



## **FRANKSTON HIGH SCHOOL**

### **HOMESTAY POLICY**

Frankston High School is committed to the safety and wellbeing of children and young people in accordance with the requirements of the Child Safe Standards.

Every person involved in Frankston High School has the responsibility to understand the importance and specific role he/she plays individually and collectively to ensure the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

This policy should read in conjunction with the following documents:

- Frankston High School Statement of Commitment to Child Safety
- Frankston High School Child Safety Environment Policy
- Frankston High School Child Safety Code of Conduct

**Rationale:** Where parents opt for the Department of Education and Training (DET) to arrange accommodation, the Department through the school, is responsible for provision of homestay accommodation, support and general welfare to the student. These arrangements shall be in place for the period that the student will be under 18 years of age while in Australia. This policy has been developed to meet the requirements of the ESOS National Code 2018, the Student visa (Condition 8532) and the VRQA *Guidelines for the Enrolment of Overseas Students Aged Under 18 Years* which require that appropriate arrangements have been made for the accommodation, welfare and support of students less than 18 years of age.

This policy is designed to be consistent with the International Education Division (IED) guidelines. It is an International Student Program Quality Standards requirement that all schools have a homestay policy in place.

#### **DET Compulsory Homestay Policy Requirements for All Schools:**

Frankston High School arrange approved homestay accommodation for all option 4 students regardless of their age. Frankston High School manages the day-to-day coordination of student support, accommodation and welfare through Sharon Koning, International Student Coordinator. The broader oversight of student welfare role is undertaken by Cameron Heyes, International Student Program Director and Andrew Batchelor, School Principal.

#### **Welfare**

- The School will organise homestay accommodation of high quality and which provides a child safe, comfortable and caring environment.
- The homestay accommodation will be provided by a suitable family, couple or single person. The Homestay host must be at least 21 years of age.
- Current Working with Children Checks must be supplied by all adults residing or frequently residing in Option 3 or Option 4 homestay arrangements prior to the student moving into the residence and be maintained throughout their stay.
- The maximum number of international students per homestay is 3 at all times, regardless of provider.
- Students must provide written permission from their parents to the school and have the permission from Sharon Koning (ISC) if they wish to stay away from their homestay overnight. The school also must hold relevant contact details and inform the homestay of the arrangement prior to the student being allowed to stay away. See ISP Travel Request Form and allow at least 5 days' notice to arrange.
- The School will monitor homestay arrangements, including twice yearly visits to verify that the accommodation continues to meet all requirements.
- Prior to any additional adults commencing residence at the location, the Homestay host must advise the School and provide Working with Children Checks.
- The school will conduct annual training for all homestay providers including the School's Child Safe and CCYP Reportable Conduct Scheme policy and procedures.
- It is a condition of enrolment at Frankston High School that all option 4 international students must reside in homestay accommodation (including students who are over 18) until the end date of the CAAW if they return home if aged under 18 or until the end of the study period if aged over 18.

The International Student Coordinator manages day-to-day support 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 DET
- provision of student reports and feedback to parents
- attendance/academic performance issues management
- periodic (at least twice yearly) review of accommodation, support and welfare arrangements for all international students
- dispute resolution where issues relate to homestay
- Co ordination of student absences & approving this through the school. Homestays must inform Sharon Koning in the morning of the absence & assist with the medical certificate if the student is absent for more than 2 consecutive days.
- Updating homestay information on DET VISIT.

The Principal or Assistant Principal maintains responsibility for all accommodation, support and general welfare arrangements for international students at Frankston High School. This includes:

- critical incident management
- liaison with the DET IED regarding complex or significant international student management matters (eg critical incidents)
- giving interim consent to medical treatment in emergencies
- oversight of international student program management
- dispute resolution where issues are reported by the International Student Coordinator.

#### **Other Policy Requirements:**

#### **Fees and Services**

- A weekly fee of \$350 will be paid by the student to Frankston high School. An invoice will be issued every term for the family/student/agent.  
This covers expenses associated with the provision of the following homestay services:
  - A comfortable single bedroom for the student's exclusive use
  - Three meals and snacks per day, seven days per week, at least one meal a day to be eaten with the family.
  - Facilities including a bed, wardrobe, towels and linen
  - Gas, electricity, heating, water and internet costs (NO additional charges added UNLESS approved by the school)
  - Cleaning services of common living areas
  - Use of living areas within residence
  - Study facilities, including a desk, study light and bookcase
- Mobile phone expenses will be the student's responsibility.
- The payment will be two weeks' fees based on the DET payment cycle, paid after the stay period.
- During holidays a holding fee of \$110 per week, will be charged to secure the homestay accommodation.
- 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.
- Homestays will also be advised that additional insurance should be obtained prior to accepting students.
- Complaints that cannot be resolved by either the homestay provider or the student should be referred to Sharon Koning (ISC). Overseas families will be contacted regarding any incidents.
- Complaints that cannot be resolved by the school should be submitted in writing to the International Education Division of the Department of Education and Training.

#### **Homestay Arrangements**

- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the school. Any advance payments must be refunded to the school.
- Where a student moves out of a homestay at least two weeks' notice must be given to the homestay provider by the school. Should removal arise as a result of a wellbeing issue, termination is negotiable.
- In relation to the above policies, it is necessary to consider the wellbeing of the student or homestay & adjust these dates by mutual agreement.

- Students, homestay providers, parents and Sharon Koning (ISC) will be asked to sign a Homestay Responsibility Agreement on commencement of the student's commencement with the new provider. This will outline the house rules and requirements as well as homestay costs and methods of payment.
- Students and homestay providers may not change the homestay arrangements, through the Homestay Responsibility Agreement without consultation with the school.
- Homestays must ensure they have adequate household insurance to cover them for any incident in their home. The student's family may be requested to pay for any charge that is not covered by the insurance policies excess.