



HOMESTAY HANDBOOK - HOST Hosting International Students



Guide and conditions for homestay families providing accommodation for international students attending English languages courses at LSNZ.



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WELCOME!

LSNZ is happy to welcome you as a part of our big, global family. Hosting is a big responsibility and we thank you for joining us. Our goal is to provide you with as much information as possible to make your time as a host family a pleasant and successful experience for you and your new international student family member.

We have students from all over the world who come to study English in Queenstown. For many, this is their first experience of travelling and they need assistance from the host families to adjust to life in NZ. Students can study with us from 2 weeks to one year and can start studying at any time, always on a Monday morning.

So, get ready for a real adventure! As you open your home and warmly welcome your student to participate in your daily activities and become a member of your family, you will get the opportunity to share in a unique cultural exchange and gain a friendship that may last a lifetime.

This host family orientation guide is just that, a guide through this journey. We will answer your questions to help set your mind at ease by supplying you with helpful tips and valuable information to get you started.

The school encourages you to read this guide in preparation for all your future students, and also to keep handy just to refresh if you have not hosted a student for some time. If at any time you are not sure about something or need assistance in any way, feel free to contact your homestay coordinator or the school manager.



INTRODUCTION

The Queenstown Language School was opened by Guy Hughes, our owner, on 19th April 1993, and now is marketed internationally as LSNZ. It is a category 1 school with NZQA and is a member of English New Zealand. The school is regularly inspected by those authorities.

We offer tuition of the highest quality and provide a range of English Language courses to meet the needs of the students. The inclusion of a homestay family's name in our register is recognition of the family's ability and willingness to provide and maintain a high standard of accommodation.

All bookings are made in accordance with the conditions in this guide, together with any additional arrangements specified in writing by LSNZ. These conditions can only be waived when confirmation has been received in writing from LSNZ. Failure to comply with the Homestay conditions will result in LSNZ removing a student from homestay without notice and payment will cease immediately with their departure. Under these circumstances, LSNZ is under no obligation to find a replacement student or to pay a notice period.



MY ROLE AS A HOST FAMILY

At LSNZ, our primary concern is that the student's homestay in Queenstown is a happy experience, both for you and for the student. Hosting a student should be an extremely rewarding experience for everyone in the family. We pride ourselves on our high standards and effectively you are representing our organization and so we therefore ask that you provide as part of our Pastoral Care of International Students:

https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf

- A safe and welcoming environment.
- Support and make the student feel like part of the family.
- Ensure that the student understands important information such as normal household routines, meals, and curfew times (Junior Students under 18) nearest bus stop and times of the buses and fire escape plan for the home. Do not hesitate to ask the student to repeat the information back and encourage the student to ask for clarification.
- Ensure that you swap telephone numbers (mobile and/or landline) with your student.
- Provide appropriate bedroom furniture, study desk and chair with adequate lighting.
- Adequate heating.
- Voice any concerns and questions regarding the student to the homestay coordinator or the school manager.
- Speak clearly, slowly and be patient, giving plenty of opportunities for conversation.

First day of school

Normally we ask Host Families to bring the student to school on their first day, pointing out where the bus stops are for the student to catch the bus and also to explain how to buy their bee card (bus ticket).

- beecard.co.nz/Pages/GetACard
- www.orc.govt.nz/public-transport/queenstown-buses-and-ferries



HOMESTAY FACILITIES AND SERVICES

Registration

The details of homestay families will be kept on the school data base. This information is not shared with anyone, other than the student, their family or agent. All rooms in the homestay, be it an initial registration visit and/or at review, must have been seen by the LSNZ homestay coordinator or school manager.

Extra requirements to host Junior Students

No junior student will be placed with any host family that participates in renting a room to Airbnb or other short-term guests. The school has to comply with the Pastoral Care of International students, due to the short-term nature of Airbnb type accommodation, it would be unpractical for the school to obtain a police check. All other guests over the age of 18 require a police check, this also includes any flatmates. It is the host family's responsibility to inform LSNZ of any changes with regards to any person over the age of 18 residing at the given address whilst you are hosting a junior or regular student.

Facilities to be provided

The student must be allowed to utilize all communal areas of the house in the same way as any family member unless clearly specified. Please ensure that your home is clean and tidy while hosting a student, especially when they first arrive. Most international students, who choose homestay for their accommodation, tend to do so because they want to become part of a New Zealand family and to have some local support and the opportunity to use, practice and improve their English.

