



Aidanfield Christian School

Board of Trustees

International Students

Accommodation Policy

1. Aidanfield Christian School (undertakes to comply with the accommodation provisions set out in Outcome 6, Section 26 of the Ministry of Education (Pastoral Care of International Students) Code of Practice 2016 and the Education Act 1989.

2. **Policy Objectives**

- To provide a suitable living environment conducive to study and a safe and supportive home life inclusive of appropriate separation of international students from students of different ages in the accommodation
- To involve the Residential Care Giver in the welfare of a student away from the student's family and home country.
- To assist the student to successfully integrate into the New Zealand lifestyle.
- To work towards the overseas parents' peace of mind knowing that the student is well cared for and happy in New Zealand.

3. **Categories of ages**

The categories of accommodation that will be accepted by the school for students:

Age 5 – 9 years old – living with their own parent or legal guardian

Age 10 -15 years old – living with their own parent, or approved accommodation as listed below

4. **Approved Accommodation**

All international students must live with parents or residential caregivers that have been approved by the school. The following categories of residential care may be approved by the school:

- Designated caregiver
- Homestay
- Licensed hostel
- School hostel
- Approved temporary accommodation

5. **Use of Accommodation Agents**

The school may make use of accommodation agents to organise and manage student accommodation. In the event that an accommodation agent is used, the 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.

6. **Residential Caregivers**

[Defined according to The Code (2016): is a home stay carer or a licenced hostel manager or another person responsible for the care of international students in an international hostel or a designated care giver or in the case of a temporary accommodation, a supervisor.]

i) 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.

ii) Ongoing Monitoring

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

iii) Resolving Difficulties

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

iv) 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.

7. **Designated Caregivers**

[Defined according to The Code (2016) as; a relative or close family friend designated in writing by a parent or legal guardian of an international student under 18 years as the care giver and accommodation provider for that student]

i) The school will have written Designated Caregiver Agreements with all designated caregivers

ii) The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement

8. **Homestay**

[Defined according to The Code (2016) as: accommodation provided to an international student in a residence of a family or household in which no more than 4 international students are accommodated.

- i) The school will have written Residential Caregiver Agreements with all homestays
- ii) The school will have written Homestay Accommodation Agreements with all students and their families
- iii) The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement
- iv) Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular payments, once a month. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.

9. **Licensed Hostel**

[Defined according to The Code (2016) as: a hostel that is licenced under the Education (Hostels) regulations, 2005.]

- i) The school will have written Residential Caregiver Agreements with licensed hostels
- ii) The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a licensed hostel
- iii) The monitoring of students living in a licensed hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement

10. **School Hostel**

[Defined according to The Code (2016) as: a licenced hostel owned or administered by a school and approved by the Code Administrator for international students who are enrolled in year 1 to 6 of a school or aged 10 and under and enrolled in any other provider.

- i) The school will have written Residential Caregiver Agreements with school hostels
- ii) The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a school hostel
- iii) The monitoring of students living in a school hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement

11. **Temporary Accommodation**

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

12. **Students Living with Parents or a Designated Care Giver**

Where an international student enrolled at Aidanfield Christian School is living with their own parent or designated caregiver, the parent or designated caregiver assumes full responsibility for the safety, wellbeing and financial support of the student.

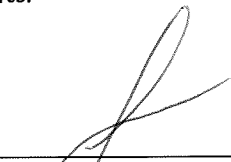
13. **Review**

The school will review the conditions relating to this policy as part the annual self-review. The school will collect and record appropriate evidence of the review.

14. **Reporting**

The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for accommodation for international students.

BOT Chair Sign:



Adopted On:

5/11/18

Date of Review:

Annually
