

International Student Program Overseas Students Homestay Policy

Rationale

The primary purpose of a homestay is to provide a safe environment in which students can learn. Homestay providers are entrusted by Wallan Secondary College with ensuring the safety and welfare of students.

Where parents opt for the DET to arrange accommodation, the Victorian Department of Education through Wallan Secondary College, is responsible for the provision of accommodation, support and the general welfare of the student. These arrangements shall be in place for the period that the student will be under the age of 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 International Students under 18 years of age.

Homestay providers must ensure that:

- Students attend school regularly and punctually
- Students study regularly
- Students eat regularly at home
- Students' whereabouts are known at all times.

Implementation

- Wallan Secondary College will organise homestay accommodation 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 of any ethnic background
- Working with Children Checks are required for all adult residents and regular visitors
- The maximum number of students per homestay is three (3)
- Students of the opposite sex will not be permitted to live in the same homestay except

in situations approved by the International Student Program Coordinator

- Homestay will include 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
 - 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 in 2017 and 2018 will be paid \$300 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 \$A500
- Homestay providers are advised to check with their insurance companies to see whether homestay students are covered. This may vary between insurance companies
- If both students and homestay hosts prefer that the student personally pay the homestay host then signed records must be kept by both parties. The cost of homestay is not to be changed without the agreement of the
- 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
- During holidays a holding fee to secure the homestay accommodation will be required to cover the student's absence. This fee will be half the usual rate of payment up to a maximum of \$750
- Any money remaining in the student's homestay account will be refunded directly to the student upon their departure from the College
- Homestay providers are asked to advise the student on their arrival regarding the use of public transport, location of shops and purchase of items such as phone cards.
NOTE: International Students are not eligible for concession cards. If they are under 17 years of age they may use a Junior Myki as long as they carry a proof of identity which shows their age; older students must use an adult Myki.
- Students and hosts will be asked to sign a *Homestay Responsibility Agreement*. This will outline the house rules and requirements as well as homestay costs and methods of payment
- Students must be contactable by homestays at all times after school hours
- Guidelines for curfew times and social outings are provided by the school
- Students are not permitted out late during the school week except for College functions. Students may sometimes be out late on Friday or Saturday with prior arrangement with the homestay
- Homestay providers are encouraged to attend parent teacher nights and other College

functions

- If a homestay provider or the College wishes to terminate the homestay agreement, approximately two weeks' notice must be given to the student and the College
- 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 are only allowed to move homestay with the approval of the International Student Program Coordinator and their parents/guardians
- Students must have permission from the International Student Program Coordinator and must provide relevant contact details if they wish to stay away from their homestay overnight
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in the first instance to the International Student Program Coordinator. If the complaints are not resolved they should be referred in writing to the International Student Program Coordinator and the Wallan Secondary College Principal
- The College will monitor progress of homestay arrangements, including twice yearly visits.
- **Students may not change the homestay arrangements without consultation with the International Student Program Coordinator**
- Students over the age of 18 may be given permission to move out of the approved accommodation providing written parental consent is given, the student's choice of location is deemed appropriate and the College considers that the move will not be detrimental to their prospect of academic success.

Guidelines

The following guidelines should be followed by both the International Students and the Homestay providers:

1. Students should go straight home after school from Monday to Thursday.
2. On weekends, students can only attend other activities if homestay providers are informed of:
 - where the student is going;
 - who the student is going with;
 - what activities the student will be doing;
 - what time the student will return;
 - how the student can be contacted.
3. On Friday and Saturday nights, students should return home by 10pm.
4. Students should return home before dinner time on Sunday night.
5. Students should be in bed with lights and all electronic devices off by 11pm.
6. If students have regular commitments such as sport, music lessons or work, details of these activities should be provided to their homestay and the International

Student Program Coordinator. These activities must be approved by the International Student Program Coordinator.

7. If students are visiting relatives, the contact details of these relatives should be provided to their homestay and the International Student Program Coordinator.
8. Students are only allowed to stay away from their homestay overnight if:
 - Their parents have contacted the school and given permission AND
 - The International Student Program Coordinator have given approval.
9. Students are only allowed to go on holidays away from their homestay if:
 - They have given two weeks' notice to the International Student Program Coordinator AND
 - Their parents have contacted the school and given permission AND
 - The International Student Program Coordinator have given approval.

If homestay providers or students wish to vary these rules, they should contact the International Student Program Coordinator

Contact details

International Student Program Coordinator **TBA**

Wallan Secondary College Principal

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