Student's room

The room must be in a good state of cleanliness and repair and have adequate heating. The room should be sufficiently spacious, equipped with a standard sized bed and mattress (camp beds, bunk beds, futons and sofa beds are not acceptable) and adequate hanging and drawer space for clothes. The room must not contain any of the host family's personal possessions or items of storage as it must be for the sole use of the student. Students are expected to keep their room tidy.

Bed linen and towels must be provided and changed at least once every week and there must be a suitable supply of duvets or blankets available. In specified cases, twin rooms may also be requested. In addition, no student should be asked to share a room at any point of their stay otherwise agreed by LSNZ. All International students will not reside in the same home with anyone of the same nationality, unless this is agreed in advance by LSNZ.



Meals

The fees paid to the homestay family include meals as detailed in the Homestay Accommodation Rates of Payment. Meals will be provided as agreed and will offer a varied and well-balanced diet, taking into account any reasonable dietary requirements expressed by the student. However, homestay families are not expected to provide special dietary requirements (e.g. vegetarian, halal or gluten free meals) unless agreed and confirmed at the time of the booking. All students are expected to eat the same meals as other members of the family and at the same times, unless timing issues occasionally prevent this. If the student is due to arrive later than the scheduled meal time, then the food should be saved so that the student can eat this at a later time.

Heating

Under the Code of Practice for International students a bedroom heater must be provided. We urge hosts to provide a heater with a wattage output which will allow acceptable warmth for the size of the bedroom. However, it is the student's responsibility to turn the heater off when they are not in the room, overnight and when they leave for classes in the morning. As a guideline an acceptable usage time would be for a maximum of 5 hours per day. The temperature in the house should be maintained at a warm, comfortable level. It should be kept in mind that many students come from warmer climates and may feel cold in temperatures acceptable to people who live here.

Home Appliances

Monitoring your student in the early days is key when using the appliances safely in your home. Appliances in New Zealand can be very different to other countries. Explain how the appliances in your home are to be used, i.e. electric jug, microwave, washing machine, tumble drier (if you use one) and heaters. Explain any safety measures they need to take and show them how they shouldn't place hot items onto the work benchtops and why. Once you feel comfortable and your student is using appliances safely it can be relaxed a little, but it is always a good idea to keep monitoring this area.

Telephone Calls

LSNZ cannot accept liability for telephone charges by the student, it is strongly advised that if the homestay family landline is used by a student, then the calls should be on a "reverse charge" basis or made with an international telephone card. A toll bar or code should be considered.



Internet

All international students need to use the internet in homestay as it's the main way of communicating with their family and friends back home in their country. Please ensure that your internet is available for students to use when they need it. If you have a monthly data allowance limit, please communicate this to the student at the start of their stay in your home. If you charge any additional charges for the Internet then this should be discussed with LSNZ before we book students to you. Internet is a reasonable expectation these days.

Keys

All students must be provided with their own keys to allow them free access to the homestay at any time.

LSNZ cannot accept liability for any charges incurred by the homestay family, for replacing keys or changing door locks, if the student should lose or fail to return keys on their departure. It is the responsibility of the homestay family to make arrangements with the student for the safe return of the house key before their departure.



RESPONSIBILITIES (HOMESTAY FAMILY)

Conditions for the provision of Homestay Accommodation

Privacy

The student is entitled to exclusive use of their bedroom at the homestay accommodation and access for the host family is not normally permitted unless agreed by the student or for the purpose of cleaning the room or changing bed linen.

Family Life/Guests

The student is asked to do all that they can do to fit in to the lifestyle and routines of the household. Similarly, the homestay family is asked to ensure that the student is welcomed as member of the home, and that the differences in his/her background are carefully considered. Particular attention should be paid to the requirements of his/her religious faith, social customs, and attitudes.

The homestay family must help and encourage the student to converse in English as much as possible to improve his/her understanding of the language and assist him/her in adapting to the kiwi lifestyle. Make sure that you are there for them, regularly inviting your student to join you in preparing tea, daily mealtime conversation, doing the dishes together, watching and discussing the news. These are all great opportunities for them to practice their English and for you to make them feel included in your everyday life.

It is at the discretion of the homestay family if a student may bring guests to visit or to stay overnight at the family's home. Students should be made aware that in all circumstances that guests are only allowed with the express permission of the homestay family.

Insurance

The homestay family should accept that there will be a certain amount of wear and tear and accidental damage to their home when hosting students. The homestay family should ensure that their household insurance provides adequate cover. Homestay families are advised that LSNZ cannot accept liability for any claim in respect of damage caused by students, whether by accident, negligence or design. If damage to the home does occur, then the homestay family is asked to negotiate directly with the student and to agree a reasonable amount to replace or repair the item in question. We will help if need be.



