



Alkira
Secondary College

**Homestay
Providers
&
Third Party
Information**

2017

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Information for Homestay Providers and Third Parties

The provision of quality homestay accommodation for international students is one of the most important responsibilities undertaken by schools in the Department of Education and Training (DET) International Student Program.

Please read the following guidelines before signing the Homestay Responsibility Agreement.

What is Homestay?

Homestay is a term used to describe full board accommodation offered by a family, a couple or a single person for which a set weekly fee is charged. This fee covers all expenses associated with providing food and shelter to an international student. This includes providing:

- A single room for the student's use
- Three meals a day, seven days a week
- Facilities – a bed, wardrobe, towels and linen
- Utilities – gas, electricity, heating and water costs
- Cleaning services of common living areas
- Use of living areas within residence; including study facilities.

This accommodation option is also available to families where the parents wish to nominate a specific person (what we call a Third Party) in Victoria to provide accommodation for their child, but where that individual is not a parent or Department of Immigration and Border Protection (DIBP) approved relative able to provide welfare.

The homestay experience is an excellent way for students to improve their English, learn more about Australian culture and to make the most of their international education experience. It is essential that homestay accommodation is of high quality and provides a safe, comfortable and caring environment.

No more than three international students should be placed in one homestay without the approval of the Program Planning and School Support Unit (PPSSU). This includes international students from private providers. Legal issues may arise where several homestay students are accommodated at one domestic residence, and can contravene a range of Victorian legislation and many local council planning laws.

Homestay host parents must reside at the same address as students.

Living with an International Student

Host families are encouraged to assist the student's cultural adjustment and support their community and social integration. Australian families with children attending the same school provide an opportunity for the student to develop social relationships which strengthen their cultural experience.

International students studying in the school's sector are teenagers, and arriving in a strange country can be a new and daunting experience for them. They will have to adjust to a different lifestyle, food, culture and language and many will also have very high expectations for academic achievement. Students may initially feel homesick or lonely and may show a lack of enthusiasm at times. Tiredness and minor illness is often an initial reaction. To overcome these feelings of cultural dislocation, we ask that you are supportive and understanding during this period.

Placement of a Student in Homestay Accommodation

An international student will be carefully matched to a compatible homestay family. Suitability will be determined according to the information provided on the Homestay Profile.

The International Student Coordinator at the school will contact you as soon as the student's arrival details are finalised. The student will be collected from the airport by a representative from the school and brought to your home. Sometimes there may be a delay in the arrival of a student due to the length of time taken to obtain a visa. Please let the International Student Coordinator at the host school know how long you are willing to keep the homestay placement available.

Welfare Responsibilities

The International Student Coordinator manages day-to-day support services such as:

- Information and advice to students, parents and homestay providers
- Homestay accommodation placement and management
- Supervision of student reporting and monitoring as required by Department of Education and Training (DET)
- Provision of student reports and feedback to parents
- Critical incident and management
- Attendance/academic performance issues.

The Principal or Assistant Principal is responsible for overseeing all accommodation, support and general welfare arrangements for international students at the school. This includes:

- Periodic (at least twice yearly) review of accommodation, support / welfare arrangements for all international students
- Liaison with the International Education Division regarding significant international student management matters
- Giving interim consent to medical treatment in emergencies
- Dispute resolution where issues relate to homestay or the International Student Coordinator
- Signing permission slips for excursions, activities and events.

Note: Homestay providers are not responsible for the student's overall welfare. Any welfare issues concerning the student should be immediately raised with the school's International Student Coordinator.

Working with Children Check

The Working with Children (WWC) Check was introduced by the Department of Justice in 2006 and aims to protect children (under the age of 18 years) from sexual and/or physical harm. People who work or volunteer in certain types of child-related work will be required to apply for a WWC Check. The Department of Justice has advised the International Education Division that people providing homestay accommodation will be required to obtain a WWC Check.

Note: Police checks are no longer required for homestay providers. All persons in the homestay over the age of 18 are required to obtain a WWC Check.

The homestay provider will need to complete an application form and submit it to participating Australia Post outlets with:

- Proof of identify
- A passport size photo

Applications will be receipted by Australia Post and this receipt must be kept as evidence of submitting an application. There is no fee for volunteers; the Department of Justice has indicated to the International Education Division that homestay providers will be considered "volunteers" for the purpose of the WWC Check.

