



Essendon Keilor College

DET 00861K

P.O. Box 142, Niddrie Vic 3042

Ph: +61 3 9319 1300

International Student Homestay Policy 2019

Rationale

Where parents opt for DET to arrange accommodation, the Education Department through the College, is responsible for provision of accommodation, support and general welfare of the student. This policy has been developed to meet the requirements of Standard 5 of the ESOS National Code 2018 which outlines appropriate arrangements for the aforesaid accommodation, welfare and support of International Students.

This policy must be signed by the parents/guardians, student, homestay provider and the school Homestay Coordinator. It then forms a binding agreement.

Note: Failure to abide by the homestay conditions outlined in this policy is a breach of the welfare conditions of a student's visa. It can result in a student being placed on a contract and/or notification to the Department of Education and the Department of Home Affairs. Severe or ongoing failure to abide by this contract may result in the student losing their place at Essendon Keilor College.

Policy

Critical incidents and health

- **In the event of medical or other emergencies, 000 should be dialled and then the Homestay Coordinator, International Coordinator or Essendon Campus Principal should be contacted immediately.**
- In the event of a **critical incident affecting the students, their homestay providers or the student's family or community overseas**, the Homestay Coordinator, International Coordinator or Essendon Campus Principal should be contacted immediately for advice.
- If students are ill, **homestay providers are encouraged to take students to the doctor**. If they cannot and the student cannot go by themselves, the Homestay Coordinator should be contacted.
- Homestays may notify the school of international students' illness. However, absence for medical reasons **can only be approved if there is a medical certificate**.

Child Safe Standards

- All homestays and students must abide by the Victorian Government **Child Safe Standards**. Information about these will be provided by the school.
- Homestays are expected to provide a home-like atmosphere for students, but this **should not extend to any form of physical contact, such as hugging**.
- Failure to comply with these provisions will result in **students immediately being removed** from a homestay and may result in **legal action**.

Student supervision

- Students and hosts must sign a *Homestay Responsibility Agreement*. This outlines the house rules and requirements as well as homestay costs and methods of payment.
- Guidelines for curfew times and social outings are provided by the school. These should be followed unless there is agreement from the homestay coordinator.
- Students must be **contactable by homestays at all times** after school hours.
- **If a student does not return home at the expected time, the homestay coordinator should be contacted immediately.**
- **Students must not be left without adult supervision overnight.** If a homestay provider wishes to go stay away overnight, they must give two weeks' notice to the International Student Coordinator to allow for alternative accommodation arrangements to be made.
- Homestay providers are encouraged to attend parent teacher nights and other College functions.
- Homestay providers should monitor students' homework and academic progress.
- Homestay providers and students should eat evening meals together whenever possible.
- Homestay providers will give advice to students on their arrival regarding the use of public transport and the location of shops and purchase of items such as SIM cards and MYKI cards. (More information about MYKI cards can be found in the Frequently Asked Questions.)
- Students and hosts must sign a *Punctuality Agreement*. This outlines the public transport that a student can use to **arrive at school by 8:40 am.**
- Homestay providers should **actively monitor student punctuality.** If students are not punctual, homestays should discuss this with students and record the discussion on a punctuality agreement form. This should be signed and dated by both the student and the homestay and this will provide evidence of active supervision of punctuality by the homestay.
- Students who are not punctual will be counselled at school. If students **consistently fail to meet the punctuality requirements** of this policy, Essendon Keilor College will not be able to continue to provide them with homestay, nor accept responsibility for their welfare. They will therefore be **in breach of the welfare provisions of their visa.**

Students over 18 years old

- **Students over the age of 18 must remain in homestay until they finish studying at Essendon Keilor College.**

Homestay Visits

- A representative of the school will visit each homestay **at least twice a year.**
- Homestay providers must be available for these visits **during school hours.**
- Homestay providers should be available to be visited at other times as required.

General Conditions

- The College will organise homestay accommodation which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host who may be a family, couple or single person of any ethnic background.

- **Working with Children checks are required for all residents and regular visitors over the age of 18, including any students who turn 18 while in homestay.**
- The main homestay provider must provide **evidence of their eligibility to remain in Australia past the expiry date of their students' visa**. This can take the form of an Australian passport or birth certificate, a copy of their permanent residency or of their visa showing an eligible expiry date.
- The maximum number of students per homestay is 3.
- Students of the opposite sex will not be permitted to live in the same homestay except in situations approved by the Homestay Coordinator.
- Homestay includes provision of the following facilities and services:
 - Single bedroom for the student's exclusive use
 - Three meals per day, seven days per week (cooked evening meal)
 - Facilities including a bed, bedding, wardrobe, towels and linen
 - Gas, electricity, heating, internet and water costs
 - Cleaning services of common living areas
 - Use of living areas within residence
 - Study facilities, including a desk and study light
 - A key to the residence.
- Homestay hosts from 2018 will be paid \$320 per week. The College will pay the homestay host at monthly intervals on behalf of the student. The College will invoice the parents in advance for this payment and include provision for a bond of \$500. The bond is held by the school.
- Homestay providers are advised to check with their insurance companies to see whether homestay students are covered. This may vary between insurance companies
- The cost of homestay is not to be changed without the approval of the Homestay Coordinator.
- It is assumed that the student will have their own mobile phone and will not have to use the host's home phone.
- The cost for student use of the internet is included in the homestay cost.
- A holding fee to secure the homestay accommodation will be paid if the student is absent for a period of a week or more. This fee will be half the usual rate of payment up to a maximum of \$750 for the long summer holiday.
- Any money remaining in the student's homestay account will be refunded directly to the student upon their departure from the College.

Variations to homestay arrangements

- Students are required to stay at their homestay for a minimum of a term. Only in exceptional circumstances are they allowed to move earlier.
- **Students must consult the homestay coordinator prior to any changes of homestay.**
- If a homestay provider or the College wishes to terminate the homestay agreement, approximately two weeks' notice must be given to the student and College.
- Students are only allowed to move homestay with the approval of the homestay coordinator and their parents/guardians.
- Students must give two weeks' notice and have permission from the Homestay Coordinator if they wish to stay away from their homestay overnight. Students will only be allowed to stay away overnight if they will be under the supervision of a suitable adult over the age of 18.

- If they wish to stay away overnight, the contact details of the supervising adult must be provided to the Homestay Coordinator. The addresses and contact details of the locations where the student will be staying must be provided. All adults over the age of 18 with whom the student will be staying must provide evidence of current Working With Children checks.

Complaints

- Complaints that cannot be resolved by either the homestay provider or the student should be referred in the first instance to the Homestay Coordinator. If the complaints are not resolved they should be referred in writing to the International Student Coordinator and the Campus Principal.

Contact details

Homestay Coordinator

Carol Carland: 9319 1300 or 0412 862 318

carland.carol.a@edumail.vic.gov.au

International Student Coordinators

Richard Myddleton: 9319 1300 or 0431 328 535

myddleton.richard.j@edumail.vic.gov.au

Essendon Campus Principal

Lisa Nugent: 9319 1300

nugent.lisa.l@edumail.vic.gov.au