

## Guidelines for Hosting Young Learners (13 – 17 years)

Caring for an international Young Learner in your home is a lot of fun but it also requires extra responsibility. The well-being and safety of NZLC Young Learners is the key priority during their stay and it is your responsibility to care for and monitor students to ensure their safety and wellbeing. These guidelines are designed to help you understand the procedures NZLC has in place for young learners and what we expect from you as their host family.

### Your Student's Weekly Schedule

General English/IELTS/Business English/YL GE HSP		YL English+Activities	
8:30 – 10:00 (90 min)	Lesson A		
10:00 – 10:15 (15 min)	Break		
10:15 – 11:15 (60 min)	Lesson A	8:30 – 10:00 (90 min)	Lesson A
11:15 – 12:00 (45 min)	Break	10:00 – 10:15 (15 min)	Break
12:00 – 13:30 (90 min)	Lesson B	10:15 – 11:15 (60 min)	Lesson A
13:30 – 13:45 (15 min)	Break	11:15 – 12:15 (60 min)	Break
13:45 – 14:45 (60 min)	Electives/Activities (optional)	12:15 – 15:15 (180 min)	Activities

Students are expected to come to school every day and be at school by 8.30am. **Please inform the school as soon as possible by calling or leaving a message on the school answer phone before 8.30am if the student is going to be late or absent for any reason.**

NZLC is not open during New Zealand public holidays.

### Staying out late in the evening

Young Learners have a curfew of 6pm. This must be followed at all times.

Host families **MUST NOT** give permission to students under 18 years old to stay out after 6pm without formal notification from NZLC. If your student requests to stay out late in the evenings, they must complete a form at school which will be emailed to you for confirmation.

This email will contain:

- Name and address of where the student will be
- Telephone number of where the student will be
- Arrangement for pickup and drop off of students by host family or designated caregiver **ONLY**
- Approximate return time

If the request is approved, young learner students still have a curfew of 9pm during summer and 8pm during winter. Please contact NZLC's 24/7 homestay number (last page) immediately if students break this rule. **We need to know where they are at all times.**

### Staying Away Overnight and Holidays

NZLC does not permit Young Learners to go on holiday or stay anywhere overnight without having discussed it with NZLC and receiving permission from their parents first. Host families **MUST NOT** give permission to students under 18 years old to stay anywhere overnight or go on holiday without formal documentation from the school.

Students can only stay away overnight if they intend to stay with another NZLC student at their homestay, or stay with a relative or guardian.

They must notify the Young Learner Advisor three days prior and complete a form requesting for permission for the overnight stay with the following information:

- Name and address of the host family/relative where the student will stay overnight
- Telephone number of the host family/relative the student will stay with
- Arrangement for pickup and drop off by the host family or designated caregiver **ONLY**

Please contact NZLC's 24/7 homestay number (last page) immediately if students break this rule. **We need to know where they are at all the times.**

## Safety and Wellbeing

Host families are responsible for the student at all times outside of school hours, and we expect you to ensure their safety at all times.

Please insist that young learner students notify their parents of their arrival. The student may have an international calling card. If they don't, please help them to buy one or show them how to use Skype/WhatsApp or other ways of contacting their parents.

Students' passports, health insurance policy, air tickets and pocket money are to be kept in a safe place. Students can request that their passport and pocket money be kept in the school safe.

Remind students to bring their passport and travel insurance policy with them to school on their first day so that a copy can be made for the school file.

**If you are ever worried about your student's physical or mental wellbeing, please contact the school.** If we notice that your student is regularly absent, we will also be in contact with you, their parents and/or their education consultant.

## Health & Safety around the House

It is important that you go over some basic health and safety rules with your student shortly after their arrival:

- Explain to students that in the **event of a fire**, they must leave the house immediately and show them an alternative exit (in case the main exit is blocked)
- Tell students to **call 111** in the event of an intruder in the house or any emergency requiring a fire truck, an ambulance or the police
- Please show students:
  - where they can find the **first-aid kit**
  - the **smoke alarm** and explain what it does
  - where to find **cleaning products and mops** to wipe up any spills in the bathroom and kitchen to avoid accidents
  - around your kitchen and explain how to use/not to use **appliances**. For example, no cutlery in microwaves, do not place tea towels over heat, keep electrical cords away from water and anything else that may be specific to your kitchen
  - how to use any **heaters** or the **electric blanket** in their bedroom. Go over the safety rules and insist that they are turned off whenever they are not in the room

## Transport

For most students, it is their first time travelling overseas and their English is limited. It can be very traumatic if they get lost. It is very important to ensure their safe arrival to school and safe arrival back home during their first few days.

- **Please accompany young learners getting to and from school on their first day.** It usually takes a student a week to become familiar with public transport. Please assist further if required.
- **Give students the timetable for the mode of public transport they will be using and help them purchase the appropriate transport card** prior to their first day at school.
- Write clear instructions of where to get on and off the bus/train/ferry, and instructions for the driver to read and direct the student. A simple map of how to walk home from the bus stop or train/ferry station would be very helpful.
- **Write down your contact details and NZLC's 24/7 numbers below for the student to carry with them** in case they get lost.

## Special Care

As per the NZ Police website, **it is illegal to leave a child under the age of 14 years without reasonable provision for their care.** As such, young learner students must have adequate supervision by an adult member of the host family during their stay. If you are unable to do this, please contact us immediately. Please note that other students staying with the family must not be given the responsibility of supervising students under the age of 14. If your student is feeling sick at school and wants to come home, we will call you to inform you of the situation.

Most students have never been away from home before, so please ensure they are comfortable and well cared for. Some students come from a tropical climate, so please provide adequate bedding, a warm bedroom and ensure they have appropriate clothing.

Please provide healthy balanced meals, as this is vital for growing teenagers.

Encourage your student to do homework and help them if necessary.

## Emergency

In the event of an emergency, please dial 111 or take your student to the nearest A&E centre or accident and emergency department at your local hospital. Then call the school or after-hours contact numbers below.

If the situation is less urgent, please take the student to a local GP and ring the school or after-hours contact numbers to let us know about their situation.

If you are not sure about the appropriate course of action you should take in the event of an accident or student illness, please contact the school.

### NZLC office phone numbers:

- NZLC Auckland: **303 1962** (Monday – Friday, 8am – 4pm, except public holidays)
- NZLC Wellington: **802 4620** (Monday – Friday, 8am – 3.30pm, except public holidays)

### NZLC after-hours contact for urgent matters:

- NZLC Auckland-arranged homestays and airport transfers: **021 780 509**
- NZLC Wellington-arranged homestays and airport transfers: **021 030 9815**
- NZLC's FREE 24/7 Student Line (from any NZ phone only): **0508 156 156**

**We hope you enjoy your hosting experience! If you have any questions, please contact the Accommodation Department.**

Auckland Accommodation – [akaccommodation@nzlc.ac.nz](mailto:akaccommodation@nzlc.ac.nz)  
Wellington Accommodation – [wnaccommodation@nzlc.ac.nz](mailto:wnaccommodation@nzlc.ac.nz)