Applicants will automatically pass the WWC Check if they have no relevant criminal offences and will be issued with a WWC Check Card. This card is valid for three years and lists the applicants name, signature, photograph, expiry date and card type. This card is issued for free, when applying as a volunteer (which is the type for International Student Host Families).

Further information on the WWC Check can be found at:

www.justice.vic.gov.au/workingwithchildren or from the WWC Check information line 1300 652 879.

Homestay Briefing

Homestay parents along with the host school and the DoE are required to exercise a duty of care towards international students. It is therefore necessary for homestay families to be provided with a briefing program prior to the overseas student arriving at their home. This briefing program will outline the following:

- A knowledge and understanding of the needs of adolescents.
- An understanding of cultural, linguistic and religious differences.
- An understanding of the needs of young people away from their home environment.
- A flexible approach to matters of discipline, house rules and cooperative living.
- What to do if a problem occurs.

Cost and Payment Arrangements

The price of homestay accommodation is an amount agreed to by the student's parents and the homestay provider prior to the commencement of the accommodation arrangement. The cost of homestay may vary between homestay providers depending on the facilities and services offered by the homestay provider as well as the location of the home.

Payment of homestay rent has to be made by the date specified in the Homestay Responsibility Agreement, which is signed by all parties upon the student entering the homestay. The initial payment should include two weeks' rent in advance plus a bond that is the equivalent of two weeks' rent. The bond is refundable at the conclusion of the homestay period after all expenses, repairs or damage (if any) have been paid. Students and/or their parents are required to reimburse homestay providers for any damage to property during the student's time of residence. Except for the bond, any advance payment for homestay accommodation which is not provided to the student must be refunded by the homestay provider.

Schools will collect and manage homestay bonds and will implement an appropriate homestay payment arrangement.

Payment options are as follows:

The school can assist the student's parents and the homestay provider to establish a payment method through which the parents pay money directly to the homestay provider each fortnight or month.

Note: Every effort should be made to ensure that homestay accommodation payment methods avoid the student being involved in the transaction.

While there may be circumstances where over 18-year-old students are involved in the arrangements for paying for their accommodation, it is important that younger students are not involved in the payment process.

In particular, homestay providers with concerns about payments must not involve the student directly in any discussion or dispute - any matters concerning homestay payments should be resolved between the International Student Coordinator, the student's parents and the homestay provider.

Homestay Responsibility Agreement

Payment of homestay has to be made by the date specified in the Homestay Responsibility Agreement, which should be signed by the homestay host, the school and the student after discussion shortly after arrival, and by the parents where the student is under 18 years of age. Students under 18 years of age are signing the Homestay Responsibility Agreement to acknowledge their being made aware of its content.

The Homestay Responsibility Agreement should set out:

1. The weekly/fortnightly cost of homestay, bond amount, payment arrangements and holiday/return arrangements
2. The obligations and expectations of the homestay provider and the student.

On Arrival

Upon the student's arrival, a Homestay Responsibility Agreement between the student and the homestay provider must be signed by both parties. Schools will ensure that the signed agreement clearly specifies the cost, bond, payment, living arrangements and expected standard of behaviour between the parties. The host school will keep the original agreement and provide copies to the student and homestay family.

On arrival, the following will need to be clearly explained to the student as outlined in Homestay Responsibility Agreement for international students:

- House rules.
- Use of household facilities, such as the washing machine and water use etc.
- Making and receiving international calls from home.
- Internet access.

Note:

1. Telephone expenses are the responsibility of the international student as agreed in Homestay Responsibility Agreement.
2. Students will need to be provided with a house key.

Homestay families should also be aware of the following:

- Some international students will not be used to doing household chores as they may have had servants in their home.
- Students may not be used to eating a western diet and homestay parents should be aware of any food a student cannot eat due to religious beliefs. Some students are also accustomed to eating a small snack when they come home from school.
- Privacy is important and personal possessions and personal space of students should be respected.

