Rangitoto College

Great Opportunities, Great Students

Accommodation Handbook

For Homestay & DCG Parents

Rangitoto College
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Welcome to Hosting International Students

Thank you for agreeing to share your home and family with a Rangitoto College International student. You (and they) may find it challenging at times, but ultimately we hope you find it a rewarding and fulfilling experience, and that you have a life-long extended family member. Host families play an important role in an international student's life.

At Rangitoto College every year we welcome over 250 international students from over 25+ nationalities. This means our students come from all parts of the world - including Europe, Asia, Middle East, Nth, Sth & Central America, and the Pacific regions.

Students are a long way from their own families and will need a caring environment to help them feel physically and emotionally safe while in New Zealand.

It is helpful to ask yourself "what would I like a host family to do for my son / daughter if they were living overseas?"

This booklet is to provide some guidance for you as a homestay host. We appreciate that every family has their own set of values and house rules, and that students need to respect these.

Our Accommodation team are here to support you. If you have any queries or concerns while hosting a student, please do not hesitate to contact us.

Quick Facts

Excellence
Ranked Internationally among Global Colleges

4200+
Students enrolled from 60+ countries

Nationalities
Over 70 Nationalities at Rangitoto College

130+
Homestay & DCG Students

220+
International Students

Sports Available
40+ Sports Codes Available

Arts & Cultural Groups
75+ Co-Curricular Performing Arts Groups along side 70+ Student Lead Interest Clubs, Service Groups & Cultural Groups

International Accommodation Coordinators

At Rangitoto College we have 4 accommodation staff all of whom are located in the International Accommodation Office

Victoria Hitchens
Monday to Friday 8am to 4.00pm
Ph: 477 0150 ext 664
Email: accommodation@rangiworld.co.nz

Anna Leech
Monday to Friday 8am to 2:30pm
Ph: 477 0150 ext 668
Email: accommodation@rangiworld.co.nz

Chinese International Support:

Ivy Lin
Tuesday, Wednesday, Friday 9:30am to 2pm
Ph: 477 0150 ext 659
chinese.support@rangiworld.co.nz

Other International Department Staff

The international office is open to students from 8:00am to 4pm Monday to Friday, including school holidays. We are here to help you if you have any questions or issues.

Lynda Lidgard
Director of International Students

Lynda leads the International Team at Rangitoto College, focusing on global marketing, agent relationships, and student wellbeing to ensure every international student is supported and successful. Lynda is also your acting guardian whilst you are at Rangitoto College studying.

Email: **lynda@rangiworld.co.nz**

Victoria Craven
Student Services Coordinator

Victoria provides frontline support and onboarding for international students, manages Ministry of Education data compliance, coordinates the senior Term 4 Alternative programme, and manages the international website and social media.
Ph: **477 0150 x 661**
Email: **admin@rangiworld.co.nz**

Vanesa Pearce
International Manager

Vanesa manages student applications, accommodation quality, and global marketing, working closely with educational agents to ensure a seamless enrolment process for prospective families.

Email: **int.manager@rangiworld.co.nz**

Chantal Burnie
International Finance Officer

Chantal handles international enrolment finances—including Offers of Place, invoicing, and receipts—and manages student insurance policies and claims to ensure complete coverage, pathway letters.
Ph: **477 0150 x 662**
Email: **finance@rangiworld.co.nz**

International Deans

Hyung Lee
International Dean - Yrs 9 -11

Hyung is responsible for all timetable, subject or attendance queries for all international students in years 9, 10 & 11.
Ph: **477 0150 x 701**
Email: **Hyung.Lee@rangitoto.school.nz**

Raewyn Nutsford
International Dean - Yrs 12 & 13

Raewyn is responsible for all timetable, subject or attendance queries for all international students in years 12 & 13.
Ph: **477 0150 x 916**
Email: **Raewyn.Nutsford@rangitoto.school.nz**

Peter Morton
Associate Principal

Peter is responsible for any disciplinary and staff issues relating to behaviour and attendance.

Email: **Peter.Morton@rangitoto.school.nz**

We are here to help you:
Phone: (09) 477 0150
Email: admin@rangiworld.co.nz
Homestay Email: accommodation@rangiworld.co.nz
Emergency /After hours: 0800 563 263
Police: 111 (Police/Fire/Ambulance)
564 East Coast Road, Mairangi Bay, Auckland 0630, New Zealand
www.rangitoto.school.nz

Code of Practice

Under The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code), Rangitoto College is required to visit every students accommodation prior to the placement of any student and assess the suitability of the living conditions. For a full copy of the Code of Practice click **here**.

Homestay Requirments

- All host parents must be over **25** years of age
- All students must have their own bedroom within the house (not a shared room)

Homestay Inspections

As part of the Code of Practice requirements, Rangitoto College is obligated to visit every homestay every 6 months and DCG's every 12 months, to check the living conditions are still suitable, or more often if we feel there is a need. This takes approximately 15-20 minutes and is a good opportunity to see how everything is going with your students and whether we can assist you with any concerns you may have. You will receive an email when your inspection is due.

Student Interviews

Rangitoto College is required to interview every student once a term to check their accommodation is appropriate and their academic, social and emotional needs are being met. Homestay Definition "Homestay" sits under the Residential Caregiver definition and means accommodation provided to an international student in the residence of a family or household where no more than four international students are accommodated.

Police Vetting Regulations

It is a requirement that Rangitoto College must undertake New Zealand Police vetting of all persons aged 18 or over residing in homestay households, (this excludes other Rangitoto College international students). Police vets must be renewed every 3 years. People regularly staying overnight or for more than 5 consecutive days at a time must also be police vetted if 18 years or over. Please note that Rangitoto College has the right to refuse an application if the police vetting results are of concern.

Household Policies

To ensure a safe and compliant environment, Rangitoto College host families must adhere to the following:

- **Nationality & Gender Matching:** Students placed in the same homestay must be of the same gender and from different nationalities. This rule applies to all placements students hosted from other schools or organizations.
- **Household Updates**: If you plan to accept an additional student from another school, you must notify Rangitoto College immediately to ensure it meets our criteria and is recorded on your family profile.
- **Capacity Limits**: A homestay is defined as hosting a maximum of 4 international students.

Please note that hosting 5 or more students classifies the property as a boarding house, which carries distinct tax implications.

Handy Hints:

- Host parents must be over 25 years of age
- 5 or more learners/students is considered a boarding house which will have tax implications
- Police Vets are carried out every 3 years
- Homestays are visited every 6 months
- DCG are visited every 12 months
- Students are interviewed every term

Homestays vs DCG

Below we explain the difference between a Homestay, Designated Caregiver and a parent. Most of our students stay in a homestay who are carefully selected by Rangitoto College.

What is a Homestay?

A Homestay is an accommodation arrangement where a student lives with a local family who have been vetted and approved by Rangitoto College.

- **Careful Selection:** Homestay families are thoroughly vetted, interviewed, and carefully selected members of our local community. They must pass strict safety checks (including police vetting) to ensure a safe, welcoming environment.
- **School Contract:** The host family signs a formal contract directly with Rangitoto College, committing to meet high standards of care, emotional support, and accommodation.
- **Financial Arrangement:** This is an official school arrangement. The school collects the accommodation fees from the student's parents and pays the homestay family directly.
- **Full School Support:** Because the contract is with Rangitoto College, our Accommodation Department fully monitors the placement and steps in to assist if any issues arise.

What is a Designated Caregiver (DCG)?

A Designated Caregiver (DCG) arrangement is a private accommodation agreement chosen by the student's biological parents, where their child lives with someone they already know.

- **Established Relationship:** A DCG must be a relative or a close family friend whom the student and their family have known well for a significant period (ideally longer than 12 months).
- **Strictly No Strangers:** A DCG cannot be someone found online, via social media, or through unregulated accommodation websites. If a family does not have a pre-existing relationship with the host, the host must apply, vet, and register as a standard Homestay family instead.
- **Private Financial Agreement:** Unlike a homestay, this is a private arrangement. The student's biological parents are responsible for paying the DCG directly; Rangitoto College does not handle these financial transactions.
- **School Approval & Safety Checks:** Even though it is a private arrangement, student safety is our top priority. By New Zealand law, the school must officially approve the DCG. This includes a home visit and safety checks before the student is permitted to move in.
- **Support and Responsibility:** If issues arise, the Accommodation Department is always available to offer guidance and advice. However, because this is a private agreement, the primary responsibility for resolving living or behavioural issues lies between the DCG and the student's biological parents.

