

# Rangiora High School Board of Trustees



## Procedural Policy: Accommodation Policy – International Students

### Rationale

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Rangiora High School undertakes to comply with the accommodation provisions set out in Education (Pastoral Care of International Students) Code of Practice 2016 (The Code).

### Purpose

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This accommodation policy outlines factors that will be considered when managing accommodation for international students enrolled at Rangiora High School. This policy should be read in conjunction with the Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

### Policy Objectives

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1. To provide a suitable living environment conducive to study and a safe and supportive home life
2. To involve residential caregivers in the welfare of the student
3. To assist the student to successfully integrate into New Zealand life
4. To ensuring the student is well cared for and supported by Rangiora High School

### Guidelines

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#### APPROVED ACCOMMODATION

All international students must live with parents or residential caregivers that have been approved by Rangiora High School.

The following categories of residential care may be approved by Rangiora High School:

- Designated caregiver
- Homestay
- Approved temporary accommodation

Rangiora High School will not approve accommodation for students over 18 years of age not living with parents other than with a residential caregiver.

## **USE OF ACCOMMODATION AGENTS**

Rangiora High School may choose to use accommodation agents in the future to organise and manage student accommodation. In the event that an accommodation agent is used, Rangiora High School will enter into a written contract with the agent and will ensure that the accommodation services provided by the agent meets the requirements of the Code.

## **RESIDENTIAL CAREGIVERS**

### **ONSITE ASSESSMENT**

Residential care accommodation for international students will undergo an on-site assessment to determine that the accommodation is of an acceptable standard, is not a boarding establishment and the residential caregiver provides a safe physical and emotional living environment.

### **ONGOING MONITORING**

All residential care accommodation for international students will be monitored on a regular basis including visits to the accommodation and student interviews to ensure that the accommodation continues to meet required standards.

### **RESOLVING DIFFICULTIES**

Where difficulties arise in residential care, Rangiora High School will liaise with residential caregivers, contracted agents, students and parents as appropriate to resolve such difficulties.

## **SAFETY CHECKING**

Safety checks, including Police vetting as appropriate, will be carried out for residential caregivers. Other adults aged 18 years and over living in the accommodation will undergo an appropriate safety check.

## **DESIGNATED CAREGIVERS**

- Rangiora High School will have written Designated Caregiver Agreements with all designated caregivers
- The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement

## **HOMESTAY**

- Rangiora High School will have written Residential Caregiver Agreements with all homestays
- Rangiora High School will have written Homestay Accommodation Agreements with all students and their families
- The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement
- Homestay fees paid to Rangiora High School will be held by the school on behalf of students and paid to host families in regular payments. Remaining homestay fees at the end of enrolment will be refunded according to Rangiora High Schools' refund policy.

## **TEMPORARY ACCOMMODATION**

- Rangiora High School will assess the suitability of the accommodation considering the age and gender of the students
- Rangiora High School will ensure adequate supervision is in place for all students
- Rangiora High School will ensure all pastoral needs of the students are met including meals and laundry
- Rangiora High School will ensure that supervisors in temporary accommodation undergo an appropriate safety check
- Rangiora High School will monitor and manage risks to students

## Related Policies

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- Grievance and Complaints Policy
- Managing Supervised Groups Policy – International Students
- Fee Protection Policy – International Students
- Travel and Medical Insurance Policy – International Students
- Refunds and Cancellations – International Students
- International Student Policy
- Agents Policy – International Students

## Relevant Documentation and Legislation

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- Handover Agreement
- Handover Guidelines (SIEBA)
- Application and Contractual Agreement
- Residential Caregiver Agreement
- P-Endorsements – Airport pick up
- Designated Caregiver Agreement
- Procedure for removing a student from a homestay
- Procedure for documenting Homestay Behaviour
- Care of Children Act 2004  
<http://www.legislation.govt.nz/act/public/2004/0090/latest/whole.html#DLM317233>
- Vulnerable Children Act 2014 for schools – Ministry of Education  
<http://www.education.govt.nz/school/running-a-school/vulnerable-children-act-2014-requirements-for-schools-and-kura/>
- Vulnerable Children Act, 2014  
<http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html#whole>
- The Education (Pastoral Care of International Students) Code of Practice 2016  
<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>
- Education (Pastoral Care of International Students) Code of Practice 2016 Guidelines  
<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice.pdf>
- International Students Dispute Resolution Scheme 2016  
<http://legislation.govt.nz/regulation/public/2016/0042/latest/whole.html#DLM6748772>
- International Student Wellbeing Strategy, Ministry of Education
- <https://www.education.govt.nz/assets/Documents/Ministry/Strategies-and-policies/internationalStudentWellbeingStrategyJune2017.pdf>
- Education Act 1989  
<http://www.legislation.govt.nz/act/public/1989/0080/latest/whole.html#DLM175959>

<b>Date of Review</b>	2018
<b>Date of Next Review</b>	2021
<b>Signed by the Board Chair</b>	