Host families may initially have to explain directions to the school or English Language Centre as well as explain procedures for buying public transport tickets and the location of train, tram and bus stops and timetables. Students will be given a card with all relevant contact details (including your name and contact numbers) upon arrival at the school.

Note: Your point of contact regarding any issues or concerns is the Alkira's International Student Support Coordinator (ISC) - Miss Carlyn Kang

Student Responsibilities

Students should be made aware of their responsibilities which include:

- Keeping their bedroom and study area tidy.
- Keeping other areas of the house tidy after use, including the kitchen, bathroom and toilet.
- Keeping their valuables and personal possessions safe and not to leave them lying around the house.
- Placing valuables in a safety deposit box or with the homestay family for safekeeping.
- Respecting the property of homestay hosts.

Student related issues

Student Attendance at School

Homestay parents need to actively monitor student attendance and may be required to write a note of explanation if a student is absent from school for any reason.

Department of Immigration and Border Protection (DIBP) visa regulations allow non-attendance for 20% of contact hours to cover occasional absences and illnesses, including illness supported by a medical certificate. International students not attending school at least 80% of the time (over a term) are in breach of their visa conditions and may face visa cancellation. If you have any concerns over the student's attendance in school, please bring them to the attention of the school's International Student Coordinator.

Illness

All students are required to maintain Overseas Student Health Cover (OSHC) during their stay in Australia. All overseas students will receive their Medibank Private card and number when they arrive at the school. Students may initially need assistance with making medical and dental appointments. If a student is ill and is not able to attend school, the host parent will be required to notify the school.

Student independence/privacy

Privacy is important, and personal possessions and personal space of students should be respected. Students should be provided with a house key.

Encourage students to clean and tidy their own rooms and to clean common areas of the home (such as bathrooms). Some students may have after-school activities and may be home later than expected. Students are expected to notify their homestay providers if they will be home late or if they will not be home for dinner. It is reasonable to expect students to be home at a specified time. Homestay providers should set curfews for students to be home on week nights and weekends.

Students need to ask permission from their homestay families if they wish to go out. For safety reasons, they should tell homestay family where they are going, who they are going with and what time they expect to return.

School Holidays

Students need to inform their school and host family in advance if they are returning home for the school holidays or in limited circumstances, with school and parental permission, staying with local relatives/friends. The following school travel policy applies.

School Travel Policy

- This policy applies to students who have been issued a CAAW letter. The policy does not apply to students residing with a parent or a Department of Immigration and Citizenship approved relative.
- Any trip taken within Victoria or interstate must be done so with the written approval of the student's parent and be endorsed by the school Principal or Assistant Principal. In the case where a student is living in a homestay, the homestay provider should be advised of the arrangements and be provided with details of the student's travel plan.
- Students will be able to travel, subject to the above approvals, in the following circumstances:
 1. The student is travelling with his or her homestay family on a holiday.
 2. The student is travelling on a school camp or excursion supervised by school staff.
 3. The student is travelling with a person (s) approved by the student's school principal holding Police and Working with Children checks.
 4. The student is travelling on a commercial interstate package tour which is provided by a registered company, is specifically designed for students and includes appropriate supervision or chaperone arrangements, and involves no independent travel, i.e. pick up and drop off is at the homestay, the school or an assembly point designated by the school.
 5. The student is travelling in the company of a direct family member over 18 years of age (parent, sibling, aunt/uncle, etc) who will accept responsibility for the student during the travel.
 6. The student is travelling to a sporting or club event as part of a local team or group and will be under the care and supervision of the club or association during the trip. In these circumstances it is expected that students will be supervised at all times by adults who hold the required Police and Working with Children checks.

Suitable arrangements regarding the student's holiday plans should be made prior to the student's departure. Dates of departure and return are at the discretion of the host school's Principal who will take into consideration the attendance requirements mandated under the student's visa conditions.

Going Out

Students will need to ask permission from their homestay family if they wish to go out. For safety reasons students should tell their host family where they are going, with whom, and the expected time of return.

Please reiterate that students should try to return home by an agreed time. If students think that they will be home later than the agreed time they must ring you and let you know.

Sometimes students may have after-school activities and may be home later than expected. Students must notify you if they will be home late or if they will not be home for dinner. It is reasonable to expect that they should be home at a specified time and you will need to establish appropriate times for them to arrive home on week nights and weekends.