Handy Hints:

- A Homestay is an accommodation arrangement where a student lives with a local family who have been vetted and approved by Rangitoto College.
- A DCG must be a relative or a close family friend whom the student and their family have known well for a significant period
- The student's biological parents are responsible for paying the DCG directly

Students Pre Arrival

When a student applies to be at Rangitoto College, we spend lots of time trying to match our students to the correct homestay family. There are multiple factors that go into these decisions, pets, food preferences, distance for after school activities etc. It is a complex process. Once the homestay has been selected we will send you confirmation

Student Pre-Arrival Communicaiton

Once we have decided to place a student with your family, we will send you information about the student (students profile record). This will be a chance to learn about your potential student we think will match your family well.

Quite often, students have gone to a lot of trouble to tell you about themselves when they first apply, and we encourage host families and students to communicate by email before the student arrives in New Zealand.

Once you confirm you are happy with the student, we will then send the student your family profile too.

Please note the pre-arrival time can be a worry for the students' parents, and they will be reassured if you communicate by email prior to your student's arrival. Most of our students use Whatsapp so we do encourage you to start with either Whatsapp or email to make the first contact if your student hasn't reached out. We would recommend that you do this around 2 months prior to their arrival - sometimes the students will reach out earlier than this so check your spam folders in your emails.

Welcoming Your Student

If you are hosting an international student, we require you to be home to personally welcome them when they arrive. The first few days are the most critical for helping a student settle into a new environment and family; having their permanent homestay family there to support them is vital to their transition.

Please note that arranging temporary homestays during arrival week is incredibly difficult, as almost all of our host families are already full with their own students.

While we can arrange airport transfers if necessary, we encourage host families to pick up their students directly from the airport if you are able to do so. Arriving in a new country can be overwhelming, and seeing a smiling face waiting in the arrivals hall makes a world of difference. It's the perfect way to kickstart your bond, ease their nerves, and welcome them into your family right from the very start.

Airport Collection/Drop Offs

If you wish to pick your new student up from the airport or drop them off, you will receive an additional $50 with your first homestay payment. This is for the arrival and departure from Rangitoto College only and not for students travelling to and from NZ in holiday periods or other times. It is only when they start and finish their study at Rangitoto College.

Handy Hints:

- We suggest you reach out to your students around 2 months prior if you haven't heard from them
- Check your spam folders for emails
- We encourage you to pick your students up and drop them off at the airport as its nice to see a friendly face especially when they arrive

Welcoming Your New Student

When your student arrives, they will most likely be jet-lagged so it is best to wait a couple of days to settle into your home before hitting them with rules of your household. Please be patient explaining your roles and household expectations as this can take a while to sink in over a few weeks.

They will have received a handbook regarding living in a homestay or Designated Caregivers (DCG) home which has some great information so they should have read this prior to arriving at your home. In the back of their handbook, there are some ice breaker questions and a sheet which you can go over when they are settled in after a couple of days.

As soon as your student arrives, it is important to give them a friendly welcome. Please try to make sure that all the members of your household are introduced to your student as soon as possible after they arrive.

As part of helping them settle in, we do suggest you take them to the supermarket so they can see what the different foods are in New Zealand and also maybe drive them around the local East Coast Bays area during the day so it gives them a little taste of where they are and their local surroundings.

We do also encourage the homestay families to perhaps take them on a day trip every so often - these could be things like:

- A morning or afternoon at the beach
- Walk Shakespeare Park
- Matakana Village Markets
- Arataki Visitor Centre
- Muriwai (check out the Gannet colony too while you are there)
- Manawa Bay or Silvia Park Shopping Centre
- Waiheke Island
- Catch the ferry from Devonport to City & walk around the Viaduct
- Albany Shopping Centre
- Mission Bay and grab an ice cream
- Sports events
- Family Outings
- Fish n Chips on the beach
- Night Markets
- Watch their sports or performances every so often

If you are taking students out for the day make sure they are aware of any costs involved if they are required to pay for things - i.e. entrance fees or ferry tickets etc should be paid for by the student.

Some of our students don't often have the opportunity to go anywhere and they are also too shy to ask so we do encourage you to see if the student wants to go out with you if you are heading out for the day. Give them the opportunity to say yes or no.

Remember you are their family whilst they are in New Zealand and should be part of your everyday life - treat them like they are part of your family - not just a border in your home.

NZ Mobile Number

Most students will arrive with an overseas mobile phone. When they arrive we would encourage you to take them to the local mobile phone provider to purchase a new NZ sim card. They may have to pay to have their phone unlocked so it can be used in NZ. Once sorted, please make sure they let you and the international department know their new number when it's sorted.

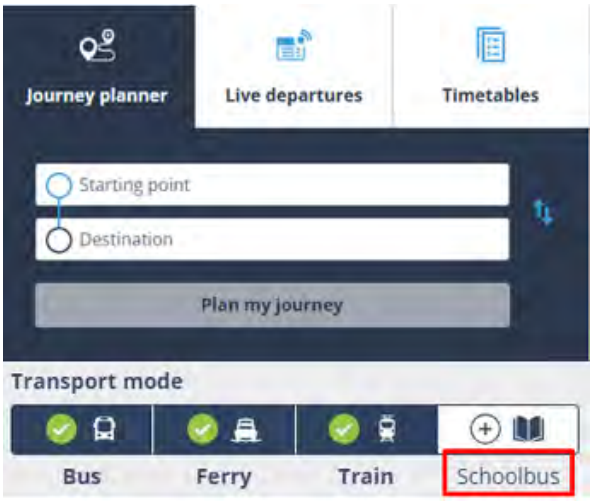
Bus Passes & Local Transport

Most students will be wanting to know where they can get a bus pass when they arrive. Some families often organise their pass before they arrive which is great - others wait until the student has arrived.

If you can organise this prior to their arrival this would be preferred especially if you are working and are unable to drive the student around for the first few days. It gives the student some freedom to get about on their own.

Before they start school, we do recommend that you do a practice run on the bus with them so they can confidently get the right transport to school. Below are some helpful links to the bus information for you and the students

Download the AT Hop App



School Bus Timetables

Click **here** to view the school bus timetables. (https://at.govt.nz/bus-train-ferry/timetables/school-bus-timetables)

Top Up your AT Hop Bus Card

To top up your card or purchase your card in person you can go to any of the AT HOP retailers listed in the following link **here**. (https://at.govt.nz/bus-train-ferry/at-hop-card/at-hop-retailers/)

Registering your AT Hop Bus Card

Click **here** for a link to instructions on how to register the AT HOP Card and how to receive student discounts on Auckland Transport (Buses, Trains and Ferries). You will need the students ID card as proof of eligibility when they register. The student will receive their student ID card 1-2 weeks after their arrival. (https://at.govt.nz/bus-train-ferry/at-hop-card)

Students 16 to 19 years old:

Click **here** to find out how to apply for discounted fares for Auckland High School students aged 16 to 19 years of age.

Students 15 years or younger:

Click **here** to find out how to apply for discounted fares for Auckland High School students 15 years or younger.

Homestay Payments

As part of hosting international students for Rangitoto College we pay our host families fortnightly. A homestay payment should only be considered as a reimbursement for the costs associated with having another person living in your home.

Homestay Payment Rates

Host families will receive the following:

2026

- **Homestay Payments:** $420 per week (for 7 nights)
- **Students under 14:** $440 per week

2027

- **Homestay Payments**: $420 per week (for 7 nights)
- **Students under 14:** $440 per week

2028 - TBC

Special Dietary Requirements: $50 per week extra (depending on requirements)

Payment Processing & Schedules

The homestay payments will be paid 1 week in arrears & 1 week in advance into your nominated account every fortnight.