House Rules and Local Information

We suggest that you create and offer/implement a set of house rules. The homestay family is asked to explain any essential rules to the student once they are settled into their new surroundings. Helpful information – such as bus numbers, timing and approximate fares, should also be made available.

Supervision and Curfew Times

Supervision is required for students 17 or under years of age as they are legally children. Students of this age should return to the homestay no later than 22:00 hours or as suits your family, for safety reasons the following recommendation of time to be at home is advised:

- Under 15 years - 6:00pm
- 15 years - 7:00pm
- 16 and 17 years - 7:00pm Sunday to Thursday; 10:00pm Friday and Saturday

Students aged 18 and over should be advised what time you want them home. It is advisable that you make a note of the mobile number of your student so that you can make direct contact with them if they are out later than expected. If there is any concern regarding a student's behaviour the homestay family should inform LSNZ.

Alterations to the Home/Moving out

If a student has been placed with you and during their stay and you are planning to move home, structural alterations or redecorating your home, then LSNZ must be advised in advance. We will then consult with the student and ascertain whether they wish to remain in the homestay during this time. If you are moving home, LSNZ must be notified of your new address and your new home must be approved by LSNZ for use.

Hosting students from other organizations

Host families must inform LSNZ staff of the nationality of any other students you are hosting at the time of accepting a student from LSNZ.

You must make every effort to honour your commitment made to host a student for an agreed period of time and, if unforeseen circumstances prevent you from fulfilling a hosting commitment, you must provide as much advance notice as possible.



Support from our staff

Our homestay coordinator and admin staff are available from Monday to Friday, 8.00am to 4.00pm either by telephone or email. Admin can assist you with any enquiries that you may have with regards to your student booking. Where possible, try to avoid student break times (10.30am – 10.45am) and lunch time 12.00am – 1.00pm as staff will be busy with students.

- Physical address: Level 2, Dart House, Remarkables Park Centre - Queenstown 9300
- Postal Address: PO Box 911 - Queenstown 9300
- Telephone: +64 3 442 6625
- Emergency Mobile: +64 21 768 252 (School Manager)
- Email: manager@lsnz.co.nz

Please note: The mobile number listed here should only be used for after-hours absolute emergencies. If it's not urgent, leave it till the following morning.

Communication/Police checks

All Homestay families are required to complete the Homestay Information and police check for any person over 18 residing at their addresses. This in turn assists our homestay coordinator in placing the most suitable student(s) in your home. Please would you inform the staff as soon as reasonably possible of any changes to the information you have provided to us, so that our database can be kept as accurate as possible. If a new 18+ year old moves into your house, we are also legally required to have them police checked.



BOOKING PROCEDURES AND PAYMENTS

Booking

An accommodation week consists of 7 nights with students typically arriving and departing over the weekend.

Any verbal communications should be confirmed by email or text reminders for future student bookings, along with arrival time and departure information. Once a booking has been accepted by the homestay family, the agreement is considered to be firm and binding.

Airport transfers for the student

Students can now make the choice of being picked up by a private transfer or use public transport; you will be informed of this when you receive notification of the student's arrival.

Homestay families are also offered to be paid to pick up the student if requested.

Arrival of new student

Once the placement has been confirmed with the student/ agent, we will email you the student information. You will be contacted beforehand with the student's arrival time. If you cannot be home to greet the student, it is vital that you talk to the manager about organizing other arrangements.

Please remember, some of these students have travelled a very long way with only a small amount of English. If you cannot be home or are working at the time they arrive, please arrange for a neighbour or friend to be there to settle them in, make them feel welcome and spend a bit of time with them until you are free. This is really important. No one wants any confusion on arrival and students may be tired or confused. The first impression when a student is dropped off at your home is very important.

Disruptions to travel

At times the student may experience issues with their travel where a flight has been delayed, customs have had concerns or baggage has been lost. LSNZ relies on the student to contact us with the new arrival information so sometimes there can be short notice on changes to pick up/ drop off times. We do our best to get the information to you as soon as possible.



Cancellation of a booking by a homestay family

When accepting a booking, please be aware that while it is understood that occasionally hosts have to cancel due to family emergencies, we do not expect our homestay families to cancel unless it is absolutely unavoidable. Please only cancel in cases of a really unavoidable situation.

Non-Arrival

If a student doesn't arrive, the manager/ homestay coordinator will contact the host family immediately and let you know what has happened. If there has been a delay, we will advise you as soon as possible.

Change of Accommodation

Some students may choose to move out to either a different area, to a flat or to the student accommodation during their stay with you. If they do, we require two weeks' notice so we can let you know in advance when your student will leave your home.