Please remind students of the following for their own safety:

- It is advisable not to carry too much cash.
- It is best to travel in a group whenever possible.
- Avoid catching public transport late at night.
- Read public transport timetables carefully so as not to miss the last train or tram home.
- Avoid risky areas in Melbourne at night.

Visitors

Students should ask permission from their homestay family before inviting friends to visit them. Some homestay families may agree to provide meals for friends when given appropriate notice.

Overnight Stay Arrangements

Students must have parental permission to stay overnight away from their designated homestay provider, and must provide their school with the name and contact phone number of the person they are staying with.

Note: Homestay host families must notify the school International Student Coordinator if overnight stay arrangements are not observed or if overnight stays become frequent or are of concern.

If a student in homestay accommodation leaves without notice or commences staying overnight away from their designated homestay without permission, the homestay provider must report the matter immediately to the school's International Student Coordinator or Principal as this is a breach of the student's visa conditions. A breach of this visa condition is a very serious matter and could result in a student's visa cancellation.

Monitoring Homestay

Schools will monitor students who are placed in homestay accommodation and maintain regular contact with providers of the accommodation to ensure the students' successful adjustment to life and study in Victoria.

Schools will also conduct an annual review of their homestay providers and inspect the homestay at least twice per year to ensure that student needs are being met. This requirement is in addition to any reviews that may be conducted by a homestay referral service.

Giving Notice

Once a homestay family has been allocated by the school, this family will be reserved for a student. It is therefore expected that the student remains in that accommodation for a reasonable period of time (minimum of three months) before giving notice, unless exceptional circumstances occur. If an international student is not happy with the homestay accommodation that has been arranged, they can request that a more suitable one be found. Students will have to give the school and homestay provider at least two weeks notice if they want to change homestay. A student who moves without giving two weeks' notice will forfeit their bond.

Alternatively, if a homestay provider wishes to terminate the homestay agreement, the student and the host school must be given at least two weeks notice and the host school's approval should be sought before proceeding with the termination.

Complaint Procedure

Schools are responsible for resolving any disagreements or disputes that may occur between the student, the student's parents and the homestay family. It is necessary to contact the school if there is any disagreement, dispute, discomfort, danger or concern about the international student.

If the homestay is found to be unsuitable for either party or if there is any danger or a dispute cannot be resolved, it may be necessary to move the student to another homestay provider.

Dealing with Issues

If you have any concerns about your student or are experiencing some problems, please contact the International Student Coordinator immediately. If your student is not following rules and disregarding your requests, please inform the International Student Coordinator. Do not allow a situation to get worse. Problems can get bigger if not attended to.

Communication with the school and the International Student Coordinator.

Homestay providers are encouraged to keep in contact with the school and the International Student Coordinator regularly. If approved by the student's parents, we ask that homestay providers keep informed with what is happening with their student by accessing *Compass*, our attendance and software package. Parent login details are sent in the welcome pack and separate Homestay family login details will be sent to you once the student begins at Alkira. Other current events and important information, like our weekly newsletter, can be found on our school website www.alkirasecondarycollege.com.au.

School Dates 2017

The following is a list of dates that will be important for you during this year. Visa conditions require all International students to attend all these important events as part of the college program.

Students must not leave Australia before the date given below. If students leave to go overseas during term breaks they must be back for the start of each term. Please keep this list and mark all dates on your calendar.

Term dates for 2017

- Term 1:** 31st January to 31st March 2017
- Term 2:** 18th April to 30th June 2017
- Term 3:** 17th July to 22nd September 2017
- Term 4:** 9th October to 22nd December 2017

- Year 12 students are advised not to leave Australia before 11th December (VCE results published)
- Year 11 students must attend school until 15th December (VCE Orientation week compulsory)
- Year 10 students must attend school until 15th December (Head Start compulsory)
- Year 7-9 students must attend school until 15th December (Head Start compulsory)
- Students at the language school must stay until the end of term 4 (or as advised by language school).

Please note these dates may change. Please check with the International Student Coordinator before planning any trips.

