

ACCOMMODATION POLICY – DIVISION OF RESPONSIBILITY

Scots College will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Selecting, monitoring and approving all accommodation.
- Providing a support infrastructure for homestay carers.
- Recording the results of all accommodation assessments.
- Recording the results of all quarterly student interviews.

HOMESTAY CARERS

Scots College will expect all residential homestay carers to:

- Provide a safe and friendly living and studying environment.
- Provide day to day care including:
 - 3 meals a day and access to snacks
 - bed and bedding
 - study desk and chair
 - adequate bedroom furniture to store clothes, books etc.
 - lamp and adequate lighting
 - adequate heating
 - helping with transport arrangements to and from College
 - bathing/showering/bathroom access
 - laundry
- Treat the student with respect.
- Make the student feel comfortable and part of the family.
- Set reasonable rules and boundaries & discuss expectations of these with the student.
- Monitor and record communication with parents.
- Notify the College if there are any changes or additions to the household.
- Notify the College immediately if there are any problems with the student. Eg. medical condition, misconduct.
- Notify the College immediately if the student seems very homesick or depressed.
- Look after the student in their home to the best of their ability.

Host Families will not be expected to:

- Provide an internet connection for the student.
- Pay for toll or mobile phone calls.
- Cook special food.
- Insure the student's goods or pay for property the student damages or loses.
- Offer accommodation to visiting friends or relatives.
- Comply with unreasonable requests.

Students are expected to obey the laws of New Zealand and accept the discipline of the College and homestay family with guidance from the Directors of International Students.

If you have a problem there are a number of people to talk to – the homestay family, the Directors of International Students, the designated caregiver (if applicable) and the ESOL teacher. Each student will be given contact numbers for these people.

The Homestay provider has a similar copy of guidelines.

Students will be required to sign a contractual agreement which has similar information.