



TIGS

The Illawarra Grammar School

Academic • Christian • Caring

International Student Programme

HOMESTAY MANAGEMENT POLICY

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Homestay accommodation for international students studying at The Illawarra Grammar School and The Illawarra Grammar School Centre for English is arranged through an external provider, UOW College Homestay.

1. Responsibilities of UOW College Homestay

As the homestay provider to The Illawarra Grammar School, UOW College Homestay is required to recruit such host families that will support the Christian ethos of the school and provide homestay environments deemed suitable for students of the School.

UOW College Homestay is required to work cooperatively with the School at all times maintaining close communication with the Manager, International at the School.

UOW College Homestay is required to ensure that all families complete and sign a Working with Children Check which states that they have read and understood the Working with Children Guidelines as stipulated in the Child Protection Act 2000. On this form, they must also declare that they are not a 'prohibited person' under the Commission for Children and Young People Act 1998 and they are informed that it is an offence for a 'prohibited person' to seek child-related employment. A definition of 'prohibited person' is also provided.

The families complete and sign a UOW College Homestay Host Family Caregiver Declaration form which stipulates family responsibilities including:

- Ensuring the student is aware of emergency numbers, the location of police stations and Australian laws pertaining to minors
- Ensuring the students attend classes and that they are aware of their attendance obligations
- Assisting the student in case of illness
- Ensuring the student does not undertake independent travel or holidays without adult supervision
- Notifying AFH and the education provider if they have any concerns for the student's welfare
- Notifying AFH if any person over the age of 18 moves into the residence where the student is staying

The families are also required to complete TIGS Homestay Provider Declarations and TIGS Guardian Declarations which outline a family's responsibilities with regard to ensuring the student's general welfare, monitoring their academic performance, ensuring that the student received medical attention in the event of illness, and looking after the student's travel arrangements to and from school each day.

UOW College Homestay is required to provide to the School in writing, details of the host family and assurance that all relevant screening has taken place.

Monitoring of Homestays

Regular contact is made with homestay families for feedback about the homestay arrangement.

UOW College Homestay will conduct annual Working with Children Checks, make annual visits to inspect the homestay and check if any person over the age of 18 has moved into the residence where the student is staying.

In the event of complaints by students or any issues of concern raised by the parent(s), Manager, International or other relevant persons, UOW College Homestay will be required to conduct an additional audit and provide a written report to the School.

Payment Terms

UOW College Homestay will not receive payment for the service from The Illawarra Grammar School.

Each student will pay an initial Placement Fee to The Illawarra Grammar School which will be forwarded to UOW College Homestay on receipt of a tax invoice from UOW College Homestay for same.

Each student will pay an annual Management Fee to The Illawarra Grammar School which will be forwarded to UOW College Homestay on receipt of a tax invoice from UOW College Homestay for same.

Each student will pay an initial 4 weeks homestay and guardianship fees to The Illawarra Grammar School which will be forwarded directly to the homestay. Payment of ongoing homestay fees will be negotiated between the homestay and the student.

2. Responsibilities of The Illawarra Grammar School

The School's Manager, International liaises with UOW College Homestay on all new and continuing placements.

Students are able to raise any concerns directly with UOW College Homestay or via the Manager, International.

Host families nominated by UOW College Homestay are visited by the Manager, International prior to student placement to ensure the School's expectations of the home and the host family are known and understood, and to determine that the placement is agreeable to the School.

New Arrivals

The Manager, International will liaise with the host family regarding the arrival of a new student.

The Manager, International will arrange airport collection of new arrivals and transfer the student to their host family.

The Manager, International will meet with the new student and their host family to ensure that arrangements are made for

- transportation to school
- opening of an Australian bank account
- setting up of an Australian mobile telephone account
- purchase of school uniform
- ongoing payment of homestay fees
- use of internet within the home

Monitoring of Homestays

Host families will be contacted regularly by the Manager, International for feedback about the student and the homestay arrangement. A file note is added to the student's file.

The Manager, International will seek regular feedback from students in homestay, and provide advice and support.

Host families are invited to School events and activities, to include them in the student's education and the School community.

Students may change homestays if there is a medical reason to do so, a request is received from the parents or the placement is not compatible in the reasonable opinion of the student. Host families may also request the transfer of a student to another host family. Such requests can be made directly to the Manager, International who will liaise with UOW College Homestay, the student's parents, agent and the host family to ensure an amicable transfer.

Any issues arising from the placement are dealt with as soon as practicable to reduce any distress or discomfort to all parties.

The Manager, International assists with location/relocation of students where practicable.