Regardless of when the student leaves within those two weeks, you will still be paid from when they give notice until when they leave (2 weeks). Please note that although we may make the arrangements for the students, there can be occasions when they may cancel, postpone or otherwise not be able to be placed with you. We will endeavour to place a new student in their place as soon as we can.

Holidays host/student

Important: Please inform the manager/ homestay coordinator of any pending holidays before you accept any students.

If you are planning to be away when you have a student staying with you, you can offer to take the student with you. Or if you feel comfortable and the student feels comfortable, you can leave them in the house with some prepared meals. Again, if you are unsure, please discuss the situation with the school as we may be able to offer an alternative solution.

It is not okay to leave your student alone in the house for multiple days without telling us. If you know you will be away please let us know before we place the student with you.

Code of Practice requirements: Under no circumstances should an under 18 year old international student be left unattended in your home overnight.

Students must also give two weeks' notice to the school and host families of any holiday that they will be



taking. A \$180 per week retainer is paid to host families when a student is away on holiday and requested the room to be hold.

Only students over the age of 18 may request a holiday. Students under 18 may not request a holiday at any time.

Christmas Holidays

During the Christmas/New Year Holiday period the school will be closed for 2 weeks.

Payment to the Homestay Family

Accommodation fees are paid by direct bank transfer to the homestay family's account.

The first payment is made on the Tuesday after the student's arrival, and it will be continued to be paid every two weeks until the student graduates or the end of the requested homestay period.

Payments 2023

- Adult = \$360 per week
- Junior (16/17yo) = \$410 per week
- Extra nights = \$50 per night
- Special dietary requirements**: \$20 per week
- Airport transfers: \$50 each way

**We compensate for any Special Dietary Requirements. Meaning: A special diet is one that cannot be selected freely from the main choices available. This could be due to an allergy, intolerance (Gluten, lactose, dairy products) or other medical need, or a vegetarian or vegan diet. The school will discuss with the student the severity of the dietary requirement and inform the hosts.

Private Arrangement

If a student wishes to pay accommodation fee directly to the homestay family it becomes a private arrangement and LSNZ should be notified immediately. LSNZ cannot accept any liability for this arrangement.

Overpayment

If, at any time the homestay family receives payment in excess of its entitlement, it is a strict condition of these arrangements that they must tell LSNZ without delay, so that arrangements to repay the excess amount are



confirmed.

Acceptance of Conditions

In accepting a booking for the accommodation of a student, the family agrees to these conditions and gives consent to the disclosure of any relevant information about their home and family to the agent/representative making the reservation. The homestay family also agrees to abide by the English New Zealand Code of Practice, that can be found on NZQA website.

https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf

Data Protection Act 1993

Under the above Act 1993 any member of a Homestay Family is entitled to request from LSNZ a copy of personal data held on its database relating to him/her. The request can only relate to an individual member of the family, and must be submitted in writing by that individual to the Manager/Homestay Coordinator.

Overcoming Cultural Differences

It is not uncommon for students and homestay families to have misconceptions of each other's cultures. What you may consider rude or unacceptable may be normal behaviour in the student's culture and vice versa. It is important to communicate clearly with your students.

What challenges might the student experience during their stay?

- Homesickness and loneliness
- Difficulty with language
- Homestay/student differences
- Different rules and expectations from their own home
- Food expectations

What can you do to help?

- Talk to the student
- Encourage the student to talk
- Help the student to find interests to become involved
- Encourage the student to talk with the support staff at school and notify them if you think that or your student needs help



Culture shock is the personal disorientation a person may feel when experiencing an unfamiliar way of life due to immigration or a visit to a new country, a move between social environments, or simply travel to another type of life. This can best be described as realizing that your familiar ways of behaving are no longer appropriate. The students find themselves in a foreign culture, where people have different expectations, where language is different and where the rules for polite and socially acceptable behaviour may be different to what they have been used to in their own society. The severity of culture shock and the duration that the student feels it can be influenced by such factors as individual personality, the relationship between the host family and student, stress such as a forthcoming exam and changes in sleeping and eating habits.

Symptoms of culture shock

- Changes in eating habits and sleeping habits
- Acute homesickness; calling home more often than usual
- Being hostile/complaining all the time about the host country/culture
- Irritability, sadness, depression
- Frequent frustration; being easily angered
- Self-doubts; sense of failure
- Recurrent illness
- Withdrawing from friends or other people and/or activities

Helping to overcome culture shock: Explain to your student what culture shock is and that these feelings are normal and temporary. Be sympathetic and understanding as possible – this is not a reflection of you as a host family. Encourage the student to talk about these feelings with other students or the support team at the school.



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