If a student is travelling during the two-week term breaks, the homestay will continue to receive the weekly homestay payment.

Holiday Homestay Payments

Term Holidays (end of terms 1, 2 & 3): during the term holidays students are required to pay their homestay family the standard weekly homestay fee.

Christmas Holidays: If a student travels home over the Christmas holiday period and leaves their luggage with you for when they return the following year, the homestay will receive a holding fee of $10 per night up to a **maximum of 60 nights** (**$600**).

Homestay Payments as a Regular Source of Income

Being a host family should **not** be relied upon as a constant source of income, as we cannot guarantee that we will always have a student to place with you.

Please check the IRD website for information about tax obligations.

Extra Charges Policy

The Homestay Parent/s **should not** request or require any additional payments from students or their families beyond the agreed homestay weekly fee as set by Rangitoto College.

Handy Hints:

- Homestay payments will be paid **1 week in arrears** & **1 week in advance**
- Homestay family's **should not** request or require any additional payments above the standard weekly homestay fee
- Host families are required to give Rangitoto College at least 1 weeks notice for any student termination from their house

Handy Hints:

- You are only required to supply standard food that you would supply our own family unless the student is paying an extra dietary fee
- If you take your student out for dinner or get takeaways, you are expected to pay for them

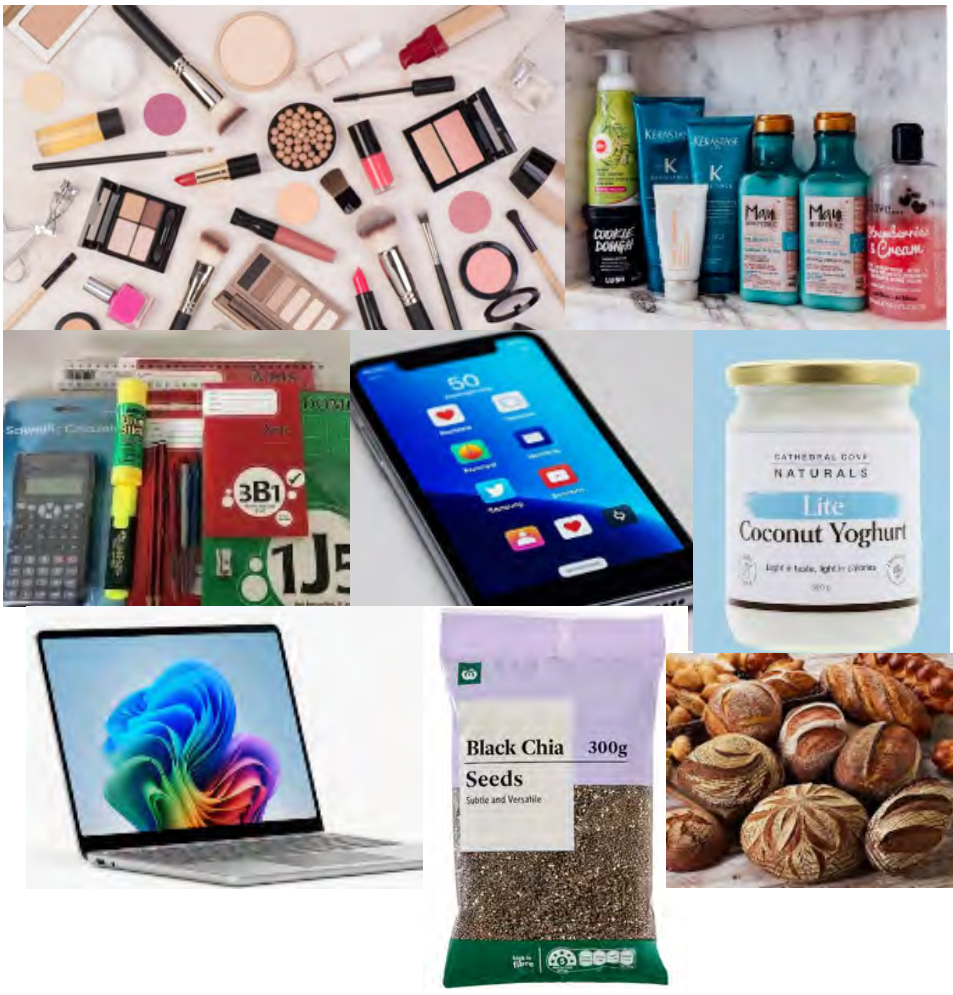
Student Financial Responsibilities

Stationery costs, pocket money, toiletries and cosmetics, bus fares, holiday costs, medical/dental expenses, mobile phone accounts, uniforms, lost items, and theft of student property (a police report may be necessary for insurance).

In addition, if students want special food that it outside your family's standard shop, then the student needs to pay for these items themselves.

This could include but not limited to:

- *Coconut Yoghurt or other specialty yoghurts*
- *Specialty breads or milk (if not paying for special diet fee)*
- *Blueberries, Strawberries*
- *Halloumi*
- *Chia seeds*
- *Out of season product etc*



If you want any clarification, please do not hesitate to contact the International Accommodation Office.

Homestay and DCG Changes

Rangitoto College places a student with a host family for an intended length of time in good faith. We are here to support homestays and students to work through any issues or concerns that may arise

If issues are not resolved and either party still feels uncomfortable, it may be best for both the host family and student to part ways. One week's notice by either party is required when this happens.

Arrival of a New Student

It is a requirement that you need to be at home to receive your students with 5 days prior to the student starting the new term (unless prior arrangements have been agreed with the accommodation office). If you are away or unable to receive your new student, the student may be reallocated to another family at the schools discretion.

Changes in Family Circumstances

If a student needs to be moved due to a change in host family circumstances (i.e. moving house), the more notice you can give us the better. We do require at least 1 weeks notice unless there is something urgent and out of your control.

Rangitoto College Requests to Move a Student Urgently

Over the 20+ years that Rangitoto College has been hosting international students, we have gained a lot of experience in choosing the right family for the student. However, in some circumstances, we don't always get it right and need to move a student. This could be for various reasons, food, distance to school, family dynamics in the house, pets, noise etc. Most of these are out of your control. As such if a student decides they want to move, please do not take it personally. Please remember they are young adults without their parents here so while they may think they are making a sound decision by asking to move families, we know to take some of the students feedback with a grain of salt.

If we do move a student, you will be given one week's notice from the day you were advised which will be paid with the next homestay payment run.

Can a student move themselves without prior consent?

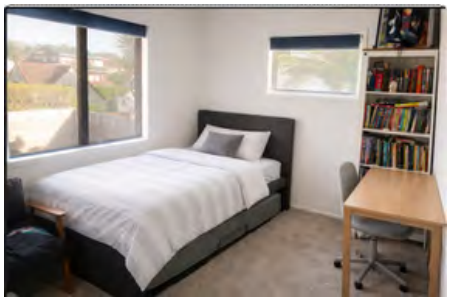
No - A student is **NOT** allowed to move from their homestay without the prior consent of the International Accommodation Coordinator.

It is really important for Rangitoto College to have up-to-date information for each of our homestay families. Please make sure you notify us of any changes to your family circumstances no less than 14 days prior, e.g. number of people living in your home, hosting for another school, a change in marital status or a change in pets. Especially if you will be hosting for another organisation or will have boarders. If over 18 years or over, they must be police vetted by Rangitoto College and a copy of their passport or drivers licence submitted to the accommodation office.

Homestay & DCG Requirements

Bedroom Standards & Requirements

Students need to have their own bedroom with their own bed and all bed linen provided. This is their sanctuary when they need to be alone. If you have young children at home, please make sure they do not intrude.



Each room must have:

- A window allowing natural light & airflow
- Bed with all linen supplied including enough blankets
- a chest of drawers
- a wardrobe
- a desk with a chair for homework
- a smoke alarm
- Heater - if students are cold

We have a policy of one student per bedroom. The only time when it is OK for students to share a bedroom is on the occasional day or weekend when students may choose to have a sleepover at their friend's home or have a friend overnight.

Appropriate heating in the bedroom is required. Be clear when discussing the use of heating. In the students Homestay & DCG Handbook, there are some great questions to discuss with your student when they arrive so everyone can understand the rules in your own home. We suggest going through these with your student.

