



WESLEY COLLEGE SCHOOL BOARD

INTERNATIONAL SCHOOL LEARNER ACCOMMODATION POLICY

OUTCOME STATEMENT

Wesley College undertakes to comply with the accommodation provisions set out in Outcome 6 of the New Zealand Qualifications Code of Practice for the Pastoral Care of International School Learners.

The categories of accommodation that will be accepted by Wesley College are:

- Living in the Proprietor's Hostel
 - The Proprietor is the Wesley College Trust Board
- Living with a designated caregiver
- Living with a parent
- Living with a homestay (see below)

AIMS

1. To provide a suitable living environment conducive to study and a safe and supportive home life.
2. To involve the residential caregiver in the welfare of a student away from the student's family and home country.
3. To assist the student to successfully integrate into the Aotearoa New Zealand lifestyle.
4. To provide the International School Learners' parents with confidence and assurance that their child is well cared for and happy in New Zealand.

PROVISION OF ACCOMMODATION

- i. Wesley College will not arrange alternative accommodation for International School Learners for periods when the Proprietor's hostel is open.
- ii. Where the student is not living with a parent or designated caregiver, Wesley College will, at the request of parents, endeavour to arrange homestay accommodation for periods when the Proprietor's hostels are closed.

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USE OF ACCOMMODATION AGENTS

Wesley College will not make use of accommodation agents to organise and monitor student accommodation according to the Code of Practice for the Pastoral Care of International School Learners.

ADMINISTRATIVE REQUIREMENTS AND UNDERSTANDINGS

Wesley College has a Director and a Coordinator of International School Learners.

- The Director of International School Learners has the overall responsibility of ensuring compliance with the Code of Practice.
- The Coordinator of International School Learners has the responsibility of the day-to-day care of International School Learners.

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General

1. All accommodation queries and issues will initially be referred to the Coordinator of International School Learners.
2. A file will be maintained listing the full name, address, contact phone numbers, occupation and relationship of the residential caregiver to the student.
3. Any serious concerns relating to accommodation will be reported to the Code Administrator.

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Students not living with a parent

The Proprietor's Hostel is licensed under the terms of the Education (hostels) Regulations 2005. This accommodation meets the requirements of the Code.

The Coordinator of International School Learners will ensure:

1. Any other accommodation to be used by International School Learners will have:
 - An onsite assessment to determine that living conditions are of an acceptable standard.
 - An assessment to determine that the accommodation type is not a boarding establishment.
 - An assessment of the residential caregivers' suitability and whether they will provide a safe physical and emotional environment.
2. Students will be interviewed at least quarterly to ensure that their accommodation is suitable.
3. All accommodation organised by Wesley College will be visited at least twice yearly to ensure that the accommodation remains suitable.
4. Accommodation provided by designated caregivers will be visited at least annually to ensure that they remain suitable.
5. Police vetting will be carried out on all adults aged 18 years and over living in homestay or designated caregiver accommodation used by a student.
6. Wesley College will conduct follow up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

Homestay Caregivers

Where Wesley College organises homestay at the request of parents for those periods when the Proprietor's hostel is closed:

- students are required to exhibit appropriate behaviour.
 - Where a student's behaviour or demands are such that homestay hosts cannot reasonably be expected to have the student continue in their care, the homestay host must notify Wesley College immediately. The homestay service may be discontinued and the student may be sent home.
- Homestay caregivers will be interviewed at least quarterly to ensure that their accommodation is suitable.
- Where a student wishes to withdraw from a homestay arrangement the request is to be placed with the Coordinator International School Learners with at least two weeks notice prior to the next time that the Proprietor's hostel will be closed.
- The Coordinator International School Learners will provide advice and a support infrastructure for homestay caregivers.

Designated Caregivers

- a. Parents of each student living with a designated caregiver are required to sign an indemnity document stating that the designated caregiver is a relative or close friend and that the parents have selected the accommodation for their child, subject to Wesley College approving the accommodation.
- b. On or before enrolment, Wesley College will meet and establish communication with the designated caregiver.
- c. Designated caregivers will be interviewed at least quarterly to ensure that their accommodation is suitable.
- d. The relationship between the designated caregiver and the student's parents will be reviewed to confirm that the designated caregiver is a genuine relative or friend of the parent.

DIVISIONS OF RESPONSIBILITY

Wesley College

Wesley College will be responsible for:

- Providing a 24/7 emergency contact person for problems with accommodation.
- Monitoring and approving all accommodation

- On parental request selecting homestay hosts for periods when the Proprietor's Hostel is closed
- Providing a support infrastructure for homestay caregivers.
- Recording the results of all accommodation assessments
- Recording the results of all quarterly student interviews

Homestay Caregivers

Wesley College will expect all residential caregivers to:

- Provide a safe and friendly living (and studying) environment
- Provide day-to-day care including:
 - 3 meals a day and access to snacks
 - own room
 - bed and bedding
 - adequate bedroom furniture to store clothing, books etc
 - lamp and adequate lighting
 - adequate heating
 - bathing / showering / bathroom access
 - laundry

Homestay Caregivers will not be expected to:

- provide an internet connection for the student
- pay for toll or mobile phone calls
- cook special food
- ensure the student's goods or pay for property the student damages or loses
- offer accommodation to visiting friends or relatives
- comply with unreasonable requests.

POLICE VETTING

All staff employed by Wesley College are Police Vetted.

All homestay, designated caregivers and any other persons over the age of 18 living at a residence where an International School Learner will reside or stay during school holidays will be vetted as per the Code of Practise.

The Wesley College School Board approved this policy November 2024.
This policy will be reviewed on / before the November meeting 2027.

PRESIDING MEMBER

28 November 2024
DATE