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PLEASE READ ALL FORMS BEFORE SIGNING ANY APPLICATION

ACCOMMODATION POLICY FOR INTERNATIONAL STUDENTS PAGE 1 OF 3

Middleton Grange School (International College) undertakes to comply with the accommodation provisions set out in Part 6 of the Ministry of Education's Code of Practice for the Pastoral Care of International Students ("the Code"). The categories of accommodation that will be accepted by the school are:

- i. Living with a parent
- ii. Living with a Designated Caregiver
- iii. Living in a homestay
- iv. Temporary accommodation for group students and short courses only.

POLICY OBJECTIVES

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the Homestay Caregiver in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the New Zealand lifestyle.
4. To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

The following documents underpin this policy:

1. The Code
2. Agent/Care Provider and Accommodation Agent/Designated Caregiver contacts.
3. Middleton Grange International College Guidelines for Homestay Caregivers Looking after International Students.
4. Appointment of Care Provider and Accommodation Agent and Appointment of Designated Caregiver Indemnity Forms.
5. All documents related to the enrolment of international students.

PROVISION OF ACCOMMODATION

Middleton Grange School (International College) will arrange a School Care Provider and Accommodation Agent for international students.

USE OF ACCOMMODATION AGENTS

Middleton Grange School (International College) will under special circumstances approve the use of subcontracted Care Providers and Accommodation Agents to organise and monitor student accommodation according to "the Code". When this happens the sub contracted CP and AA will be responsible for finding and monitoring Homestay Caregivers. They will also guarantee accommodation for the student's study visa.

ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

General

1. International students will not be permitted to rent a flat/room/house/apartment or live on their own.
2. All accommodation queries and issues will be dealt with initially by the Manager of Care Providers and Accommodation Agents. Pastoral care issues or concerns arising from accommodation arrangements will be referred to the International College.
3. For each student, the full name, current address, contact phone number, occupation and relationship to student of the Homestay Caregiver will be held.
4. Any serious concerns relating to accommodation should be relayed promptly to the Director of the International College.

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Students not living with a parent

For all students not living with a parent:

1. Any accommodation to be used by international students will have:
 - An on-site assessment to determine that living conditions are of an acceptable standard.
 - An assessment to determine that the accommodation type is not a boarding establishment or a "sleep out".
 - An assessment of the Homestay Caregiver's suitability and whether they will provide a safe physical and emotional environment.
2. Each student will be interviewed at least quarterly to ensure that their accommodation is suitable.
3. All accommodation residences will be visited at least twice yearly to ensure that they remain suitable.
4. Police vetting will be carried out on all adults aged 18 years and over living in a homestay, or Designated Caregiver accommodation used by a student. Police vetting will be renewed every three years.
5. Middleton Grange School (International College) or their contracted agents will conduct follow-up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

Homestay

1. Students in the school homestay programme must make homestay payments in advance at the beginning of each year.
2. Students must not make their own private homestay arrangements without the approval of the Director.
3. Students staying in a homestay are required to exhibit appropriate behaviour.
4. Where a student's behaviour or demands are such that Homestay Caregivers can not reasonably be expected to have the student continue in their care, the homestay service may be discontinued and the student may be sent home. A two week notice period is still needed.
5. Where the homestay student wishes to withdraw from the programme, at least two weeks notice must be given in writing to the Director.
6. If a student is at risk because of an undisclosed health issue, a new health issue, a failed police vet or for any new issue that puts the student at risk, then the school reserves the right to remove the student without paying a two week homestay fee.
7. Advice and support infrastructure for homestay caregivers will be provided by the contracted Care Provider and Accommodation Agent.

Designated Caregivers

1. Parents of each student living with a Designated Caregiver are required to sign an indemnity document stating that the Designated Caregiver is a relative and that the parents have selected the accommodation for their child, subject to Middleton Grange School (International College) approving the accommodation.
2. On or before enrolment, Middleton Grange School (International College) will meet and establish communication with the Designated Caregiver.
3. The relationship between the Designated Caregiver and student's parents will be checked to confirm that they are a bona fide relative.

Temporary Accommodation

1. Ensure adequate supervision.
2. Assess suitability of accommodation.
3. Monitoring and managing risks to students.
4. Adults aged 18 years and over are police vetted.

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DIVISIONS OF RESPONSIBILITY

The contracted Care Provider and Accommodation Agent will be responsible for:

1. Providing a 24/7 emergency contact person for problems with accommodation.
2. Selecting, monitoring and approving all accommodation.
3. Providing a support infrastructure for Homestay Caregivers.
4. Recording the results of all accommodation assessment.
5. Recording the results of all quarterly student interviews.

This will be monitored by the Manager of Care Providers and Accommodation Agents.

Middleton Grange School (International College) will expect all Homestay Caregivers to:

1. Provide a safe and friendly living and studying environment, including, but not limited to:
 - A first aid kit
 - Smoke alarms.
2. Provide day to day care including:
 - 3 meals a day and access to snacks
 - Own room
 - Bed and bedding
 - Study desk and chair
 - Adequate bedroom furniture to store clothes, books etc.
 - Lamp and adequate lighting
 - Adequate heating
 - Transport arrangements to and from school
 - Bathing/showering/bathroom access
 - Laundry.
3. Treat the student with respect.
4. Make the student feel comfortable and part of the family.
5. Notify the school if there are any changes or additions to the household.
6. Notify the school immediately if there are any problems with the student e.g. medical conditions, misconduct.
7. Notify the school immediately if the student seems very homesick or depressed.
8. Look after the student in their home to the best of their ability.
9. Give the student and Care Provider and Accommodation Agent 2 weeks notice if wishing to terminate the arrangement.

The Homestay Caregivers will not be expected to:

1. Provide an internet connection for the student
2. Pay for toll or mobile phone calls.
3. Cook special food.
4. Insure the student's goods or pay for property the student damages or loses.
5. Offer accommodation to visiting friends or relatives.
6. Comply with unreasonable requests.

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Students or their Care Provider and Accommodation Agent will:

1. Give 2 weeks notice if they intend moving out (unless a special arrangement for emergency homestay has been negotiated).
2. Negotiate regarding holding of the student's room when they are absent. Middleton Grange School (International College) suggests:
 - If a student returns to the same homestay the following year and is going to their home country for the six-week summer holiday break, they pay a reduced fee of \$50 per week for the holiday period.
 - When this happens the student's room can be left with the student's belongings in place as it is understood the room will not be used while they are away.
 - Some Homestay Caregivers may offer to store the student's belongings. When this happens a small fee may be negotiated i.e. up to \$20 per week.
 - If a student leaves Christchurch for holidays during the academic year, there will be no reduction in homestay fees paid. However, the Care Provider and Accommodation Agent can negotiate with Homestay Caregivers and students.
3. Damage to belongings:
 - Students should take care of their belongings while living in a homestay. It is compulsory for the student to have the Unicare Insurance Policy. However it is the student's and their parents responsibility to ensure they have adequate insurance cover to meet their needs. This may mean they purchase a "top up" second insurance policy.
 - Students must get additional insurance for expensive belongings.
 - If the student damages the property of the Homestay Caregiver, the student must pay the cost for repairs, unless the damage is covered by the Homestay Caregiver's insurance policy.
 - If a member of the homestay family damages property belonging to the student, the Homestay Caregiver must pay for the cost of repairs, unless the damage is covered by the student's insurance policy.
 - Middleton Grange School (International College) does not accept responsibility for losses or damage to property or persons caused or suffered as a result of the home accommodation.

REVIEW

This accommodation policy will be reviewed annually.