Students returning in 2018 must arrive back in Melbourne on or before 29th January 2018 to allow them to settle back into their Homestay and to ensure books and uniform have been purchased. Term 1 2016 (for students) will begin 30th January 2018. Students who do not return in time will be in breach of the school rules.

For all travel we must receive written approval from parents stating the travel period and the reason for the travel.

Period	Holiday Period	Start Date	Finish Date
1	Term 1 Holidays	1 st April, 2017	17 th April 2017
2	Term 2 Holidays	1 st July 2017	16 th July 2017
3	Term 3 Holidays	23 rd September 2017	8 th October 2017
4	Term 4 Holidays	16 th December 2017	29 th January 2018
	School Commences in 2017	30 th January 2018	

Department of Immigration and Border Protection (DIBP) Student Visa Conditions

DIBP attaches various conditions to student visas. Schools should be aware of the student's visa conditions and if required remind students of their responsibilities. Providing the student with a handout, which clearly states their visa conditions, is a pro-active strategy to employ.

The following are the mandatory visa conditions imposed on all student visas in the school sector subclass:

Permission to work – condition 8101

You cannot work in Australia. **Note:** you may apply for a new student visa with permission to work once you have arrived in Australia and commenced your course of study.

Satisfaction of attendance/academic requirements – condition 8202

You must remain enrolled in a full time registered course. You **must** attend at least 80% of the contact hours scheduled for each term or semester of your course. You must have a satisfactory academic result for each term or semester. **Note:** if your course is shorter than one semester, then for the duration of the course.

Remaining with education provider – condition 8206

You must remain with the education provider with which you originally enrolled for the first 12 months of the course or for the duration of the duration of the course, if the course is for less than 12 months.

Adequate arrangements for health insurance – condition 8501

You must maintain adequate arrangements for health insurance during your stay in Australia.

Satisfying requirements of student visa - condition 8516

You must continue to satisfy the requirements for grant of your student visa. This means, for example, that your main course of study must continue to be a course in the education sector that matches your student visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia.

Change of accommodation and general welfare arrangements – condition 8532

You must maintain accommodation, support and general welfare arrangements that have been approved by your education provider if you:

- Have not turned 18
- Are not an AusAid student or a Defence student
- Are not staying in Australia with:
 - A parent
 - A custodian or
 - A relative who has been nominated by your parent or a custodian is aged at least 21 and is of good character

Note: you must not change those arrangements without the written approval of your education provider.

Notifying address, change of address, and change of education provider – condition 8533

You must notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You must notify your education provider of any change in your residential address within 7 days of the change. You must notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

Below is a description of the discretionary conditions that **may** be attached to a student visa:

Condition 8105

You cannot work more than 20 hours a week when your course is in session (other than work which has been registered as a part of the course). **Note:** No work limits apply during recognised periods of vacation offered by your education provider. This condition cannot be granted with an initial Student visa

Condition 8303

You must not become involved in any activities that are disruptive to, or in violence threatening harm to, the Australian community or a group within the Australia community.

Current visa conditions can be found on the DIBP website at: <http://www.immi.gov.au/students/visa-conditions-students.htm>

International Student Homestay Policy

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 while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2007 and Student visa (Condition 8532) which require that appropriate arrangements have been made for the accommodation, welfare and support of students under 18 years of age. This policy is designed to be consistent with the PPSSU guidelines.

Policy:

- It is a condition of enrolment at Alkira Secondary College that all international students must reside in homestay accommodation (including students who are over 18).
- 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 family, couple or single person and need not be of Anglo-Saxon descent.
- Students may not change the homestay arrangements without consultation with the School.
- Working with Children checks will be organised prior to the student moving in.
- The maximum number of students per homestay is 3, regardless of provider.
- A \$270 weekly fee 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; including use of Study facilities.
- Telephone will be the student's responsibility (if applicable) and added to the homestay fee. Should the student use or require higher internet usage an extra fee will be charged. The fee should be discussed with the College.
- The initial payment will include two weeks' homestay fee in advance plus a bond that is the equivalent of two weeks' homestay fee.
- During holidays a \$10 a day holding fee to secure the homestay accommodation will be required to cover the student's absence.
- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School.
- Where a student moves out of a homestay, at least two weeks' notice must be given to the homestay provider and School. Giving less than this may result in the bond being forfeited.
- Students of the opposite sex will not be permitted to live in the same homestay.
- Students will be asked to sign a Homestay Responsibility Agreement on commencement of their enrolment. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students must have written permission from their parents and the college (in advance) and must provide relevant contact details if they wish to stay away from their homestay overnight.
- 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.
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to the School Principal.
- The School will monitor progress of homestay arrangements, including twice yearly visits.

