

# St John's Anglican Guidelines for Homestay Families for Long Term Students



***Please read through the guidelines below for homestay families hosting long term students. Please ensure the guidelines are followed at all times.***

1. The homestay parents will act as guardians for the student whilst they are in Australia, and as such, are responsible for the proper care of the student at all times. It is essential for homestay parents to know where their student is, and whom they are with, and their expected arrival time home at all times. They are expected to telephone you if they are going to be home later than the expected time (e.g. missed the bus). Most long term students are under the age of 18 and as such, a “duty of care” is mandatory.
2. The student will not be left alone at home for long periods of time without company from members of the family. A student must not be left overnight by themselves.
3. The student is to be treated as part of the family and is to be included in family outings and leisure activities.
4. In accordance with Blue Card Services, every member of the homestay family who is 18 years or over must be in possession of a current Suitability for Working with Children Blue Card. St John's Anglican College will submit a Blue Card application on behalf of the family member. There is no cost in the processing of a Blue Card. The Blue Card is valid for 3 years. SJAC will email homestay members a reminder when the Blue Card is due for renewal. If a family member is already in possession of a Blue Card, a Linking Form must be completed.
5. No person except a student's agent or relatives shall have access to the student without the written consent from the student's family. Please contact the college if you need help in regards to this.
6. All Homestay families must have house insurance cover for \$20 million, which also includes cover for an overseas student. A copy of the policy is to be submitted to the College.
7. The student will be provided with a clean room and a comfortable bed, a wardrobe with shelves and hanging space, a desk with a study lamp and a fan/and or air conditioning. Each student is to have their own room unless specified by the College. The student must have access to bathroom facilities.
8. Three meals per day, plus morning tea, will be provided for the student. This includes a packed nutritious lunch on school and excursion days.
9. The homestay family will do the student's laundry.
10. Since the safety and welfare of the student is of paramount concern, the homestay parents are expected to discuss any inappropriate behavior with the student and exercise disciplinary measurements.
11. The homestay family should contact the College immediately in the event that they have concerns, or feel reluctant to make a decision regarding the student's welfare and safety. Please contact the Homestay Coordinator or the Head of International College on 3372 0110 during business hours, or after hours, Head of International College, Shirley Sun on 0401 680 019, or Homestay Coordinator, Kylie Brunell on 0410 680 021.
12. The homestay family should not contact other homestay parents, the student's agent or the student's parents directly regarding the student's welfare, safety or any other concerns of this nature.

- 13.** Smoking, the consumption of alcohol, the possession and /or use of illicit drugs, and inappropriate behaviour are not to be tolerated.
- 14.** Should the student become ill, the homestay parents have the authority to seek necessary medical treatment. The student is covered by Ahm Overseas Student Health Cover (Australian Health Management). Their policy is for basic health cover which is equivalent to that covered by Medicare.
- 15.** The student must pay for their doctor's visit and claim a refund through their AHM Private Overseas Student Health over.
- 16.** The homestay parents will notify the college if the student is ill, will not be attending school for any reason or is involved in an accident.
- 17.** If a student is absent from school and misses a test, then a medical certificate is needed in order for them to take the test at another time. Otherwise a 'fail' will be recorded.
- 18.** Payment of \$40 per night will be paid to the homestay family on a fortnightly basis (\$560 per fortnight) as a direct credit to a nominated bank account. When a student returns to their country (e.g for holidays) and is intending to return to your home, you will be reimbursed \$70 per week as a holding payment.
- 19.** Please refer all enquiries regarding Homestay fees to the Homestay Coordinator or College fees (from your student, their parents or other sources) to the Administration Manager on 3372 0110 (business hours).
- 20.** The homestay family should provide an orientation of the family home and local transport.
- 21.** The homestay family can provide a list of homestay rules for the student if they wish, a copy is to be given to the Homestay Coordinator, International Program.
- 22.** The homestay family must ensure that the student completes all allocated homework, giving assistance where necessary. The student is to be encouraged with his/her study as much as possible.
- 23.** The student has his/her own spending money.
- 24.** The College will be notified if there are any changes in the homestay family details (eg, change of address, phone numbers, marital status etc.).
- 25.** If, for some reason, there is a need for the overseas student to change host family, we would normally require two week's notification to enable sufficient time to find another suitable family. If emergency or unforeseen circumstances arise, and there is a need for the student to move immediately, then SJIC will find temporary host family accommodation until a suitable permanent host family is found.
- 26.** The College would appreciate your cooperation in transporting the student to and from the airport on arrival and for departure.
- 27.** English is to be spoken in the home at all times.