Ormiston PRIMARY SCHOOL
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ACCOMMODATION POLICY

Purpose:

This accommodation policy outlines factors that will be considered when managing accommodation for international students enrolled at the school. This policy should be read in conjunction with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

Rationale:

The school undertakes to comply with the accommodation provisions set out in the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

Policy Objectives:

1. To provide a suitable living environment conducive to study and a safe and supportive home life
2. To involve residential caregivers in the welfare of the student
3. To assist the student to successfully integrate into New Zealand life
4. To ensuring the student is well cared for and supported by the school

Approved Accommodation

All international students must live with parents or residential caregivers that have been approved by the school. As per Code requirements, all students under 10 years must live with a parent/legal guardian while enrolled.

For students aged 10 or over, the following categories of residential care may be approved by the school:

- Designated caregiver
- Licensed hostel
- Approved temporary accommodation

Use of Accommodation Agents

The school may make use of accommodation agents to organise and manage student accommodation. If an accommodation agent is used, the school will enter into a written contract with the agent and will ensure that the accommodation services provided by the agent meets the requirements of the Code.

Residential Caregivers

Onsite Assessment

Residential care accommodation for international students will undergo an on-site assessment to determine that the accommodation is of an acceptable standard, is not a boarding establishment and the residential caregiver provides a safe physical and emotional living environment.

Ongoing Monitoring

All residential care accommodation for international students will be monitored on a regular basis including visits to the accommodation and student interviews to ensure that the accommodation continues to meet required standards.

Resolving Difficulties

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Where difficulties arise in residential care, the school will liaise with residential caregivers, contracted agents, students and parents as appropriate to resolve such difficulties.

Safety Checking

Safety checks, including Police vetting as appropriate, will be carried out for residential caregivers. Other adults aged 18 years and over living in the accommodation will undergo an appropriate safety check.

Designated Caregivers

- The school will have written Designated Caregiver Agreements with all designated caregivers
- The monitoring of students living in designated care will be managed in accordance with this policy and the Designated Caregiver Agreement

Homestay

- The school will have written Residential Caregiver Agreements with all homestays
- The school will have written Homestay Accommodation Agreements with all students and their families
- The monitoring of students living in homestays will be managed in accordance with this policy and the Homestay Accommodation Agreement
- Homestay fees paid to the school will be held by the school on behalf of students and paid to host families in regular payments. Remaining homestay fees at the end of enrolment will be refunded according to the schools' refund policy.

Licensed Hostel

- The school will have written Residential Caregiver Agreements with licensed hostels
- The school will have written Hostel Accommodation Agreements with all students (or their legal guardian) living in a licensed hostel
- The monitoring of students living in a licensed hostel will be managed in accordance with this policy and the Hostel Accommodation Agreement

Temporary Accommodation

- The school will assess the suitability of the accommodation considering the age and gender of the students
- The school will ensure adequate supervision is in place for all students
- The school will ensure all pastoral needs of the students are met including meals and laundry
- The school will ensure that supervisors in temporary accommodation undergo an appropriate safety check
- The school will monitor and manage risks to students

Review:

The school will review the conditions relating to this policy as part of the annual self-review. The school will collect and record appropriate evidence of the review.

Reporting:

The staff member in charge of international education will report directly to the school Principal on the operation of the school's policy for accommodation for international students.

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This policy has been approved by the Board of Trustees: *Approval Date: _____*

This policy has been reviewed on: *Review Date: _____*

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