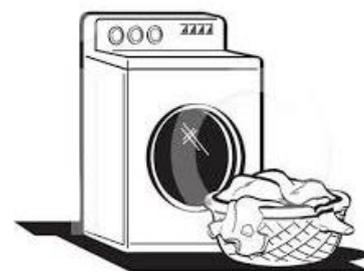


## **House Rules**

- Soon after your student arrives let them know your expectations regarding meal times, bed times, use of the bathroom, telephone, computer, internet etc.
- Remember Asian students tend to go to bed later than our students so some compromise is necessary – decide what works best for you and your family as well as the student.
- Refer to the ‘Questions for Homestay Families to go through with students in the first week.’
- Please do not confront the student with too many rules as soon as they have arrived. Use your own judgement.

### Laundry

- Explain where you would like their laundry placed and how often you will do it. It is often a good idea to place a laundry basket in their room and maybe provide a wash bag for personal items.
- Some students may like to wash their own personal items – please show them the laundry tub and where the soap/powder is kept.
- Some students will arrive with a large number of clothes and others with the bare minimum.



### Chores

- Children should not be expected to do a lot of chores, but should be asked to keep their room tidy and participate in family chores such as setting the table and helping with the dishes.
- Remember your student may come from a culture with servants or where they have never done any chores at all. Homestay fees are at a level so that your students are not expected to do any major chores at all.

### Student Behaviour

- Homestay carers should expect the same standard of behaviour as would be expected of their own children of a similar age, but please make allowances for cultural differences.
- If your student behaves in a way that you find unacceptable please address this right away.
- Encourage your student to speak to you immediately if there is anything they find difficult.
- Asian students are often concerned about saving “face” – both theirs and yours. This must not be considered a lack of openness.
- You may have to point out that your regard for your student is in no way diminished because you have to point out something that displeased you. Explain that this has arisen because of differing cultural backgrounds.
- NEVER imply that New Zealand culture is better. Say ‘this is what we do in New Zealand – what happens in your country?’ You will find most students are anxious to fit in.

### Language

- The child will probably be unfamiliar with the New Zealand accent and our colloquial expressions so may take time to adjust even if he/she has a good command of English.
- Speak slowly and clearly, but at the same time naturally.
- Students may often say ‘yes’ to show they understand you, to avoid embarrassment, or a desire to please – it is wise to check that they have really understood by asking them to repeat the information.
- Homestay families should attempt to learn some basic greetings in the student’s language. Learning a few phrases in your student’s language helps to show respect for their culture and makes them feel more welcome.
- Students are here to learn and practise their English. Please try to converse as much as possible. You may find that games are a good way to interact with your student as well as dinner table conversation.
- If English is not the first or only language spoken in your home, please ensure that English is spoken at all times while you have a student.



## Illness

- If your student is sick we ask that you keep them home and look after them as you would your own.
  - The School and International Director must be notified if you are keeping your student home and remember they can not be left home alone.
  - In the case of a serious illness or accident/emergency please contact Lesley King, their agent or the GEIS school office.
  - Should the student become sick at school and need collecting please make arrangements for this.



## 24/7 Card

- GEIS provides its students with a 24/7 Emergency card. The students need to carry this on them at all times. Please ask to see this to check it is accurate. It should contain their NZ address, Phone numbers, home country, first language & school number. It also has Accident & Emergency numbers and contacts.

## Communication Home

- Children must have regular communication with their families. It is desirable that one phone call per week is made and email, skype or FaceTime access should be available. It is your responsibility to ensure that these are collect calls or that your student uses a pre-paid phone card or his/her own mobile phone.
- Set firm rules for the use of computers and internet, especially if there is only one phone line into the house and you do not have unlimited WiFi.
- Please note that most Asian families have unlimited WiFi and it is very inexpensive, if this is not the case in your home please explain this to the student.
- Students are also able to use the internet at school and can email from the International Room. We have both a Korean and Thai keyboard in the International Room.



## Contact with Parents

- It's a good idea to make contact with your child's parents. A letter/email introducing you and family members and some contact about the child throughout their stay will be greatly appreciated by the parents.
- Please always copy any communication with the parents into the International Student Director.
- Please take as many photos as you can and perhaps place these on a thumb drive for the student to take home.

## Homework

- It is the homestay carers' responsibility to help international students with their homework.
- Please ensure that they are completing the homework that is being set for them.
- If you have any concerns regarding homework please email the teachers concerned.
- Hearing your student read every night is always helpful.
- You may also email the student's teacher if you have any concerns and when there are conferences it's great if you are able to attend.



### Homestay Money

- Students are asked to give 2 weeks notice of departure unless they are being withdrawn by the school for a particular reason in which case this may happen immediately.
- Student's pay \$100 per week if they are away on holiday for 7 days or longer and should give you and the school advanced notice of holiday plans.
- If a student is away for the Christmas Vacation, then a holding fee of \$200 will be paid to the homestay.
- From the morning the student arrives you will be paid per night and on a weekly basis.
- Homestay payments are made through the school directly into your account and will be paid on a Friday.
- Please do not discuss financial matters with your student.
- Homestay payments should cover all living costs. Should your student be required to pay extra for a costly homestay excursion please run this by the school before asking the student or their family.

### Changing Homestays

- Students should not change homestays without the knowledge of the school.
- Please do not feel offended if your student changes homestay. However, if a student is to be moved, the homestay will be advised.

### Weekend Activities

- Students appreciate being shown around the city and West Auckland. Weekend activities do not need to be expensive but it is important that students get out and about to a variety of places with your family e.g the Zoo, Museum, Motat, Sky Tower, Piha, Bethells, Muriwai, Clip 'n Climb, West Wave, Arataki, bush walks, parks, picnics, shopping, movies, Ice Skating etc.
- Some students will have organised activities for part of the weekend, but this is not always the case.
- If they do have an organised activity the drop off and pick up will be Glen Eden Intermediate School.



### Holidays

- If your student is not returning home for the holidays we ask that you include them in all of your holiday plans.
- If you are intending to go out of town please always seek permission from GEIS/Lesley King of your arrangements and ensure the student has permission from their parent/s for such activities as skiing, camping etc.

### On Departure

- Students will either leave from GEIS, with an agent, or homestay families will be expected to take the students to the airport. This is an important time for the student and your family, and leaves a lasting impression.



### **Remember**

Your students are far from home. Love, warmth and understanding will solve most of their problems and home sickness.

You and your family will gain immensely from your association with a student from another culture and your attitude to this student will contribute to better international understanding.

If there are any problems at any time, please contact us. Best wishes for a happy association with your student.

Lesley King  
Director of International Students

August 2017