All teenagers struggle to have a clean and tidy room. You can have a friendly weekly 'inspection' to encourage your student to keep their room tidy. We do expect the students to vacuum their own rooms and tidy them regularly.

We suggest putting something protective over the tops of bedroom furniture such as placemats and providing plastic containers for students to put their personal items in (i.e. makeup, skincare), so the tops of drawers don't get stained or damaged. Rangitoto College is not responsible for any damaged items in your home.

Laundry/Washing

We do expect our homestay families to do the students washing however, if the student wishes to do their own this is also ok. Please remember that a lot of students have never been asked to do their washing before or even know what is required so may take a while to understand.

If the student wishes to do their own washing, be sure to talk to them about the laundry and how to turn the washing machine on/off etc.

We suggest you provide the student with a washing basket they can keep in their room or bathroom which they can put their dirty washing in and put out to go in with the family washing or in a separate cycle on washing days if they prefer that. We recommend to the students they strip their bed sheets weekly or fortnightly as well as change their towels every 3 - 4 days.

If you prefer to use the washing line to dry your clothes, please show them where to hang their clothes. We do advise the students not to hang any washing in their bedrooms, over heaters or in their wardrobes and if they are unsure of what to do, to ask you.

Chores

As a member of your family, students are advised they should assist with daily chores around your house. This could involve helping with the dishes, cleaning the table, putting the rubbish out at the gate etc.

Please bear in mind that a lot of our international students come from homes where they have maids or parents that have done everything for them, so please explain carefully how to help with any chores you want done.

Toilet and Showering

Please explain to new students how the shower works in their bathroom. Every shower has different controls so it is important that the student knows what to do. We suggest also talking to them regarding when they can take showers.

Make sure they are told to also hang their towels up and keep the floor tidy after showering or using the bathroom.

Students are advised that shower times should be kept to between 5 - 10 minutes maximum for a daily shower. If they have had school sports etc then this might change slightly.

Students should be aware not to place too much toilet paper down the drains or any objects (sanitary pads etc) as this can cause a blockage. We suggest placing a small bin for any sanitary items need to the toilet. Some cultures place their used toilet paper and objects in a bin as their sewerage systems do not cope with toilet paper being flushed, so you will need to explain carefully what happens in New Zealand.

House Key

Students must be given a house key/keypad code to get into your house and return to you when they leave. They need to inform you immediately if they have lost the house key and also pay to get a new replacement key cut at the locksmith.

Heating

Please let your student know that in New Zealand most households don't have central heating and so we recommend they should wear more clothing - jumpers, trousers, singlets and socks are key over the winter months.

Smoking, Vaping & Alcohol

Alcohol

- It is illegal for students to purchase or supply alcohol to anyone under the age of 18 years
- It is against the school rules to drink alcohol under 18 years of age.

Smoking & Vaping

- In NZ, it is illegal to buy cigarettes or vapes if your student is under 18 years of age.
- It is against the school rules for your student to smoke or vape as an international student at Rangitoto College.

Computers & Internet

- Internet access is a requirement by the host family at no extra cost to the student.
- We recommend the students don't use the internet after 11.30-12pm. It is important that they get the required amount of sleep to be able to function properly at school. In the holidays it's not so important.
- All students are required to bring a laptop with them or purchase one here in NZ for studying at school. It iss not a requirement by the host family to provide this.

Cellphones

If the students are on their phones talking to friends and family back home late at night, they are required to keep the noise to a minimum so they don't wake other family members living in the house.

Students will have their own mobile phones or laptops and can contact family and friends via the internet using apps such as Facebook messenger or Whatsapp. Students should not be using your landline to call overseas.

Electrical Goods

Most students come from countries where their power plugs are different to those in New Zealand and will require adapters to use their own devices from back home. Please check with your student when they arrive. If they do require any adapters, we would recommend them going to PB Tech, Noel Leeming etc to purchase one. This cost is to be covered by the student.

Religion / Church

Students come from many cultures and religions, and this should be respected. It is often very difficult and embarrassing for students to say 'no' when pressed to attend church that is not their belief.

Cultural Differences

Most problems occur through cultural differences and misunderstandings, not bad behaviour.

Communication can go a long way to solving many of the potential problems. This and sensitivity to your student's personality will help you bridge those cultural barriers to form a strong relationship.

Treat the student as you would want your own son or daughter to be treated overseas and you will get it right 99% of the time.

Discuss with your student how your family greets, says good night, etc.

Some cultures feel uncomfortable with physical contact. They can often misinterpret what for us is normal affection. Girls can also feel uneasy if left alone in the house with male family members. To avoid any possible problems or misunderstanding, please make sure female students have a female companion if the host mother is away overnight.

South American students tend to be very social and physical contact is a natural part of their greetings (i.e. hug and kiss). They often find New Zealanders to be very cold. They would expect to be greeted by a hug and kiss.

No matter where your student is from, just check with them how they feel about physical contact and personal space, and please respect them.

Birthdays & Family Celebrations

When we send you your new student's profile, you will find their date of birth included on the form. Since these students are far from home and living in New Zealand without their natural parents, celebrating their birthday or another special day can make a world of difference. We highly recommend marking the occasion with a nice family dinner and/or a small birthday cake with candles. It's these thoughtful gestures that truly help them feel like a cherished part of your family.

Managing Cultural Challenges and Shock

When a student arrives it can take time for them to adjust to the various cultural challenges they may face. This could be anything from the way they address adults, changes in food, living with pets, being away from their family having no siblings in their house etc. It is important to start with great communication when the student arrives so they feel comfortable to talk to you if there are problems or if they feel lonely.

Curfews & Sleepovers

Curfews

All students, regardless of age, must tell their host parent where they are going and what time they will be home.

a) Students must make sure their phones are fully charged before going out and are left turned on while they are out so that the host family can get hold of them.

b) The curfews below are a guideline only and are the latest times we would want a student out (unless under special circumstances). Please speak to your students about your house rules and expectations in the week they arrive.

AGE	SUNDAY-THURSDAY	FRIDAY	SATURDAY
13 YEARS	TO BE AGREED BETWEEN THE HOST FAMILY AND THE STUDENT. RANGITOTO COLLEGE RECOMMENDS A CURFEW OF NO LATER THAN 9 PM.	UNDER SUPERVISION	UNDER SUPERVISION
14- 15		10 PM	10 PM
16 YEARS AND OVER		11PM	11PM

It's illegal in NZ to leave a child under 14 by themselves at home or in another place, they must be supervised by a responsible and mature person who at least 14 years old.

Refer to police website for guidelines https://www.govt.nz/browse/family-and-whanau/childcare-and supervision/leaving-children-by-themselves/

Lights and technology should be turned off at midnight at the latest – students fall asleep at school otherwise. This often causes arguments in families and problems at school. Please advise the international office if there are any issues.

Sleepover Requests

Students are not permitted to stay away from the host family home overnight without seeking prior consent.

- If your student wants to stay the night at a friend's house who is also a Rangitoto College international student, they must give you the details of the friend's homestay. The host family are required to ring and speak to the other homestay to check it is fine with that family.
- If your student wants to stay the night at a friend's house who is not a Rangitoto College international student, they must get approval from the International Accommodation Office a few days in advance. Rangitoto College will then notify the host family with the decision. Same-gender sleepovers only, co-ed sleepovers **not** allowed – no exceptions.
- There **must** be adult supervision in the home overnight for any sleepover.
- Sleepovers are only approved if on a Friday or Saturday night. The host family must feel comfortable about the arrangements and has the right to say no.
- If your student is not following these procedures, the school is happy to take away their privilege of sleepovers.

Note: Sleepovers should be organised in advance before your student goes out for the evening. It is not acceptable for your student to text you while they are out in the evening to ask permission. In this instance, you should tell them they need to come home as they have not followed correct procedures.

Food & Meal Times

Meals

Homestay families are required to provide breakfast, lunch, dinner and adequate snacks 7 days a week. Remember that teenagers have 'hollow legs' and can eat quite large amounts.

