

## TERMS AND CONDITIONS OF HOMESTAY

The provision of homestay accommodation for International Visitors to Owairoa Primary School shall be on the following terms and conditions:

### **1. Financial Matters**

- 1.1 Payment of \$280 per child per week / \$315 per adult per week shall be paid for any homestay placement through Owairoa Primary School.
- 1.2 Fortnightly payments are made in advance to your nominated bank account.
- 1.3 Homestay negotiations and money transactions will only be through Owairoa Primary School, not through the International Visitors and/or Agents as a private arrangement.
- 1.4 In the event of homestay fee overpayment [due to early termination or administrative error] the full sum of the overpaid money must be repaid to the school within 14 days.

### **2. Welfare and Hospitality**

- 2.1 Owairoa Primary School will be informed of any matters concerning the International Visitors, including health, well-being, safety and/or behavioural concerns.
- 2.2 Any International Student shall not be left unattended and must have adult supervision in the home, at all times.
- 2.3 All International Students must be accompanied to and from school on a daily basis.
- 2.4 International Students are not permitted to use public transport unless accompanied by an adult.
- 2.5 All International Visitors will need to be provided with three meals, plus snacks per day, unless otherwise notified. Any special dietary requirements will be advised to you.
- 2.6 International Visitors require reasonable access to the internet.
- 2.7 Any absence of students from school must be reported on the morning of absence by emailing [absent@owairoa.school.nz](mailto:absent@owairoa.school.nz) with a copy to [homestay@owairoa.school.nz](mailto:homestay@owairoa.school.nz)

### **3. Household Circumstances**

- 3.1 Owairoa Primary School will be informed immediately of any overlapping homestay placements organised through other schools/agencies.
- 3.2 Owairoa Primary School will be informed of any change of circumstances in the household [not limited to change of address or phone numbers, new partner, partner moving out, adult child moving home, additional homestay students moving in/out, employment condition changes that would impact on International Visitors such as nightshift/extended hours etc]
- 3.3 Owairoa Primary School will be informed of any sudden/emergency matters that would impact on the International Visitors.

#### **4. Changes and Early Termination**

- 4.1 Either party may terminate the homestay arrangement without the need to provide reason, upon giving the other party two weeks written notice.
- 4.2 In the event of the International Visitors moving out at the request of either the International Visitor, the Agent, the homestay family or Owairoa Primary School, a refund of any homestay monies received in advance [refund to be calculated from date of removal] will be repaid to the school within 14 days.
- 4.3 Owairoa Primary School reserves the right to remove an International Visitor immediately, without giving notice if, in the school's reasonable opinion, the International Visitors welfare is in question, even when this may not be directly related to conditions within the homestay home.

#### **5. General Matters**

- 5.1 A home visit will be carried out by the Homestay Manager as part of the initial assessment process. Follow up visits will be made for any future homestay placements.
- 5.2 Should any dispute or difference arise between the parties concerning this agreement or the provision of homestay accommodation, the parties agree that they will, in good faith, endeavour to resolve the dispute by consultation and negotiation.
- 5.3 Owairoa Primary School are required to undertake a Police Vetting check on any member of the household aged 18 or over, and repeated on a two-yearly basis. Information provided as part of the police vetting process is dealt with in accordance with the Privacy Act 1993.
- 5.4 Owairoa Primary School has the right to decline any application without prejudice, and is not obligated to give any reason for declining the application.

#### **6. Liability**

- 6.1 All costs, expenses and outgoings associated with the homestay placement [including, but not limited to providing three meals, transportation, entertainment, internet usage etc] is the liability of the homestay family.
- 6.2 In the event that any negligence or wilful damage by the International Visitors is not covered under your own household contents insurance, Owairoa Primary School will assist with negotiations between the International Visitor/Agent/Homestay Family.
- 6.3 Owairoa Primary School shall not be liable for any costs, expenses, damages or other claims arising from any acts or omissions of the International Visitor.

#### **7. Terms and Conditions**

- 7.1 These terms and conditions may be varied by the school upon notification from time to time and will continue to apply to the provision of homestay accommodation by the Homestay Family, until notified otherwise.