POMPALLIER CATHOLIC COLLEGE
Te Kāreti Katorika o Pomapārie
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Whangārei, New Zealand
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TERMS, CONDITIONS AND GUIDE FOR THE PROVISION OF HOMESTAY ACCOMMODATION

Revised: 2026

Hosting an International Student can be a rewarding experience for you and your family. You can enjoy getting to know each other, sharing your respective cultures, and making lasting memories. One of the main reasons that parents send their children to New Zealand is for them to learn about New Zealand culture and to improve their English. The host family plays an important part in the success of this programme.

Cultural differences can sometimes be a little overwhelming at first, but we encourage the students to talk openly with their Host families about any concerns or difficulties they may have. Communication is very important in a positive relationship between the student and your family. Encourage them to speak English as much as possible. Please remember that the students are a long way from home and they will be lonely at times. They need your help and understanding to make their stay in New Zealand an enjoyable and rewarding experience. Your patience and understanding will be appreciated.

Homestay Services Pompallier Provides to Students:

- Airport reception and school introduction on arrival
- Orientation handbook of helpful hints and information
- Regular follow-up with the students and host families by the Homestay Coordinator
- Assistance with problems that may arise during their stay
- Help to open a bank account and get a school uniform

General Requirements:

- All homestay caregivers must be 25 years of age or over. When hosting female students, there must be a female host living in the home.
- Except by prior agreement with the school, all students must have their own bedroom within the home (no sleep-outs are accepted).
- Pompallier Catholic College reserves the right to decline any application without explanation and are unable to guarantee student placement with your family.
- The school reserves the right to withdraw a student from a homestay without explanation.
- **Safety checks:** Under the Ministry of Education's Code of Practice for the Pastoral Care of International Students and the Vulnerable Children Act 2014, Pompallier Catholic College is required to request a Police Vet check (every 3 years) for all persons aged 18 and over who live in the accommodation, or those who stay overnight on a regular basis. We will consider all factors that could be considered a high-risk factor for a minor student, including historical behavioural, disciplinary, or legal concerns for any family member residing in or regularly visiting the home.
- The Host family authorises the college to obtain at any time, from any person or entity, any information it requires to perform any of the purposes of this Agreement. The Host family authorises any such person to release to the college any personal information that person or entity holds concerning the Host family.

Exclusive Homestay:

By entering into an agreement with our college to host an International Student, it is understood that while you have a student from our college in your home, you will not host any other International Student without the approval of Pompallier Catholic College.

Homestay fee:

$340 per week. Payments are made each fortnight directly into your nominated bank account, for the sum of $680.00. The first payment will be made to you 2 weeks after receiving your student, then continue fortnightly thereafter. Please do not discuss financial arrangements with the students or ask them to pay for any extras without prior discussion with the school's international department.

Any part week/night in homestay will be paid at $48.57 per night. If the student is away from the homestay for 5 or more consecutive nights (e.g., school trips or family travel), the Homestay Family may receive a reduced or holding fee of NZ$15 per night (to be discussed in each case).

The host family is responsible for all reasonable expenses incurred as a result of providing homestay accommodation for the student (e.g. power, internet etc).

Costs Incurred By Students:

The student's natural parents pay for school tuition fees, insurance, support services and accommodation. The student will bring sufficient funds to cover their personal needs, including phone service, and pocket money. Do not advance any money to the students before discussion with the International Homestay Coordinator or International Director.

The college shall not be liable for costs, expenses, damages or other claims against the Host family arising from any acts or omissions of the student.

Our Expectations of The Host Family:

1. Provide the student with the following:
    - A clean, tidy bedroom with bed, window, wardrobe, desk, chair and lamp
    - Clean bed linen and clean towels each week
    - An electric blanket or heater in winter
    - Bathroom and laundry facilities
    - Internet access
    - Three meals a day plus snacks, including a packed lunch during the school week. If you have takeaways or invite the student out for dinner, you are expected to pay for the student's meal. If they go out or buy fast food with their friends, they will pay for their own food.
2. Respect student's privacy and belongings. This applies also to other children in the home who should not enter the student's room without their permission, and never when they are not there.
3. Student labour must not be used for monetary gain.
4. Make decisions about acceptable behaviour and set some limits. The student should have the same rights and duties as any child in the home, provided these are reasonable and understood.
5. Inform the student of your House Rules / Boundaries. It is a good idea to give a written copy of these to the student, particularly as English may be their second or third language, and be patient as they adjust. Explain in clear and simple terms such things as:
    - Fire and emergency procedures (Home must have working smoke alarms)
    - Bathroom / shower (5 - 10 minutes)
    - Internet password and electricity usage
    - Laundry and chores - Your student should not be asked to do housework, but they should participate in chores such as table-setting, loading the dishwasher and should make their own beds and keep their rooms tidy.
    - Meals and bed-time
    - Going out or having friends over