It is a good idea to take your student to the supermarket and ask them what they like to eat. They may take some time to adapt to the food here. Please try to provide food and snacks they enjoy, while encouraging them to eat the same meals as your family.

Host families are not expected to have to cook special foods for their student, unless they have been made aware of dietary requirements at the time of enrolment (E.g. gluten free, diary free, vegetarian)

Some host parents like to prepare the school lunchboxes and others are happy for the student to prepare their own. Make sure your student has adequate food for morning tea and lunch at school (i.e. a main meal for lunch and snacks for interval).

Some snack ideas to add to their school lunch: fruit, yogurt, cookies, chips, muesli bar, chocolate bar, crackers, rice crackers, pretzels, nuts, trail mix, dried fruit, cheese, hardboiled egg, muffin, cupcake, slice, pastry.

Many international students come from a culture where they have their main cooked meal at lunchtime so it can take them time to adjust. Have a chat with your student about food options to ensure the food you provide won't go to waste.

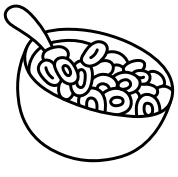
Do not 'hide' food, or reserve food for your own family. This is a common complaint that really upsets students.

If you choose to get takeaways or take your student out for a meal, it should be treated as a meal at home and paid for by you. If your student chooses to get takeaways or go out for a meal with their own friends, your student pays.

Set a time that your student needs to ring or text you by if they do not require an evening meal to avoid cooking for them and food going to waste. Some students prefer to have their dinner later, they might ask you to save them some food they can heat up later.

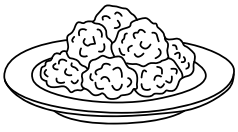
You are not expected to provide any special dietary requirements unless advised otherwise.

Your homestay fee requires you to supply all meals:

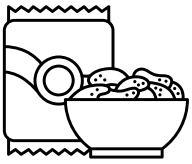


Breakfast

Lunch



Dinner



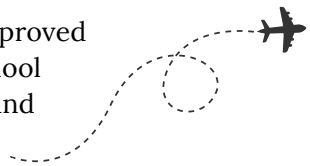
Snacks

Cooking

It is **not** an expectation for students to cook meals for the host family. This is something some students may like to do or help with. Some of our students love to cook, so we do encourage them to just ask their host family! Cooking a favorite meal from their home is a fantastic way to share their culture with you.

Travel & Holidays

Student Travel



International Students are **not** allowed to travel independently (i.e. without approved adult supervision). They can only travel with their homestay family, with a school accredited tour company, or on trips and activities organised by their agents and approved by their natural parents.

Students can view and sign up for school approved weekend and school holiday tours at the International Accommodation Office any time during their stay or prior to arriving.

Students are allowed to travel back to their home countries during the school holidays as long as the school has been provided with permission from their agents/parents prior to travelling. They should not be travelling during school term time, only in the school holidays. Long-term students usually return home for the Christmas holidays.

The International Office **MUST** approve all student travel arrangements prior to travel. Failure to do so could result in the student's visa being revoked. Please inform the International Office if you are aware your student intends to travel so that we can check it has been approved.

Homestay or DCG Travel / Holidays

If you are going away for a night or longer and are unable to take your student, please arrange for a reliable adult (friend or family member) to come and stay at your house to provide supervision for your student. You **MUST** inform the school of this arrangement prior to your travel.

If you cannot find a suitable adult, then please give Rangitoto College sufficient notice so a temporary homestay can be found for your student.

Please use this as a last resort as finding temporary accommodation can be challenging, particularly if you are hosting more than one student.

No student is to be left unsupervised overnight, regardless of age.

Transport

Please make sure your student arrives at school in time for Orientation on their first day. Prior to their first day, please show your student how to walk or bus from your house to school and back again. Spend some time showing them how to use the Auckland Transport **website**.

Students are required to pay for their own bus fares. Students will receive their school ID card within the first few weeks into the term. At orientation, students receive information on how to register their ID card to their hop card account to get the cheaper fares.

Extra transport requirements and care may be necessary for students under 18 years of age. Some of the students may have tuition after school, which may require them being collected after their lesson. Please ensure arrangements have been made for their safe transport home (this is of particular concern to us during the winter months when it is dark and cold).

It would be much appreciated if you could take your student to the airport on departure. However, if you are not able to, the school will help your student make alternative arrangements.

Students can only be driven by a person holding a full NZ licence.

International students are not permitted to drive whilst in New Zealand. If a student wishes to sit their learners and restricted driver's licences, they must see the International Office for permission first. International Students caught driving outside of these conditions are likely to have their student visa revoked.

Approved Travel/Tour Companies

We work with multiple trusted tour companies that offer incredible travel experiences for our students across New Zealand, Australia, and Pacific Islands.

These trips range from one-day excursions to 15-day tours around the South Island. Trip prices range from $150 for a one-day surf trip to $3,800 for a full 15-day South Island tour. Our international accommodation staff are available to discuss travel options with students once they arrive in New Zealand and can help them make the most of their experience.

Below is a list of these tour providers:

- **The Student Tours (www.thestudenttours.co.nz)**
- **Students on Tour (www.studentsontour.co.nz)**
- **NZ Educational Tours (www.nzet.co.nz)**
- **NZ Education Experience (www.nzee.co.nz)**
- **Aotearoa Surf (www.aotearoasurf.co.nz)**
- **NZ Surf (www.nzsurfacademy.co.nz)**

To see the full list check out our International website **here**. We do encourage the students to try and see as much of NZ as they can whilst they are here and these trips are really a great opportunity to do this.

Parents must give written permission before their children are allowed to travel. This can be arranged through the International Accommodation Office.

If your student has any local/domestic friends that also want to do these trips with them, they can.

Homestay/DCG Behaviour Report

When a student struggles to follow the schools accommodation guidelines or respect their host family, they will be placed on the Homestay/DCG Behaviour Report

These expectations apply to **all** international students living in a Homestay or DCG family.

If your student is placed on the Behaviour Report, their parents back home and their agent will be formally notified immediately. Please understand that this report is not just a penalty but it is a supportive tool designed to help you and the student get back on the right track and rebuild a positive relationship with you.

Here is how the Homestay/DCG Behaviour Report works:

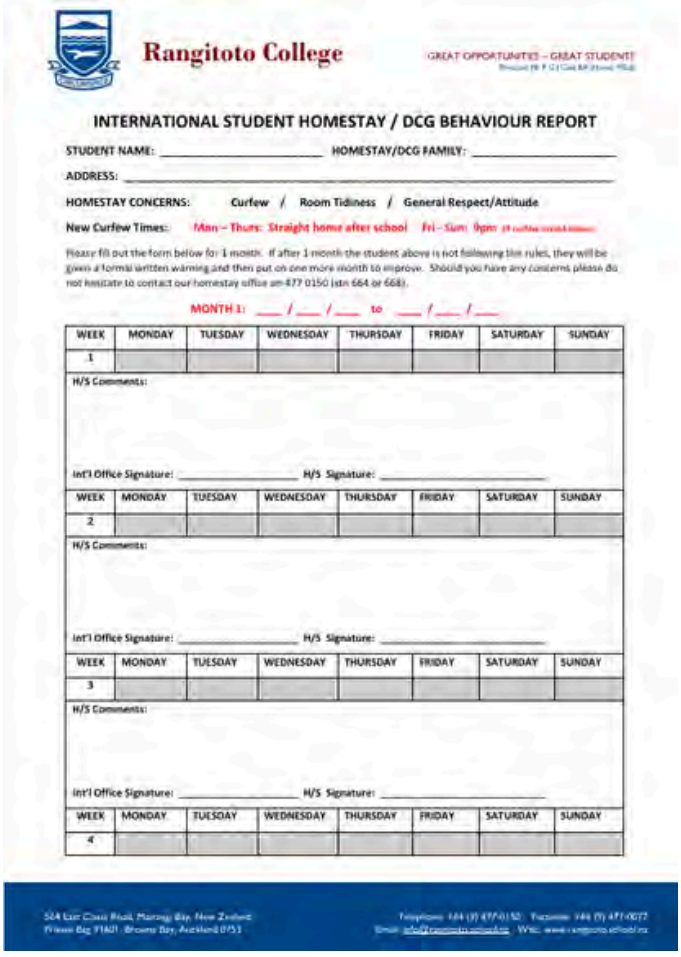
- **Duration**: They will remain on the report for a period of 4 weeks.
- **Curfew Adjustment**: Any student placed on the behaviour report will have their curfew adjusted (shortened) to ensure focus is placed on resetting habits and building trust.
- **Daily Accountability**: You will need to review the students behaviour and sign off on their report each day.
- **The Goal**: To demonstrate consistent improvement, cooperation, and respect for their home environment.