Returning home for a visit - Procedures

If a student wishes to go home to visit their family, they **must** follow these steps (in order).

1. Complete the *International Student Request to Travel Home* form and return it to the International Student Coordinator.
2. Parents must email the International Student Coordinator with their permission to allow student to return home. Dates of travel must be listed.
3. Only if permission is granted (approval from the College will be provided in writing) students may book their ticket.
4. Students must provide the International Student Coordinator with a copy of their ticket.

A ticket to return home must not be purchased until step 1 and 2 are completed.

A copy of both the letter and ticket will be placed in their file.

A student may not leave Australia before the end of a term or return after the start of a term.

Rules about returning home-

- Students can only travel during school holidays.
- Students cannot travel during the school term.
- Tickets to return home must not be purchased without the permission from the International Student Coordinator. (Ensure steps 1 + 2 are completed).
- Students are only allowed to return home. They are not permitted to travel elsewhere or to go on a holiday. They are not allowed to travel interstate unless accompanied by a parent or the homestay family.
- Students must return before the start of term.

Students will not be granted approval to travel unless the correct process has been followed and the necessary documents have been received.

Please be advised that the International Department of Education requires notification if a student intends to travel home.

International Students- part-time work recommendations

The College is of the view that international students should not work in ongoing part time employment. Students have been sent to Alkira Secondary College to study, not to work. Student must make their studies a priority.

Students who wish to work must-

- Seek permission from the International Student Coordinator
- Have parents submit a written request outlining their reasons for wishing their child to work
- Have attended Alkira Secondary College for a period of 12 months before requesting permission
- Must have demonstrated sound work practice and maintained consistent strong academic performance
- Must have Permission to Work Visa.

Those who currently *have* employment are to ensure that you they do not work more than 20 hours a week.

If their academic performance falls they will be asked to cease employment.

Homestay providers are asked to inform the International Student Coordinator if they believe their student is working in breach of this policy.

Summary of Duties / Responsibilities as a homestay provider

At Alkira Secondary College we ask that our homestay providers take on an **active role** in supporting and monitoring the international student.

We ask that our homestay providers treat the student as part of their family and involve them in family activities. We want our students to have a positive experience here in Australia and to feel like they belong and are not just a boarder.

Initially:

- Assist student to settle in.
- Get to know their likes and dislikes.
- Private bedroom is fully furnished.
- Familiarise them with the local area. Ensure that their student has a clear understanding of the local transport system
- Show them how to get to Language school, purchase and load MYKI card.
- Assist students to open a bank account.
- Assist students to purchase a SIM card for their mobile phone. *Do not enter into any contracts on behalf of student.*
- Assist students with the purchase of uniform and books.
- Ensure that the Homestay Agreement Responsibility contract is completed, signed and returned to the College immediately after the student has arrived. Homestay costs, rules and expectations need to be clearly listed and explained to the student.
- Provide them with a house key (not to be labelled).
- How to work the laundry facilities of the residence.

Ongoing

- Provide Duty of care for the student/s.
- Provide 3 meals and snacks (a variety of nutritional meals). Dinner is to be a cooked meal.
- Treat them as part of the family. Include them in your family outings.
- Ensure students are eating dinner with the family.
- Monitor student attendance – Contact the school/language school if student will not be attending school and supply absence note the next day. Please ensure student sees a doctor and obtains a medical certificate.
- Contact the International Student Coordinator of any incidents, defiance and concerns.
- Ensure student meets curfew (students should not be out after 6 pm on a weeknight and past 10 pm on a weekend).
- Do not travel and leave the student alone in home at any time.
- Ensure that anyone over 18 who resides or stays short term has a Working with Children Card.
- Do not allow students to sleep over at a friends or families house, unless permission has been granted by parents and the International Student Coordinator in advance.
- Do not allow students to travel interstate without permission from College.
- Ensuring that their student is coping with living in a foreign country and that their mental well-being is being monitored.
- Inform Program Co-ordinator if student is not completing their homework on time, and notifying the Program Manager when necessary.
- Ensuring their student is attending school on a required basis, and notifying the Program Manager when necessary

With What Conditions Must International Students Comply?

