



OXFORD COLLEGE
OXFORD COLLEGE, SYDNEY
OXFORD COLLEGE OF ENGLISH
SPECIALTY LANGUAGE CENTRE

CRICOS Registration No: 00048F

HOMESTAY MANUAL

GENERAL

Homestay

The College:

1. evaluates suitability of families for homestay and ensure that homestay families and students are advised of their Homestay Manual - General. Evaluation may include one or more of the following: seeking references, inspection of houses, checking of features (eg study desk);
2. ensures special needs of students requesting homestay (eg. Allergies, dietary requirements, smoking etc) are provided for;
3. obtains homestay families' preferences. For example, a homestay family may wish to stipulate that they want a non-smoker, or a female or male student, etc. Care is taken to cater for a family's preferences;
4. does not expect a student in homestay to share a room with another student, nor with a member of the family.
5. requests homestay families to inform the College if they provide homestay for students from any other institutions;
6. ensures homestay families are aware of the need to provide adequate familiarisation with transport for students travelling between the school and homestay accommodation;
7. following acceptance and placement on a College's register of homestay providers, provide homestay families with written clarification of the expectations of a homestay family in terms of supervision and care, and with a briefing kit which includes:
 - (i) Homestay Manual - General;
 - (ii) advice that, because overseas students often request homestay accommodation so that they may practice speaking English, the family should speak English when speaking to a student;
8. provides the homestay family with information about the student, the student's family, address, etc when a student is placed in homestay;
9. provides students requesting homestay accommodation with:
 - a) a briefing kit which includes:-
 - (i) Homestay Manual;

- (ii) details of the student's homestay family, including address, family pets, hobbies, the ages of children, etc;
 - (iii) household rules and routines relating to the use of the telephone, meals, smoking, alcohol, guests, curfews, household tasks, bathroom conduct, laundry, security, finances, etc;
 - b) a contract, preferably in the student's first language, which includes telephone protocols, notice of leaving requirements, etc to be signed by the student.
10. provides students and the homestay families with Homestay Manual before the students leave their home country, when homestay is allocated prior to a student arriving in Australia;
 11. monitors the quality of homestay providers and ensure that any problems arising are addressed and that unsuitable homestay families are no longer used;
 12. confirms payment arrangements with students, homestay families, agents and, in the case of students under the age of 18, students' parents or guardian;
 13. informs homestay families of liability, insurance, etc;
 14. has procedures in place for counselling homestay families;
 15. ensures to counsel students regarding homestay on an ongoing basis;
 16. requires homestay families to sign a document confirming that they are not under any legal prosecution;
 17. will provide alternative homestay accommodation for a student twice.

Homestay Families:

1. ensure that the student is familiar with the transport system and obtain the student's mobile No.;
2. assist the student with establishing a bank account;
3. provide their own emergency telephone contact and police emergency number (000), advise the location of nearest police station and Australian laws pertaining to under 18 year olds and support for student after hours;
4. maintain contact with the College regarding academic progress and general welfare. Ensure that the student attends school regularly and punctually and advise the school/college in writing of any reason for absence or lateness. Student visas for school students require a minimum of 80% attendance;
5. immediately report to the parents any concerns regarding the student's health, accommodation, academic progress and general welfare and inform the parents promptly in the event of any problems, discuss solutions and act promptly on their advice;
6. do not expect a student in homestay to share a room with another student, nor with a member of the family;

7. inform the College if they provide homestay for students from any other institutions;
8. establish what their house rules are and ensure that students understand those rules;
9. inform students of household duties required of students;
10. provide appropriate welfare and supervision;
11. notify the College of any change of circumstances (eg. going away; return of a family member, etc.);
12. contact the Accommodation Officer of the College to discuss any issues which may arise regarding homestay;
13. communicate essential information to students and their parents overseas if the students are under the age of 18 years and/or in cases of emergency;
14. liaise with the school/college coordinator concerning the student's behaviour or issues affecting the student's course progress;
15. assist the student to understand school rules, expectations and visa requirements and abide by them;
16. notify the school/college coordinator/counsellor and the International Students Centre (ISC) of any intended changes to your address or living arrangements prior to those changes occurring or as soon as practicable. This notification must be in writing and provide full details of the new arrangements, and must comply with the Department's and DIAC requirements; an inspection of the new premises will be required;
17. maintain regular contact and liaise between the student, the school/college, and the student's parents;
18. familiarise the student with the local area including the location of shops, banks, medical centres, hospitals and local transport, specifically transport to and from school;
19. attend school meetings including enrolment interviews, parent/teacher interviews, subject selection meetings and other school or college meetings deemed necessary by the Principal/Academic Manager on behalf of the parents;
20. assist the student to seek any necessary medical attention and ensure proper medical certification is obtained in case of absence and provided to the school/college;
21. provide in writing requests for short leave to the school/college for the student to attend medical/dental appointments or other leave, specifying the dates and times of the absence;
22. contact the parents and school/college immediately in case of accident/serious illness or medical emergency;
23. ensure that any other person over the age of 18 years who resides at the homestay address, contacts the College to obtain a Working With Children Check;

24. ensure there are adequate accommodation and welfare arrangements for students during vacation periods, if the student is not returning to their home country. Students under 18 years are not to undertake independent travel or holidays without adult supervision. Written approval must be obtained from parents if students are taking holidays with adult relatives or family friends. Such holidays must be within the vacation periods;
25. never leave a student under 18 unattended overnight. If a nominated carer plans to be away overnight they are required to organise an appropriate adult (over 21) who has been issued with a valid police clearance to look after the student;
26. need to give the College at least six (6) weeks' notice so a new homestay host can be found and processed, if the nominated carer needs to go away and the student needs to be temporarily relocated. The homestay host may nominate one of their friends or a family member to take over their role temporarily, but they will be required to undergo the same procedure as the homestay families have to become their carer. A letter of approval for the change of nomination from the child's parent will be required. In addition a valid police clearance will be required;
27. notify the College if the homestay families are no longer wishing to act as carer or homestay host for the student;
28. notify the College if the student intends to move from the homestay family's address;

Students:

1. advise the College, in advance, of any special requirements;
2. consents to follow house rules such as telephone protocols, notice of leaving requirements, curfews, visits by friends, outings, etc; and
3. advise the College of any change of address within 7 days.

Guardianship:

1. The College ensures that, for the purposes of students under the age of 18, a responsible adult is nominated to act as guardian either by:
 - (i) being nominated by the student's parents, or
 - (ii) being nominated by the College.
2. Students' parents are briefed on the role of guardians.
3. In cases where a guardian is appointed by the College, the College ensures that:
 - (i) the guardian is an adult who is genuinely concerned for the welfare of the student;
 - (ii) the guardian has knowledge and an appreciation of the student's culture;
 - (iii) the guardian does not have responsibility for too many students;
 - (iv) the guardian is advised of the duties and responsibilities of a guardian;
 - (v) the guardian has contact with the student's parents;

- (vi) the guardian is able to speak English and has an understanding of Australian laws, rules and regulations;
 - (vii) the guardian is provided with regular reports and key information regarding the student's enrolment at the College;
 - (viii) the guardian is available to the College in times of crisis or emergency.
4. In cases where a guardian is selected by a student's parents, the College ensures that:
- (i) the College keeps an up-to-date and accurate record of guardianship, including guardians' names and contact details;
 - (ii) the guardian is provided with regular reports and key information regarding the College and the student's enrolment and progress;
 - (iii) the guardian is available to the College in times of crisis or emergency.