Please note that failing to comply with the expectations of the Homestay Behaviour Report is a serious matter. It may result in a formal warning and/or removal of the student from the homestay programme.

We do not put students on this report lightly, but we do find it works very well in settling the student back down.

If you don't understand the requirements of the behaviour report, then please reach out to the Accommodation Coordinators right away.

We are here to support you and your student!



Rangitoto College

GREAT OPPORTUNITIES – GREAT STUDENTS

INTERNATIONAL STUDENT HOMESTAY / DCG BEHAVIOUR REPORT

STUDENT NAME: _____ HOMESTAY/DCG FAMILY: _____

ADDRESS: _____

HOMESTAY CONCERNS: Curfew / Room Tidiness / General Respect/Attitude

New Curfew Times: Mon – Thurs: Straight home after school Fri – Sun: 9pm

Please fill out the form below for 1 month. If after 1 month the student above is not following the rules, they will be given a formal written warning and then put on one more month to improve. Should you have any concerns please do not hesitate to contact our homestay office on 477 0150 (stn 664 or 668).

MONTH 1: ___ / ___ / ___ to ___ / ___ / ___

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1							

H/S Comments:

Int'l Office Signature: _____ H/S Signature: _____

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2							

H/S Comments:

Int'l Office Signature: _____ H/S Signature: _____

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3							

H/S Comments:

Int'l Office Signature: _____ H/S Signature: _____

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4							

Accident & Emergency Procedures

Minor Injury or Illnesses

If homestay or DCG parents are phoned by the school nurse and the students needs to go home, it is your responsibility to pick the student up or make satisfactory arrangements for them to get home. Not all students can walk or catch the bus especially if they are unwell or injured. The nurse may also request that you take your student to your own doctor or the accident & emergency in cases of injury or more serious illnesses. We do please ask that you follow the nurses instructions.

Rangitoto Health Centre

Students are required to cover all costs of all medical treatment – not the host family. Students need to keep their receipts and medical notes and bring them into the International Office on their return to school, as we will assist them to make an insurance claim.

Most international students are not entitled to publicly funded health services while in New Zealand. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website **here.**

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students may still be liable for all other medical and related costs. Further information can be viewed on the ACC website **here**.

The nearest Accident & Emergency is Shorecare at Greville Road or Smales Farm, Takapuna. If after 8pm at night go to Smales Farm (or the Hospital if urgent)

All our international students are required to have medical insurance so are covered

Shore Care Accident & Emergency

Serious Injury or Illnesses

International students should be taken to the nearest hospital or accident & emergency (A & E) clinic in cases of serious injury or illness.

Rangitoto College must be notified as soon as possible through our emergency **0800 563 263** number as we will need to inform the students medical insurance company and agency.

In the event of a critical incident involving your student, please DO NOT contact the students family. All contact with a students family back home MUST be made by the International Office.

EMERGENCY SITUATIONS

The International Office must be contacted as soon as possible in the case of emergencies. For after-hours emergencies or concerns, please contact:

0800 563 263

In the event of a critical incident involving your student, please DO NOT contact the student's family. All contact must be made by the International Office.

School Information

Attendance / Schooling

All students are required to attend school **100%** of the time.

If your student feels too unwell to attend school, they must let you know first thing in the morning. It is your responsibility as their host parent to report the the student's absence.

You have two options:

- You can use the **PCSchool Parent Portal/ App.** Instructions on the PCSchool Parent Portal and PCSchool App absence notification, along with retrieving username/password for PCSchool can be found on this link: **https://www.rangitoto.school.nz/parents-students/parent-portal-login/**

- You can email the attendance office on **absence@rangitoto.school.nz**. Please include your student's full name and reason for absence in your email.

Host parents must ensure absence from school is accounted for in a timely manner.

Caregivers and students will receive a notification of outstanding unexplained absences on the Monday of the week following an absence.

All absences must be accounted for by 11:00am of the Friday of the week following an absence. If this process isn't followed, your student may receive a detention the following week.

If a student is to depart school early, the host/caregiver **must** notify the school prior through the PCSchool App or PCSchool Parent Portal, or by emailing the attendance office (**absence@rangitoto.school.nz**). If you wish to use the Portal and don't have login details, please email our IT department on **ranginet@rangitoto.school.nz** . Include your full name, your student's full name and your contact details.

Students must abide by the starting and finishing times of the school (8.40am to 3.20pm), and all the school rules.

Most students are in New Zealand to complete their education not to develop their social lives. Check the goals of the student when they arrive. A short-term student has different expectations than a long-term student. Students should be able to have fun while still attempting homework, assignments and exams.

Homework

It is important to keep in regular communication with your student regarding homework requirements. This reassures the student that you are there to help if they need any assistance. Most students will have homework every night even if assignments are not due. It is important that they do have a balance between study life and their social life. Please contact their International dean if you have any concerns you may have regarding their homework or work loads or the international department if there are any concerns re their social life.

Consequences

Students who are not abiding by the school rules will be dealt with as follows:

- Daily report with their International Dean
- Written and verbal warnings may be given to the student.
- A student may be asked to return home in serious situations.

Below are some examples which could cause a student to be sent home:

- Illegal activities (drugs, shoplifting, theft)
- Driving - unless special permission has been granted
- Violence and aggression
- Habitual truancy
- Bullying
- Emotional imbalance
- Dishonesty/untrustworthiness
- Inability/unwillingness to comply with school and homestay rules
- Inappropriate and unsafe social behaviour
- Illness

Damages / Insurance Claims

In the unfortunate event, your student accidentally causes damage to the home or contents, please report it to **accommodation@rangiworld.co.nz** ASAP and send us a photo of the damage.

We strongly recommend families have their own house & contents insurance for this type of claims. Please note that if you have a boarder in your home you could be required to state this on your insurance policy.

While students have their own insurance, cover is limited and the process of getting an insurance claim assessed and approved may take several weeks. Besides, we cannot guarantee a positive outcome.

Rangitoto College will not be held responsible for any damages caused by a student

Working

If your student wishes to work, they must first seek permission from Rangitoto College as they are on a student visa and it does require an application for change to their visa status.

Students **cannot** work without an additional work visa extension applied to their student visa. Only students in years 12 & 13 can apply for work rights

Student Wellbeing

If you have any concerns about your student's wellbeing, i.e. they seem depressed or homesick; please contact the International Department.

Insurance

All international students must hold valid travel insurance while studying at Rangitoto College. Rangitoto College can assist a student to make an insurance claim if they damage personal items (i.e. laptop) or items/furniture in the homestay.

Junior Uniform (Yr 9 & 10)

All Year 9-12 Rangitoto College students must wear a school uniform. You can buy a new uniform from our uniform shop located at school. Otherwise, you can buy a second hand uniform from our second-hand uniform shop. This is open every Friday during the lunchbreak and is located next to the tennis courts behind E block.

Handy Hints:

- Juniors wear the blue jumpers and blue shirts
- All junior students will need a PE shirt
- We recommend they purchase a school rain jacket
- Students can wear black Birkenstocks (or similar) but not with socks

Helpful QR Codes

UNIFORMS

Shoes

Plain black leather polishable lace-up shoes: For Health and Safety reasons shoes are required to be sturdy and support the foot and have a heel of approximately 1.5-2cm. Boots, ballet shoes, skate shoes and sport shoes are **NOT** allowed. Black leather shoes are to be worn all year. Black sandals with two buckle straps: (no heel straps) may be worn with skirts and shorts, but not with long trousers or socks. They can also be worn all year-round.