6. Ensure the student has suitable and safe arrangements getting to and from school. It is important to accompany the student on the first few days even if they say they can find their way, for example: school bus-stop drop-offs and pick-ups.
7. Show the student the main facilities around the city or suburb, such as the post office, bank, shops, fitness centre and sports centre etc.
8. Know the whereabouts of the student at all times, how they can be contacted and who they are spending time with. Stipulate a curfew for the student to arrive home weeknights and weekends. Students **must not** be out alone after dark.
9. The family should not leave the student at home alone overnight or for long periods of time. Students under 14 should always be under supervision. If the family will be away on a trip or in an emergency, let the Homestay Coordinator know in advance so alternate accommodation can be arranged.
10. During school holidays and senior exam study leave, Host families are responsible for their student(s). Students will not attend school unless they are participating in an organised school activity or trip.
11. Students who wish to stay overnight with friends must first obtain prior approval from the Host family, who should obtain as much information as possible before allowing the student to go. **It is essential that contact be made with the other party (phone number and other details etc), before permission is given and the Homestay Coordinator should be notified of the arrangement.**
12. Help the student to pack their belongings at the end of their stay and send packages home, also ensure the student has all the necessary documentation to travel overseas.
13. Help the student to feel comfortable by giving them love, attention and care to make them feel like part of the family. Whenever possible the student will be invited and encouraged to join family activities. If you are going anywhere that costs money and you are happy to take the student, phrase the invitation in a way to make this clear: "Would you like to come to the movies tonight? It will cost approximately $20.00".
14. Notify the school if you have any concerns over the student's health or behaviour, or if the student seems very homesick or sad.

Homestay Visits:

The Host family agrees to an initial Homestay inspection visit by the college or its Agent, to assess the residential facilities and carers' suitability in terms of providing a supportive, safe, physical and emotional environment.

Mrs Natasha Schultz is the school representative for Homestay visits. She will visit as required under the New Zealand Code of Practice for the Pastoral Care of International Students. Families should make themselves available for these pre-arranged visits, along with phone calls from Natasha, to check how the student is doing and to discuss academic progress and any pastoral needs.

Insurance:

All students must have their own travel and medical insurance. They are required to provide the school a copy for our records.

Medical Attention: If the student needs to go to a Doctor, the family should take him/her to the closest clinic in the area where they live, or to their family Doctor. The student will pay for this and claim back the money. The student must complete the insurance claim form, sign and send it to the Insurance Company together with the original receipts (or we can send it from school). This procedure also covers situations when they have to buy any medication, and Doctor's prescription and receipts must accompany the completed claim form. Please help them keep their receipts and any other paperwork.

Dentistry: Insurance covers cases of emergency only.

Loss of Personal Effects: If a student is robbed or has any belongings stolen during their stay in New Zealand, the NZ Police must be contacted and a report lodged within 24 hours. The Police report needs to be attached to the claim form.

Rules For the Students:

Students receive, in their guides, information about New Zealand laws, as well as the behaviour expected while in the country, together with school rules governing attendance and absences and so on.

1. Students must follow and respect Host family guidelines and all members of the family. Before going out, the family must first give permission and any curfew set for the time of their return must be observed. Students are not allowed to sleep away from the Host family home, or to receive friends at home without first obtaining the family's permission.