- Must attend all scheduled class and school activities. Any variation to this will be notified in writing.
- Any pupil free days at school will be notified via COMPASS.
- Must never fall below 80% attendance in case of illness.
- Must submit all work at the direction of their teachers and comply with all study requirements during their course.
- Must ensure that International Student Program Coordinator has their full contact details including; mobile numbers.
- Must never change homestay or contact details without the approval of the school.

What Are the Student's Responsibilities?

- Ensuring the Host is aware of their health and well-being.
- Ensuring that they are contactable at all times by either their school, their guardian or their Host.
- To be responsible for their personal hygiene.
- To be responsible for their own study pattern.
- To respect the personal space of the other members of their home.
- To respect the privacy of other members of their home.
- To ensure that they become a part of family life and participate in the day to day activities of the family. (For example: by not mainly staying in their bedroom when they are home, and including themselves in family chores).

Examples of chores:

- Empty the dishwasher
- Clearing up after meals
- By leaving the bathroom as they have found it
- By minimizing time in bathroom as a consideration for other family members
- By leaving kitchen as they have found it
- By being home at designated time

What Does the International Student Program Co-ordinator Do?

- Arranges and supervises the study program.
- Arranges counselling as necessary for the welfare of the student.
- Arranges homestay, regularly visits and inspects homestays.
- Ensures compliance with the requirements of the students visas.
- Arranges parent contacts and reports.
- Makes any changes to study, welfare, homestay, schools

Homestay Rules

- Regular times for meals.
- All family and guests eat dinner together on a regular basis.
- Time limit to use of TV and internet on a regular basis usually 10:30pm —11.00pm on school nights - other times to be negotiated with homestay parent.
- No guests in rooms after a set time at night.
- No overnight guests in rooms
- No staying out over night without approval from parent, homestay parent and Program Co-ordinator.
- Set times to be in room at night- usually 11.00 pm during school nights.
- Set quiet times at night.
- No smoking, food or cooking in rooms.
- Keep rooms tidy and clean

Frequently Asked Questions

Question: Who should I contact if ...

My Homestay Student...

- Comes home later than agreed in the general house rules?
- Stays out overnight without my knowledge?
- Bring friends home without permission?
- Doesn't seem to be doing much homework?
- Frequently gets out of bed late or leaves home late?
- Repeatedly breaks house rules we have established?
- Seems not to be coping with the requirements of studying overseas or seems depressed?
- Is not maintaining personal hygiene?
- Expresses concerns about an aspect of school work or the International Student Program in general?

Answer: In all these cases, please contact the International Student Program Co-ordinator (Ms Carlyn Kang)

Question: Who should I contact if ...

My homestay student is unwell or injured?

Answer: In this instance contact the International Student Program Co-ordinator (Ms Carlyn Kang). If she is not available, please call other emergency numbers that have been provided to you e.g. Assistant Principal of Alkira's International Student Program- Paul Looker.

Question: What should I do if I have a problem with invoicing or payment?

Answer: Please call the International Student Program Co-ordinator (Ms Carlyn Kang).

Do's and Don'ts for Homestay Families

- If a problem arises then please **do** bring it to the attention of the school and the student as soon as practicable.
- Please **do** encourage students to discuss a problem before it becomes a complaint.
- Please **do** keep the Program Co-ordinator updated on how their students are coping.
- If the student acts in an unsafe or dangerous manner, then please **do** let the Program Co-ordinator know asap.
- Please **do not** discuss money issues about the homestay with student, contact the school instead.
- Please **do not** discuss matters relating to visa conditions with student, but refer them to the Program Co-ordinator.
- Please **do not** discuss matters relating to changes of school with student, refer matter to the Program Co-ordinator.
- Please **do** encourage students to be an active part of the family, **do** let the Program Co-ordinator know if the student seems withdrawn or reluctant to join the family.