Junior Girls Uniform:

Skirt: Knee length, dark navy poly/wool blend with centre front pleat and side zip (security) pocket. Skirt to be worn on the waist. Skirt length not to be altered, must be worn on the knee.
Trousers: Can wear Rangitoto College long trousers.
Blouse: Mid-blue, polyester, shaped blouse with College logo on bottom left front hem. To be worn out over skirt.

Junior Boys Uniform:

Shorts: Plain dark navy dress shorts (no front pleats). Expandable waist with zip(security) pocket. College logo on back. To be worn on the waist.
Trousers: can wear Rangitoto College long trousers.
Shirt: Mid-blue polyester short sleeve shirt. College logo on bottom left front. To be worn out over the shorts.

Junior PE Uniform:

All Year 9 & 10 Students are required to wear the PE shirt. The shirt is compulsory but can be worn with any plain navy blue or black shorts or leggings.

Senior Uniforms (Yr 11, 12 & 13)

Senior Girls Uniform:

Skirt: Mid-calf, dark navy poly/wool blend straight skirt with two front pleats and side zip (security) pocket.
Skirt: To be worn on the waist. Skirt length not to be altered, must be worn mid-calf.
Trousers: Can wear Rangitoto College long trousers.
Blouse: White polyester shaped blouse with College logo on bottom left front hem. To be worn out over skirt.

Senior Boys Uniform:

Shorts: Plain, dark navy dress shorts (no front pleats). Expandable waist with zip (security) pocket. College logo on back. To be worn on the waist.
Trousers: Can wear Rangitoto College long trousers.
Shirt: White polyester shirt with College logo on the bottom left front. To be worn out over the Shorts.

Year 13 Students:

Smart-casual clothing is expected – i.e. not dressed for a day at the beach, no offensive slogans on t-shirts. To judge acceptable length of clothing – hands by sides, shorts/skirt/dress hem-line should be at fingertips or below.

Our uniform connects our students to the Rangitoto community. Whenever they are wearing it – even outside of school hours - they are representing the college, so please make sure they wear it neatly and with pride.

Handy Hints:

- Seniors wear the red jumpers and white shirts.
- All Students can wear black Birkenstocks (or similar) but not with socks.
- Natural-look foundation is permitted. Eyelash extensions are not permitted. This also applies to year 13 students.
- Students can wear up to 2 earrings in each ear, either studs (silver, gold, small stone) or small hoops/sleeper.
- All students may wear one thin, gold or silver short chain necklace with a small pendant; one small silver or gold ring on a finger; one gold or silver bangle or bracelet on the wrist, not ankle. Pandora bracelets are not permitted.
- Visible tattoos are not permitted. Tattoos that are deemed to have cultural significance may be permitted at the discretion of a Deputy Principal.

Helpful QR Codes

UNIFORMS

Sports

Sports are seasonal so it is essential to check if the sport the student is interested in, is in fact on while they are here. The schedule of when each sport is on is on our website. Make sure they let us know if they are interested in any activities so we can let the teachers in charge know they wish to participate.

How to Join a Sports Team

Rangitoto College has many sports on offer our students. If they are interested in playing a sport, check out the Rangitoto College Sport website: **https://www.rangitoto.school.nz/sport/** and talk to the staff in the Sports Office (located next to the gym).

Generally most sports fees are not included in the international fees so they will need to pay these separately to the Finance Office.

Some sports require them to be at after school trainings and games that may be held at various venues around the North Shore, so you will need to have plans in place to get them to and from the games. They may also need to purchase a sports uniform or equipment, so it is important to find out all the requirements before the students sign up for a sport.

Sports available at Rangitoto College

Local Sports Clubs

A great way to get involved in sport is through local clubs. Each club has a website full of information on what they offer. This may include social and competitive leagues, school holiday programmes and extra trainings.

CLUB/SPORT	PLAYING SEASON	SCAN TO SITE
Bays Athletics Club	All year round	
Harbour Volleyball Beach - Social	Register Term 3 Play Term 4	
Harbour Volleyball Indoor - Social	Register Term 1 Play Term 2	
Mairangi Bay Tennis Club	Terms 1 & 4	
Hockey	March - September	
North Shore Rugby Football Club	Registrations: Term 1	
Takapuna Football Club	Register: Term 1 Programme in April	

Table of Sports

SPORT	WHEN IS IT OFFERED?	SCAN HERE TO LEARN MORE
Athletics & Cross Country	Term 1	
Badminton	Junior - Term 3 Senior - Term 2	
Basketball	Terms 2 & 3	
Beach Volleyball	Terms 1 & 4	
Cricket	Terms 1 & 4	
Cycling - Road	Terms 2 & 3	
Equestrian	Term 1	
Fencing	All year	
Football	Terms 2 & 3	
Golf	Terms 1, 2 & 3	
Hockey	Terms 2 & 3	
Mountain Biking	Terms 1 & 2	
Netball	Tems 2 & 3	
Orienteering	Terms 1, 2 & 3	

We encourage our internationals to get involved in sports at Rangitoto College as its a great way to meet new friends

PE Uniform

Students are able to use this for Hockey (boys), Football, Volleyball, Touch, Tag, Tennis, Badminton, Table Tennis, Athletics and representing Rangitoto at one day tournaments

Basketball Uniform

Netball Uniform

Hockey Uniform

Cricket Uniform

Hockey, Football & Rugby Socks

Swimming Uniform

Waterpolo Uniform

Table of Sports

SPORT	WHEN IS IT OFFERED?	SCAN HERE TO LEARN MORE
Rugby	Terms 2 & 3	
Sailing / Yachting	Term 2	
Snowsports	Terms 2 & 3	
Softball	Term 1	
Squash	Term 2	
Swimming	Term 2	
Table Tennis	Terms 1, 2 & 3	
Tennis	Terms 1 & 4	
Touch & Tag	Junior - Term 4 Senior - Term 1	
Volleyball	Junior - Term 4 Senior - Term 1	
Waka Ama	Term 1	
Waterpolo	Juniors - Terms 2, 3 & 4 Seniors - Term 1	
Weightlifting	All year	
Wrestling	All year	

Training Jacket

Trackpants

Sports Hoodie

The sports hoodie cannot be worn to school as part of the uniform - only for games and practices (or year 13)

PREMIER TEAMS ONLY

Premier Hoodie

Only to be worn by Premier players at games and trainings (or year 13)

Premier Team Blazer - Compulsory

ALL Premier players are required to wear their "number 1s" either on game day or Friday (if their game is during the weekend). "Number 1s" is full school uniform with a blazer and tie. Blazers can either be purchased or hired from the uniform shop

Sport Performance Academy (SPA)

Sports performance Acadeny (SPA) is focussed on long term athlete development integrated with high performance coaching, sport science and training, support networks and exposure to real world experiences.
http://www.rangitoto.school.co.nz/sport/sport-performance-academy/

Cultural & Performing Arts

Performing Arts at Rangitoto College is huge for opportunities. Music, Drama and Dance are all included in this group with a number of staff members passionately running these programs to the highest level. The admin team based in the A Block (Music Dept) can help the students get involved in whatever groups they wish.

Music

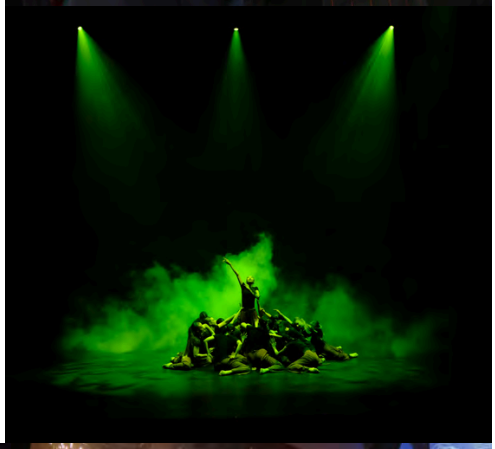
There is nothing quite like the Music Department at Rangitoto College. Our classrooms and teaching studios are constantly alive with rehearsals, music lessons and performances. Whether they are a beginner bass player, a confident singer or a virtuoso saxophonist, the students can get involved in the huge range of activities and opportunities offered.

