

Sacred Heart College

Lower Hutt



A.M.D.G

RESIDENTIAL CAREGIVER BOOKLET (INFORMATION FOR HOSTING INTERNATIONAL STUDENTS)

CHARTER MISSION STATEMENT

Sacred Heart College provides a Catholic education that encourages each student to aim for excellence and to pursue her full potential.

HISTORY OF THE COLLEGE

Sacred Heart College was established by the Sisters of Our Lady of the Missions in 1912 and was the first secondary school to be opened in the Hutt Valley. It was originally sited in High Street on the property known as Margaret Street. In 1957 the school shifted to the existing site in Laings Road. In May 1980 it became the first Catholic secondary school to be integrated.

Sacred Heart offers an education with a special Catholic character, and seeks, through the general school programme and in its religious instruction and observances, to exercise the right to live and teach the values of Jesus Christ as expressed in the Catholic Church. These values permeate the total daily life of the school, and involve teachers, students and parents. The whole reason for the College's existence is that it aims to prepare young women not only for this life but for the next. It is hoped that in the Catholic atmosphere of the College the individual girl will become the Christian woman she is capable of being, and the Virtue and Knowledge represented by the V.K. on the College monogram will become an integral part of each student's life.

Chairperson of Mission College's Lower Hutt Trust Board: BILL DAVIES
Chairperson of Board of Trustees: RICHARD TE ONE
Principal: MARIA POTTER

IMPORTANT CONTACT INFORMATION

Physical Address
SACRED HEART COLLEGE
65 LAINGS ROAD
LOWER HUTT 5010

Sacred Heart College is available at all times to provide guidance and support. The contact number for the main office is:

Telephone: (04) 566 1089
Fax: (04) 587 1776

But in the first instance please contact the Homestay Manager, Michelle Te Kata on 027 314 2919 during office hours of 8.30am-3.30pm. You can also email Michelle at tekatam@sacredheartcollege.school.nz.

If the matter cannot be resolved, please contact the International Student Manager, Sarah Knowles between the office hours of 8.30am-5pm.

Mobile: 021 025 05224
Email: knowless@sacredheartcollege.school.nz

If it is an emergency then you can also call Sarah Knowles/Michelle Te Kata on the numbers above. These numbers will be answered by the International Student Manager 24 hours per day. If there is no reply to the number, leave a message and someone will call you back as soon as possible.

Keep the emergency number in a safe place e.g. your mobile phone.

HOST FAMILY OPPORTUNITIES

Being a host family provides the opportunity to:

- Learn about another culture
- Encourage your family to learn about another language and/or culture together
- Experience an exchange before sending your daughter on exchange
- Develop lifelong friendships with another family overseas
- Give your children the other sister they have always wanted
- Help your family to see different ways of living and thinking through the “new eyes” of your host student
- Help your children better understand the increasing global nature of life in the modern world
- Give a young person a wonderful opportunity to learn about New Zealand and its people
- Understand how people overcome the difficulties of cultural differences when living or working overseas
- Help your family members to develop greater tolerance, flexibility and capacity to cope with change-valued qualities in the contemporary workplace
- Enrich your family life through a special relationship with your international host student

Learning to live comfortably with a New Zealand family will involve sharing the pleasures, the interests, the chores and the tasks experienced by all families. This also means that the exchange student takes on the responsibilities of a family member and enjoys the privileges of belonging to a family.

WHAT DO HOST FAMILIES NEED TO PROVIDE?

The student must have:

- their own bedroom equipped with a table or desk and reading light for study purposes (desk not required for 2 week stays)
- three meals a day (including a packed lunch or equivalent during the school week) and snacks. If you go out as a family for a meal or get takeaways then you should pay for the students meal. If the student chooses to go out with friends for a meal then they are responsible for paying for that meal.
- Adequate heating and lighting
- Laundry facilities (some may wish to do their own laundry-others will fit into general household laundry arrangements)

The host family must also:

- Escort the student to school on their first day and organise a transport plan to and from school each day.
- Contact the school before 8.30am if the student will not be attending because of illness.
- Notify the school in cases of accident or serious illness.
- 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.
- Not permit the student to drive a vehicle under any circumstances.
- Give at least two weeks' notice in writing to both the student and the Homestay Coordinator before terminating any homestay arrangement.

