



# Takapuna Grammar School

## International Student Homestay Provider Contract

### Homestay Provider Details

Primary Contact:

This is the person who will be responsible for the student and who the school will contact for information, consents, or in the event of emergency.

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Nationality: \_\_\_\_\_ How long have you lived in NZ? \_\_\_\_\_

Language/s spoken: \_\_\_\_\_

Languages spoken in the home: \_\_\_\_\_

Details of people living at your address (including the person above):

Name	M/F	Date of Birth	Occupation or Name of School	Relationship to Primary Contact

### Household Details

Family interests/hobbies/sports: \_\_\_\_\_  
\_\_\_\_\_

Pets (please circle and indicate how many) None Dog Cat Other \_\_\_\_\_

Can you cater for the following diets? Pork: Yes / No Vegetarian: Yes / No Gluten free: Yes / No

Please give a description of your home and family: \_\_\_\_\_  
eg: Recently renovated 3 bedroom \_\_\_\_\_  
home with large, sunny yard and \_\_\_\_\_  
a dog. Near the bus stop and local \_\_\_\_\_  
park. \_\_\_\_\_

Do you have an internet connection? Yes / No

The amount you can charge is nominated by you and payable by the student directly to you, monthly in advance. We recommend no more than \$30 per month. If you host more than 2 students the rate should be split between students and family. Each student is advised that there is to be no downloading of any kind at the homestay. All students sign a CyberSafety agreement, provided by Takapuna Grammar School, ensuring that they are aware of these internet rules.

Religion - Sometimes students request to be placed with a family that is actively involved in a church. Are you active church members? Yes / No

If yes, which denomination? \_\_\_\_\_

How will the student be transported to and from school? (Please circle one)

Bus            Car            Walk            Bike

Distance from school? \_\_\_\_\_

Are you a smoking or non-smoking homestay? \_\_\_\_\_

Takapuna Grammar School does have a strict policy that a student is not allowed to smoke in or around the homestay.

**Accommodation Offered**

Number of rooms available:     Single     Double

How many bathrooms are in the house in total? \_\_\_\_\_

**Personal Referees**

Please provide details of 2 people we can contact to provide a personal reference for you.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_

How long has the above person known you? \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_

How long has the above person known you? \_\_\_\_\_

### **Terms and Conditions of being a Homestay Provider**

As a Homestay Provider for International Students you undertake to

- Provide adequate physical and emotional necessities for the student.
- Provide a private bedroom with a desk, a chair, a lamp and heating.
- Provide 3 meals each day as well as reasonable access to snacks and refrigerator space.

### **Homestay Student Illness and Medical Care**

All International Students have medical insurance. If your student becomes ill please take them to your nearest doctor or medical centre. Your student should have funds to pay for this appointment. Please ensure receipts are kept – these must be brought to Carla Hemopo in the International Office who will file an insurance claim on the student's behalf.

Please advise the school on the first morning of a student's absence. You can either email via the school website or phone 489 4167. The school also requires that you write the student an absence note for them to hand in to Student Services on the day they return to school.

Please contact a homestay co-ordinator immediately regarding any behavioural or medical problems including failure of the student to return home at night.

If you have concerns about any academic matters including homework or school attendance please contact the International Dean Lauren Baker on [l.baker@tgs.school.nz](mailto:l.baker@tgs.school.nz)

### **Takapuna Grammar School Undertakes to:**

- Provide a homestay co-ordinator who will be available to the student at school and maintain contact with the Primary Contact person to offer support and conduct regular home visits.
- Support homestay parents with discipline when appropriate and provide professional guidance when necessary.
- Provide an Information Booklet covering various rules and guidelines, curfew times etc. It is very important to read through this.
- Pay homestay fees to you fortnightly by direct credit. The homestay fee payable is \$270 per week pro-rated in instances of less than a full week accommodated.

Bank account details of the Homestay Provider (or provide a deposit slip):

Bank \_\_\_\_\_ Branch \_\_\_\_\_  
Account Name \_\_\_\_\_  
Account Number \_\_\_\_\_

**In compliance with the Pastoral Care of International Students Code of Practice 2016 – Schools, every person aged 18 and over who resides at a Takapuna Grammar School homestay is required to undergo a Police vet. By signing this contract you are agreeing to this condition on behalf of yourself as the Primary Contact and all residents of your household aged 18 and over.**

**Takapuna Grammar School does not guarantee the placement of an International Student with the Homestay Provider. Should the placement of an International Student with a Homestay Provider prove to be unsatisfactory a 2 week notice period of termination of the placement must be given by either party where possible.**

Homestay Provider Declaration

I declare that the information I have provided is correct.  
I have read and understood and will abide by the terms and conditions of this contract between Takapuna Grammar School and myself.

Name of Primary Contact: \_\_\_\_\_

Signature of Primary Contact: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of authorised Takapuna Grammar School Staff Member: \_\_\_\_\_

Signature of authorised Takapuna Grammar School Staff Member: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Takapuna Grammar School Homestay Co-ordinators

Carole Cowley and Bronwyn Hill  
Phone: 4894167 x 9226 (8am to 4pm)  
Email: [homestay.coordinator@tgs.school.nz](mailto:homestay.coordinator@tgs.school.nz)

**Emergency Phone: 021502695 (to be used in case of extreme emergency)**