



# Ivanhoe Grammar School

## International Student Homestay Policy

Ivanhoe Grammar School accepts responsibility for approving the accommodation, support and general welfare arrangements for students under the age of 18, where a CAAW has been issued by the school. Ivanhoe Grammar School does not delegate, outsource or contract out that responsibility.

Ivanhoe Grammar School complies with the Victorian Child Safe Standards.

Ivanhoe Grammar School is not taking over legal responsibility for the overseas student under the age of 18. The parent or person who has custody of the overseas student is at all times legally responsible for the student.

Ivanhoe Grammar School requires all International Students enrolled at the School, irrespective of age, to obtain homestay accommodation approved by the School. Students are not permitted to live independently or without adult supervision.

Many International Students studying at Ivanhoe Grammar School have relatives in Melbourne who can assist in providing homestay accommodation.

Homestays are expected to provide full board and a level of care and supervision appropriate to the age of the student.

The School has an extensive and closely monitored homestay network supervised by the Dean of International Students and the Homestay Coordinator. The Homestay Coordinator makes regular visits to homestays throughout the year.

A Nomination of Homestay Form will be sent with the Letter of Offer, to be completed and returned with the Student Acceptance form. Please refer to International Enrolment Procedures on our website.

Ivanhoe Grammar School must approve Homestay arrangements prior to the issue of the Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW). Please note, the Homestay and Guardian may not be the same person.

There are two acceptable categories for Homestay.

**1. Parents may nominate a relative who lives in Melbourne.**

Parents are required to discuss the **Ivanhoe Grammar School Homestay Requirements**, listed on the following pages, with their nominated Homestay.

Payment arrangements, as appropriate, will be made between the Parents and the Homestay.

**2. Parents nominate Ivanhoe Grammar School approved homestay provider.**

Parents are required to select one of the following Ivanhoe Grammar School approved providers and make the necessary arrangements. We encourage you to visit the websites of the following providers to make an informed choice.

CETA Homestay

[www.cetahomestay.com](http://www.cetahomestay.com)

Student Accommodation Services

[www.student-accommodation.com.au](http://www.student-accommodation.com.au)

Payment arrangements, as appropriate, will be made between the Parents and the Homestay Provider.

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## International Student Homestay Requirements

Please read the following important information for Homestay arrangements nominated by Parents.

Ivanhoe Grammar School will arrange to visit the homestay to complete an Ivanhoe Grammar School International Student Homestay Agreement.

If the School is not satisfied that the Homestay meets the following criteria, parents are required to arrange Homestay with an approved Ivanhoe Grammar School Homestay Provider

### **Homestay Hosts Requirements**

- Comply with the ESOS National Code <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>
- Immediately report all emergency situations to the Dean of International Students
- Be at least 25 years of age
- Have permission to reside in Australia and remain in Melbourne for the duration of the enrolment
- Immediately inform Ivanhoe Grammar School if they are unavailable or not able to fulfil their responsibilities so an intermediary Homestay can be provided
- Immediately inform Ivanhoe Grammar School if they will be leaving Melbourne, including short term breaks including holidays so an intermediary Homestay can be provided
- Provide the School with a residential address, telephone numbers (home, work and mobile), email address and 24 hour contact details in case of emergency
- Be familiar with and support the school rules
- Ensure all students are aware of the Term Dates and School Holiday Arrangements
- All students must return home for the duration of the three week mid-year holiday period, and the end of year holiday period (December – January)
- Provide a current Working with Children Check; further information is available at <http://www.justice.vic.gov.au/workingwithchildren>
- Provide a current Police Check; further information is available at [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)
- Agree to regular visits, at least every 6 months, from the Ivanhoe Grammar School Homestay Coordinator
- Agree to a pre-approval visit from the Ivanhoe Grammar School Homestay Coordinator
- Ensure that all family members and residents over 18, including visitors who reside for more than 7 days obtain a working with children check and a Police Check
- Immediately inform Ivanhoe Grammar School if the Homestay conditions change, including additional residents moving in, major renovations, etc.

### **Homestay Hosts Pastoral Care Standards and expectations**

- Provide a level of care and supervision appropriate to the age of the student
- Are aware of the needs of the international students and have processes in place to support and assist them
- Have a willingness to embrace people with different Cultures
- Be flexible and a good communicator
- Can provide a stable and nurturing environment
- Can negotiate and clarify house rules with the student including Curfew times, internet access and rules, use of household facilities, making and receiving international calls, household chores
- Understand students are not used to a Western Diet and discuss options including religious beliefs
- Privacy, personal possessions and personal space of students should be respected
- Put the best learning interests of individual students above all other financial and organisational needs as without this focus the impact on the homestay experience can be extremely negative
- Ensure that in the event of illness the student receives the best possible medical attention.

### **Homestay Accommodation Standards**

- Provide full board, including three meals per day, Breakfast and Lunch may be self-serve
- Only Two homestay students to be accommodated at one time of the same Gender
- Clean & tidy accommodation
- A single room: Furnished (bed & study desk are a must)
- Located within 30 minutes travel time to school via public transport
- Are located near public transport
- No additional costs will be requested for utilities and home insurance claims
- The Homestay Hosts must reside at the Homestay Premises
- Students are to be given a key to the home or arrangements made so that the Student can gain access to the home at any time
- There must be adequate lighting for study purposes
- There must be heating in winter and some means of cooling in summer
- There must be access to shared lockable bathroom, kitchen and laundry facilities and use of shared living areas of home.