GETTING SETTLED

In order to help your student settle we suggest that you give them a tour of your house on arrival. Please show them where everything is in the house.

Bathroom

As the bathroom/shower is more than likely different to what they are used to in their home country, please demonstrate how to use the toilet and shower. For example, in Japan, it is customary to wash before getting into the bath. You might hear the shower going off and on with your student as they wash then rinse. In China, it is common to put toilet paper in a rubbish bin next to the toilet rather than flushing it. Please make sure they know how to use the toilet/shower/bath and where to put sanitary items.

In many Asian countries hot water is supplied to an entire building and they have never heard of a hot water tank (or running out of hot water). Show them your tank and let them know an acceptable time for showers etc.

General

It is also a good idea to show them how to sleep in the bed, where to put washing (giving a student a washing bag to put their items in can be a good idea). Students can forget to turn off lights etc when going to sleep so remind them!

Internet

Your students will expect Internet access in the home. There is no extra fee charged to them or paid to the host family for Internet access. We advise host families to monitor and discuss internet usage with their student.

Homestay Parent Absences

If the homestay parent/family needs to go overnight or an extended period of time and is unable to take the student with them, you must inform the Homestay Manager who will arrange alternative accommodation for the student. This notification needs to be in writing 14 days prior, please email to tekatam@sacredheartcollege.school.nz.

If is an emergency, please contact Michelle as soon as possible.

Household Rules

The rules of your household apply to your student so it is important that you sit down with your student and outline those rules, curfews and customs. If are having any difficulty doing so, please contact us for assistance.

Meals

Please prepare nutritious, balanced meals on a daily basis. Be sure to ask your student if they have any food allergies or medical conditions. If you want your student to make their own school lunch, please make sure that they understand this and show them where they can find specific foods. If you are happy for them to help themselves to snacks, cereal etc please show them otherwise they might wait every time to be offered something.

Medical Coverage

All students have comprehensive medical insurance. In case of medical emergency, please react as you would with your own children or friends. If you take your student to the doctor, they should pay upfront, get a receipt and then claim on their insurance.

Overnight Stays

If your student wishes to stay overnight at a friend's place, please ensure you have all the contact details of the family, and then pass this information on to Michelle Te Kata. In some instances, the students agent will also require this information.

Supermarket

We also recommend that you take your student to the supermarket in the first couple of days so that they can tell/show you their likes/dislikes.

Finally

We suggest that you write down anything important for your student so that they can refer to it later on. It can be overwhelming for your student in the first few days so a written reference is helpful.

WHAT IS THE WEEKLY HOMESTAY PAYMENT AND HOW ARE PAYMENTS MADE?

Host families need to provide the International Student Manager with their bank account details.

Payments are usually made fortnightly in arrears usually on a Monday directly into your bank account. As of 2020, weekly payments will be \$270 per week.

THE FIRST FEW DAYS

- Make them feel welcome, show them their room and around the house
- Introduce them to all family members. Check the pronunciation of their name carefully and be sure that the student knows what to address you as (i.e. mum/dad or first names)
- Sit down with them and go over house rules
- Go over meal times/shower times/bedtimes
- Give them a local map
- Explain to them how they will get to school
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- Show them the local area, train station / bus station / shopping centre
- Explain the laundry arrangements
- Discuss the rules regarding the use of the telephone and/or internet
- Discuss with them the household chores you would like them to be responsible for

WHAT ARE SOME OF THE PROBLEMS A HOST FAMILY MAY ENCOUNTER?

- Homesickness - this is very common particularly at the beginning and during the winter when it is cold. Communication is vital.
- Tiredness - some international students do not go to bed until very late in their home country. Explain to them that getting enough sleep is critical for their health and well-being.
- Not keeping house rules. If the house rules are consistently broken, speak to the International Student Manager. Sometimes it can simply be a matter of miscommunication between the family and student. It is important to go over house rules when the student first arrives to ensure that there are no misunderstandings.
- Speaking on the phone too much or late at night
- Appearing to be arrogant – the student may just be shy
- Using the Internet too much
- Withdrawal-spending too much time in their room.