2. Students must keep their room tidy and any damages or losses incurred during their stay must be reimbursed to the family.
3. Students are allowed to travel with the school, Host family, or supervised trips organised by a recognised travel operator, where they are accompanied by chaperones. Travel during school hours is prohibited except with activities organised by the school or for special occasions.
4. Students must follow **all** school rules relating to attendance, uniform, performance, travelling and behaviour.
5. The International Student's Visa is issued to the school, and therefore the school has the authority to cancel the visa and request the student to be sent home, if he or she has any behavioural problems inside or outside the school environment.
6. Students cannot miss classes unless they have written authorisation from the International Director, or they are unwell. In such cases, the school can ask for a Doctor's certificate or a note from the Host parents. Please report the absence on SchoolBridge if your student is sick or unable to attend school.
7. **Students must obey the New Zealand laws and regulations and the specific terms of their contract. The minimum age to buy cigarettes or alcohol, or to be on licensed premises, is 18 years of age. Students who breach the law can be penalised by the NZ Police, have their visa revoked (which in turn will affect the student's future re-entry into New Zealand and possibly other countries), be expelled from the school, or deported. All drugs are illegal in New Zealand, including marijuana.**
8. Students do not have the school's permission to drive any form of motor vehicle.
9. **Students who have to return home will be subject to the refund policy as stated by the school. All expenses relating to their return trip will be the responsibility of their Parents.**

Travel:

We do encourage our students to travel around New Zealand, accompanied by the Host families or on school trips. Before traveling, approvals must be completed and signed via SchoolBridge. The student must have permission from their natural Parents to travel during weekends and/or school holidays. The student is responsible for keeping their parents informed of these trips. The Homestay family and the school must also approve travel arrangements.

Support Service:

We have developed a quality support programme for students and parents, and students are kept informed of what is being offered. We will be contacting Host families to exchange ideas and information concerning the student.

We believe that most problems between families and students can be solved through open and honest dialogue. Sometimes the student does not feel comfortable discussing some problems with the Host family, and prefers talking to their Dean first. We encourage the students to approach the Host family first, but in some cases, we will act as their representative because they are unable to articulate their needs.

Change Of Host Family:

The natural parents are aware that students **must** make an effort to adjust to their new lifestyle in New Zealand. They are also aware that they must respect each member of your family and your home environment. Some students adjust very quickly, whilst others take longer. We advise our students that it does take time for an adjustment period and families should not be changed early in the programme.

Sometimes a student will require a change of Host family due to incompatibility. When this situation arises, the best solution for both parties may be to find another family for that particular student. We advise the student it may take time to arrange alternative accommodation. We will always approach all parties to see if a way can be found to resolve this situation.

The student must have a valid reason to justify removal from a Host family. There are situations where the student asks to change families because he or she doesn't agree with Host family guidelines. If these guidelines are in line with the programme rules, then we will support the Host family and will not accept that the student be moved.

New Zealand Code of Practice:

Pompallier Catholic College is a signatory to The Education (Pastoral Care of International Students) Code of Practice.

A copy of this can be viewed on the Education Council NZ website: www.education.govt.nz

Termination Of Homestay:

Should any dispute or difference arise between the parties concerning this agreement or the provision of Homestay accommodation, the parties agree that they will, in good faith, endeavour to resolve the dispute by consultation and negotiation.

After discussion between the college and the Host family, either party may terminate the Homestay agreement with two weeks' notice (or an agreed timeframe).

The college or its Representative Agent may, at its discretion, remove the student from the Homestay accommodation without notice and terminate the Homestay arrangement immediately if:

- In the college's reasonable opinion, the safety or wellbeing of the student is in doubt;
- In the college's reasonable opinion, the Homestay accommodation is affecting the student's behaviour or academic performance at school.

International Director - Ms Monique van Stokkum

Monique is in charge of the pastoral care of International Students at Pompallier Catholic College. She takes care of the day-to-day needs of the students while they are at school.

International Homestay Coordinator - Mrs Natasha Schultz

Natasha is responsible for meeting and vetting host families and placing new students with these families. She also takes care of the ongoing liaison between homestay families and the school while they are hosting International students.

Our preferred method of communication is via email. However, if your query is urgent, you may phone Natasha or Monique on the following numbers:

College office: 09 438 3950, Ext 205

Natasha Schultz: 027 594 7870
natasha.schultz@pompallier.school.nz

Monique van Stokkum: 027 438 3355
monique.vanstokkum@pompallier.school.nz
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