



## Homestay

### Rationale:

Where parents opt for DET to arrange accommodation, the Department through the school, is responsible for provision of accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 years of age while in Australia. This policy has been developed to meet the requirements of the Education Services for Overseas Students Act 2000 (ESOS Act), ESOS National Code 2007, Student visa (Condition 8532) and Ministerial Order 870 which require that appropriate arrangements have been made for the accommodation, welfare and support of students less than 18 years of age.

This policy is designed to be consistent with the *International Education Division (IED)* and *Program Planning and School Support Unit (PPSSU)* guidelines. It is a Quality Standards requirement that all schools have a homestay policy in place.

### **DET Compulsory Homestay Policy Requirements for All Schools:**

#### **Child Safe Code of Conduct**

- Homestay providers will be provided with a copy of the school's 'Child Safe Code of Conduct' and the departments 'Four Critical Actions for Schools'. An acknowledgement signature will be required to confirm the provider has read and understood their responsibilities.
- Potential Home Stay families will provide (at the minimum) two referees within their application, which the International Student Program (ISP) Co-ordinator will contact to verify suitability to the role.

#### **Welfare**

- The School will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host, which may be a suitable family, couple or single person.
- Working with Children Checks will be completed and reviewed by the school for all adults residing or frequently residing in the homestay prior to the student moving in.
- The maximum number of students per homestay is three always, regardless of provider.
- Gender mixing within any homestay is not permitted.
- Students must provide written permission from their parents to the school and have the school's endorsement if they wish to stay away from their homestay overnight. The school also must hold relevant contact details and inform the homestay of the arrangement prior to the student being allowed to stay away.
- The School will monitor progress of homestay arrangements, including twice-yearly visits.
- Students are under strict attendance requirements concerning their VISA's, if they are sick they must get a doctor's note.

## **Other Policy Requirements:**

### **Fees and Services**

A weekly fee of \$290 will be charged. This covers expenses associated with the provision of the following homestay services:

- Single bedroom for the student's exclusive use.
- Three meals per day, seven days per week (cooked evening meal).
- Facilities including a bed, wardrobe, towels and linen.
- Gas, electricity, heating and water costs.
- Cleaning services of common living areas.
- Use of living areas within residence.
- Study facilities, including a desk, study light and bookcase.
- Internet access/use.
- Telephone expenses are the student's responsibility.
- During holidays, a room holding fee to secure homestay accommodation is required to cover the student's absence. This fee is set at \$10 per day.
- Students and/or parents are required to reimburse homestay providers for any damage to property caused by student, or costs incurred by student during the time of residence.
- To ensure a record is maintained of homestay payments, the fortnightly homestay fee is to be paid by the student's parents directly to the homestay providers' nominated bank account, which is included in the 'Homestay Responsibility Agreement'.

### **Homestay Arrangements**

- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School. Any advance payments should be refunded to the student.
- Students must be contactable by the homestay always after school hours.
- Where a student moves out of a homestay, at least two weeks' notice must be given to the homestay provider and School.
- Students, student's parents, homestay providers and the school welfare manager (Principal class officer) will be asked to sign a Homestay Responsibility Agreement on commencement of the student's enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students and homestay providers may not change the homestay arrangements without consultation with the School.
- Homestay providers are required to assist the student in obtaining Australian mobile phone access, setting up a bank account, understanding local transport and introduce the local area including shopping centres and health facilities. In addition, they are required to assist students to obtain the school uniform and school books.
- Students must be given a key to the residence.
- Students need to communicate with homestay providers to notify them if they are going to be late for curfew times.
- Homestay providers are encouraged to attend parent teacher student conferences and other College functions.
- Complaints that cannot be resolved by either the homestay provider or the student should be referred to the International Student Coordinator at Kambrya College.

### Over 18 Students

- It is a condition of enrolment at *Kambrya College* that all international students under the age of eighteen years must reside in homestay accommodation and follow standard homestay rules.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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<b>Responsible for Review</b>	Paul Looker- Assistant Principal
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