In order to avoid the above situations, communication is vital. Talk to your student. It may be a misunderstanding or cultural difference. Feel free to ring the Homestay Manager or International Student Manager.

Please note that Sacred Heart College requires all international students to refrain from the consumption of tobacco, alcohol and non-prescribed drugs during their stay in New Zealand.

International students are also not allowed to drive a vehicle or own a vehicle while they are an international student at Sacred Heart College Lower Hutt.

NEW ZEALAND CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

The purpose of this Code is to provide a framework for educational providers for the pastoral care of international students. This is a legal document that requires Sacred Heart College to provide policies and procedures to adhere to the stipulations of the Code.

The procedures that affect a homestay family are:

1. All homestay members 18 years and older must be police vetted. Sacred Heart College will provide the police vetting form.
2. All homestays are required to provide two referees.



Sacred Heart College

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Telephone: (04) 566 1089
Fax: (04) 587 1776
E mail: college@sacredheartcollege.school.nz
Website: www.sacredheartcollege.school.nz

RESIDENTIAL CAREGIVER AGREEMENT

(For use when placing a student in a School approved Homestay)

This is an agreement between the Host Parent/s and the School (the **Agreement**).

Name of school: _____ (the **School**)

Host parent's full name: _____

Host parent's full name: _____ (together the **Host Parents**, each a **Host Parent**)

Host parent's address: _____

_____ (the **Residence**)

AGREEMENTS

1. The Host Parent/s agree to support all students in their care to abide by all rules, expectations and curfews set by the School.
2. The Host Parent/s have read and understand the requirements contained in the Information for Residential Caregivers booklet and agree to act as Residential Caregiver to the Student in accordance with these requirements.
3. The School has provided, and the Host Parent/s have read and understood, the sections of the Education (Pastoral Care of International Students) Code of Practice 2016 (the **Code**) relevant to residential caregivers.
4. The School agrees that all information regarding the Residential Caregiver relating to the Accommodation will be kept confidential, except disclosure to students or their parents or legal guardians, to any professional consultant or such person where it is in the interests of the students to provide the information or pursuant to any statutory or other legal duty.
5. The Host Parent/s agree that the accommodation provided is safe, positive and is a healthy environment for students and complies with the relevant sections of the Code.
6. The School may take such measures as it considers appropriate (acting reasonably) to monitor compliance with the Code. This may include, without limitation, regular visits to the Residence and meetings with both students and the Residential Caregiver.
7. The Host Parent/s will immediately inform the School if they become aware of, or have any reason to believe that any student in their care is engaging in any at-risk behaviours.
8. The Host Parent/s will provide the School with no less than fourteen days (14) days prior notice of any circumstances that may affect the Agreement. This includes any change of Residence or any change to the number of adults over eighteen (18) years of age living at the Residence.
9. When at any time, the Host Parent/s have a student from the School in their care, they agree not to act as a residential caregiver for any student from another signatory without prior approval from the School.
10. Failure by the Host Parent/s to provide the residential care required may result in the termination of the Agreement.
11. The School may remove a student from the Residential Caregiver at any time without prior notice or agreement at the sole and absolute discretion of the School and this shall terminate the Agreement.
12. This Agreement may be cancelled by either party giving fourteen (14) days written notice.
13. Contact information for the Residential Caregiver may be shared with the School's host parent community for the purposes of communicating with other host parents and will not be passed on to any other parties or used for any other purpose without written agreement from the Host Parent/s.
14. The School may use photographs and/or video of the Host Parent/s for the purpose of sharing and promoting international education at the School.
15. The parties agree that any dispute in relation to this Agreement will be resolved in accordance with the Code and the school policies.

EXECUTION

HOST PARENT/S:

By signing below, the Host Parent/s confirm that they have read the Agreement and agree to be bound by it in all respects:

Name: _____ Signature: _____
(Host Parent)

Name: _____ Signature: _____
(Host Parent)

Date: _____

SCHOOL:

By signing below, the authorised signatory of the School confirms that they are authorised to sign on behalf of the School and confirms that the School will be bound by the Agreement in all respects:

Name: _____ Signature: _____

Date: _____