



LINCOLN HIGH SCHOOL

STATEMENT OF DESIGNATED CAREGIVER (HOST PARENTS)

I/We (the parents) acknowledge that I/We have decided to place my/our child within the care of a **relative or close family friend** (that is, living in the home of this person) in order for them to attend Lincoln High School as an International/ Foreign Fee Paying Student. Accordingly, I/We take full responsibility and accept the decisions made by my/our designated caregiver about the homestay placement and day to day requirements of my/our child. The School will visit the homestay regularly, and conduct Police checks of the caregiver and family members.

Name of Parent:

Signed by Parent: **Date:**
(not Agent or Guardian)

My/our son/daughter (name).....

will attend Lincoln High School from.....

I/We have placed my/our child in the care of the following caregiver: (Mr/Mrs/Ms)

Family name **First name**

Street address

Phone **Mobile**.....

Email

Signed by Caregiver: **Date:**

I am a New Zealand Permanent Resident/Citizen (**circle one**).

Should this arrangement change I/We undertake to inform Lincoln High School immediately. Further, I/We understand that should Lincoln High School have any concerns regarding the welfare of my/our child they may refer to us for further action or refer the matter to the relevant child welfare authorities, or any other appropriate agency in New Zealand.

I/We take full responsibility for placing my/our child with the designated caregiver named above and I/We understand that Lincoln High School is not responsible for my/our child outside of normal school hours and activities. I/We do however understand that Lincoln High School will make every endeavour to provide for the care and welfare of my/our child at all times while studying in their school.

Lincoln High School has agreed to observe and be bound by the Education (Pastoral Care of International Students) Code of Practice 2016 Minister of Education. Copies of the Code are available on request from this institution or from the NZQA website

www.nzqa.govt.nz

LINCOLN HIGH SCHOOL

Responsibilities of Designated Caregivers **(Relatives or Close Family Friends), or Homestay Parents of** **International Students**

When accepting an international student into your home you take on the student's well-being physically, mentally, emotionally and spiritually. This is of great importance especially as they are no longer in their familiar family environment. For this reason, we have outlined below some of the responsibilities you accept in helping to care for this student and these are in accordance with the School rules, NZ Law and the Ministry of Education "Education (Pastoral Care of International Students) Code of Practice 2016". These include the following:

1. Agree to the School visiting you at home every six months. If the School considers it necessary, random visits may occur.
2. Host parent/s and other members of the household, aged 18 years and over, must sign a 'Consent of Disclosure of Information'. The School must send this to the Police Department in Wellington for vetting. (This does not mean the police visiting the adults in the home).
3. Assist your student in settling in to his/her new environment. A homestay family should be approachable, supportive and willing to include their student in their family activities.
4. Provide your student with a clean, warm and comfortable room and facilities. <ul style="list-style-type: none"> • a comfortable bed (mattress on the floor is not acceptable) • desk and chair • good lighting • heating in room • enough drawer/wardrobe space for belongings • access to clean toilet and bathroom • all laundry done • three meals per day • access to a telephone • a house key
5. Provide your student with contact numbers so he/she can contact you 24 hours a day.
6. Orientation of local area. Details of local transport including transportation to school & home.
7. You must know the whereabouts of your student and set and encourage him / her to adhere to curfew times. (Guidelines for curfews are detailed in our 'International Student Orientation Guide'.)

8. Immediately report any circumstances of a student in a dangerous or unsafe situation. This includes suspicions of physical, sexual or emotional abuse. Contact the student's guardian or School (International Department) immediately.
9. Absent from School -Tell the school, as soon as possible, if your student is absent. You must phone the school 03 3252121 and send a note with the student when they return to school
10. In an emergency seek medical assistance and immediately contact the student's guardian or School (International Department)
11. Host parent/s must keep the guardian and School (International Department) informed of all matters concerning the student. These include: health, accidents, behavioural concerns, absences without reasonable explanation, legal issues, other information requested by the School.
12. Host parent/s will encourage student to abide by the school regulations and NZ Law.
13. Two weeks' notice must be given by either the host parent/s or student before terminating homestay accommodation except in the following instances: <ul style="list-style-type: none"> • if in the opinion of the school the safety or well-being of the student is in doubt or • the homestay accommodation is affecting the student's behaviour or academic performance • in the host parent/s opinion there are exceptional circumstances provided there has first been notice to the guardian and School stating the exceptional circumstances.

We are required by law to know where our students are living at all times. You must advise us immediately if:

➤ **Your address or contact phone numbers change**

➤ **The student moves out of your home.**

Lincoln High School

Phone: (03) 3252121

email: international@lincoln.school.nz

Homestay Co-ordinator

Phone 027 331 1740

email: hfi@lincoln.school.nz