



KEY INFORMATION FOR HOST FAMILIES

- ✓ **House/Contents Insurance** - Please ensure that your house/contents insurer is aware that you have a student. If you are renting then you need to advise your landlord of this so they can advise their insurer. International Students come with very comprehensive insurance but to keep your records in order you must advise your insurer.
- ✓ **Sleepovers** – The International Department needs to be contacted before any sleepovers are arranged. There are some students who will not be permitted to do this. We are required to know where students are overnight if they are not in their usual home.
- ✓ **Homestay Family Going Away** - If you need to go away for a few days and your student is not able to go with you then we can find a temporary homestay for them. In the past some families have arranged between themselves to swap overnights. This is fine but again we need to know about it in advance. This way we can also make sure that no one is out pocket for homestay fees and everyone is treated fairly with the swaps.
- ✓ **Changes in Family Circumstances** - If there is a change in your family circumstance E.G. Someone new moves in, we need to be advised please as soon as possible, as this person may need to be police vetted.
- ✓ **Students are not allowed to be left alone overnight at home** - If there is an emergency and you need your student to be placed elsewhere quickly please contact a staff member in the International Department. Staff are available for all emergencies.
- ✓ **We encourage all International Students to be involved in activities** - We recommend host families carpooling. We will provide you a list of all the homestay families so you can see who is in your area. **If there is anyone who would prefer to have this information kept private please let me know.**
- ✓ **Students going away for the weekend with your family** - If you would like to take your student away for the weekend that is great however, we need to obtain permission from their natural parents, agents and/or advisers. If you can let us know as far in advance as possible that would be great. We understand that the decision to go away can be last minute but with the power of email we can contact the other side of the world very quickly.
- ✓ **Hosting another International Student** - If you are considering hosting another international student from another high school or organisation, can you please contact

us? Generally this is not a problem, however most overseas agencies will not allow two students of the same nationality or gender in the home.

✓ ***School Uniforms hired from the International Department –***

- Please wash white shirts separately
- Please wash all uniform before returning it back to school
- We will dry clean the girl's kilts. Please do not put them through a machine wash.
- Please return clean uniforms within the next week after your student departs

Cultural or Personal Differences - We always try to place a student with the most suitable family, but sometimes problems can arise due to cultural or personal differences. It is very important that you tell the Homestay Manager, Linda Strachan, if you have any problems. We will do our best to resolve the problem. Please do not wait until small problems become big problems.

How to treat your student - It is important that your student is treated as you would wish your own children to be treated if they were in a foreign country.

Please give your student their own house key, so they can be independent. Students should tell their host family where they are going, who with (names and contact numbers) and when they expect to return. We need to know where to contact the student in case of emergency, and we need to know where they are any time they are not at your home at night (this includes if you take them away with you somewhere). Different students' agents have different rules about overnight stays. Please check with us.

Some students like the privacy of their own room to study, read or listen to music. They need to be warm and comfortable in their rooms. Please encourage them to join in with your family activities, but be aware that sometimes they just want to chill and not have to communicate in a foreign language.

Helping your student settle in - Talk with your student about the most suitable time for a shower, and what is the latest time that you find acceptable. Explain how the taps work etc. and what to do with the wet towel afterwards. Please also explain to girls how to dispose of sanitary napkins and tampons. Please show your student where to put dirty washing and explain that you will do the washing for them. If they want to wash their own personal items, show them where to do this and how to dry things (not in the wardrobe!).

Your house, your rules - Each family has their own ways of doing things. You should feel comfortable about that and explain them to your student. It is your house and you should be able to go into the student's room any time. Knock and go in, if they are home, or otherwise it is fine for you to go into their room just as you would with your own children.

Courtesy to you - Your student should let you know at least two hours beforehand if they are not having dinner with you at home. If they are going to be later home than expected, they must call you and let you know. Most students have cell phones and will text rather than call.