Dance

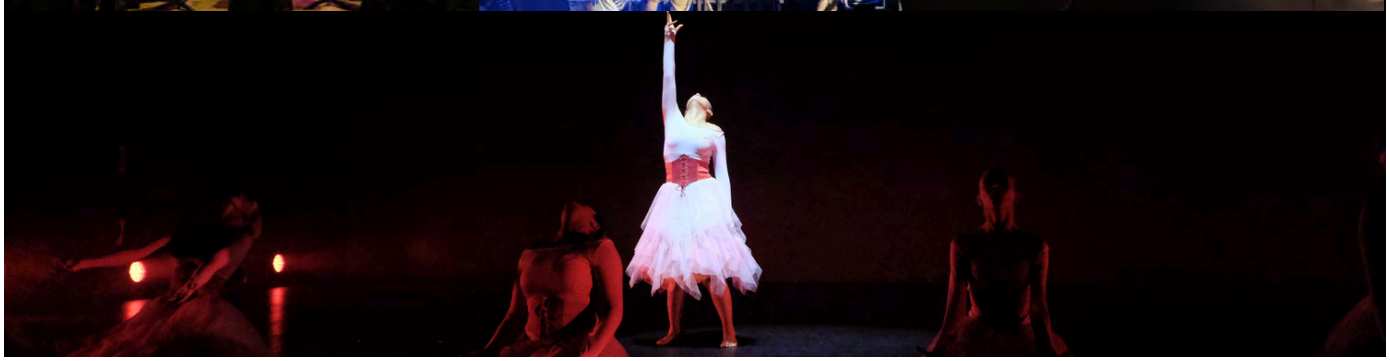
Our Dance department truly delivers an excellent education. With a purpose-built studio consisting of sprung floors, a full lighting rig and top quality sound system, students are provided with a space in which to explore a myriad of genres from teachers who are at the top in their respective genres.

Drama

Drama as a curriculum subject is not solely about creating actors, directors, writers or designers but rather socially aware young people who can engage with a rapidly changing world. The Drama experience allows our students to develop inter - and intra-personal skills, team building skills and social and emotional literacy skills.



Performing Arts available at Rangitoto College



Clubs & Activities

At Rangitoto College, learning goes way beyond the classroom walls. Joining a club, group, or sports team is one of the fastest and most exciting ways to make lifelong friends, practice their English, and experience true Kiwi school spirit!

We encourage them to keep an eye out for the big clubs and sports introduction sign-ups at the start of each term and to check the Daily Notices, or talk to the International Team to help them get connected.

Here is a small taste of what they can get involved in:

- **Cultural & Heritage Groups:** Celebrate and share traditions in groups like Kapa Haka (traditional Māori performing arts), Pasifika Club, the Indian Cultural Club, South Asian Society Dance, or the Korean and Chinese Mentoring Clubs.
- **Major Cultural Events:** Be a part of the famous Chinese Night or Korean Night festivals, or get involved in Cultural Diversity Week.
- **Creative & Hobby Clubs:** Dive into their passions with the Anime Club, Social Art Spot, Ecorigami (environmental origami), Creative Writing, Chess Club, or the Scale Model Club.
- **Performing Arts:** If they love the stage, they can join massive musical productions, various Rock Bands, Dance Troupes (from Hip Hop to Ballet), or audition for elite Choirs and Orchestras.
- **Global & Service Groups:** Make a difference with Amnesty International, the Environmental Club, Red Cross, or UNICEF groups.

Cultural Groups & Clubs available at Rangitoto College

Students Departure

It's come to the end of your students stay with you. Hopefully you have made some amazing memories to treasure for a lifetime. Remember to stay in touch with them in the future.

Extensions of Study

If you student is interested in extending or shortening their stay at Rangitoto College and therefore staying longer with you, then you must contact us before agreeing to anything with your student. There may be other issues that need to be taken into consideration before final decisions can be made - for example behavioural and/or academic requirements,

Selling Uniforms

Students are allowed to wear mufti on the last week of their enrolment at Rangitoto College IF they are selling their uniform. This gives the second hand uniform shop time to assess their uniform and offer a price to buy it from the student. Before they bring it in for assessing on the Monday of the last week, it needs to be washed and folded nicely in a labelled bag which is provided by the international office. Victoria C in the main office will help the student with this if there are any questions.

Departure Flights

Students are required to provide the accommodation office with the departure flights around 5 weeks prior to their last study date.

If they are going away at any stage back to their home countries or overseas between terms, they are also required to provide us with their flight details and will also be required to obtain a travel permission form from the Accommodation office and get it signed by their natural parents.

Airport Transport

Rangitoto College will arrange both the arrival and the departure airport transport for our homestay students (not DCG students). You are more than welcome to take your student to the airport if you would like to and you will receive a $50 reimbursement for this. We do think it is a nice way to say bye to someome that has been living in your home as part of your family for so long.

Please just send us an email to confirm if you would like to pick them up or drop them off when they start/finish: **accommodation@rangiworld.co.nz**

Another Student Placement

If your student returns home or is relocated during their stay, we will make every effort to find a replacement; however, a new placement cannot be guaranteed.

Handy Hints:

- Students must get permission from the international office before any decisions of extension or study are permitted - Do not confirm anything with the students prior to confirmation from the school
- Students can sell back their uniform in their last week of study
- Departure flights need to be provided to the accommodation team 5 weeks prior to leaving school
- If a student is planning on travelling between terms notification MUST be given to the accommodation office BEFORE they travel
- If you are planning on taking your student to the airport or picking them up let us know in advance

Frequently Asked Questions

Who is the acting guardian for international students at Rangitoto College?
The Director of International Students, acts as the student's guardian whilst they are studying at Rangitoto College. Students **do not** need another guardian during this time.

Who should I contact if a student has questions or issues regarding their timetable, subjects, or attendance?
Years 9–11: Contact Ye Sul Kim (International Dean - Yrs 9-11).
Years 12 & 13: Contact Raewyn Nutsford (International Dean - Yrs 12 & 13).

What is the number for after-hours or emergency contact?
If it can't wait till the next day, you can contact Rangitoto College International Emergency/after-hours number - **0800 563 263**. For immediate emergency services (Police, Fire, Ambulance), always call 111.

What is the maximum number of international students a homestay can host?
A homestay can host a maximum of 4 international students. Hosting 5 or more students classifies the property as a boarding house, which carries distinct tax implications.

Can I host two students of the same nationality or different genders?
No. To ensure compliance, students placed in the same homestay must be of the same gender and from different nationalities/different first language.

How often are homestays and Designated Caregivers (DCGs) inspected?
Homestays - every 6 months
Designated Caregivers (DCGs) - every 12 months.

Who needs to be Police Vetted in the household?
All people aged 18 or over residing in the household. This includes anyone regularly staying overnight or visiting for more than 5 consecutive days at a time. Police vets must be renewed every 3 years.

Where do I report a student absence?
Either on the parent portal or by emailing **absence@rangitoto.school.nz**

What is the difference between a Homestay and a Designated Caregiver (DCG)?
Homestay: An arrangement where the student lives with a local community family vetted and approved by the school. The school manages the contract and pays the host family fortnightly fees.
Designated Caregiver (DCG): A private arrangement chosen by the student's biological parents where the student lives with a relative or close family friend they have known well for a significant period (ideally longer than 12 months).

Does the school pay the accommodation fees to a Designated Caregiver (DCG)?
No. A DCG is a private financial agreement; the student's biological parents are responsible for paying the DCG directly.

When and how should I first contact my new student?
The school recommends reaching out via email or WhatsApp about 2 months prior to their arrival. Be sure to check your spam folder in case they try to contact you first.

Who pays for day trips and outings?
If you take your student out for a family day trip, they should be made aware of any individual costs beforehand. Personal costs like entrance fees or ferry tickets should be paid for by the student.

What should we do regarding the student's mobile phone?
Most students arrive with an overseas phone. Host families are encouraged to take them to a local provider to purchase a NZ SIM card (and unlock the phone if necessary). Once set up, the new number must be shared with both you and the school's International Department

Rangitoto College

Great opportunities, Great students

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