 <p>Belmont High School <i>'Strive for the Highest'</i> www.bhs.vic.edu.au</p>	<h1 style="text-align: center;">Homestay Policy</h1> <h2 style="text-align: center;">FIN 10.01</h2>	
<p>Policy Status: Final</p>	<p>Document Owner: Business Manager</p>	<p>Authorised by: BHS School Council</p>
<p>Date of issue: 19/02/2019</p>	<p>Review Date: 18/02/2020</p>	<p>Version 1</p>

Rationale: Where parents opt for DET to arrange accommodation, the Department through the school, is responsible for provision of 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 2007 and Student visa (Condition 8532) 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 IED guidelines. It is a Quality Standards requirement that all schools have a homestay policy in place.

DET Compulsory Homestay Policy Requirements for All Schools:


Welfare

- The School will organise homestay accommodation of high quality and which provides a safe, comfortable and caring environment.
- The homestay accommodation will be provided by a host which may be a suitable family, couple or single person.
- Working with Children Checks will be completed and reviewed by the school for all adults residing or frequently residing in the homestay prior to the student moving in.
- The maximum number of 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 school's endorsement 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.
- The School will monitor progress of homestay arrangements, including twice yearly visits.

Other Policy Requirements:

Fees and Services

- A weekly fee of **\$300.00** will be charged. This covers expenses associated with the provision of the following homestay services:
 - Single bedroom for the student's exclusive use
 - Three meals per day, seven days per week (cooked evening meal)
 - Facilities including a bed, wardrobe, towels and linen
 - Gas, electricity, heating and water costs
 - Cleaning services of common living areas
 - Use of living areas within residence
 - Study facilities, including a desk, study light and bookcase
- Telephone and internet expenses are included in the weekly homestay fee
- The initial payment will include two weeks' fees in advance plus a bond that is the equivalent of two weeks' fees. This will be held by the school.
- During holidays a holding fee to secure the homestay accommodation fee may be required to cover the student's absence. This is to be negotiated between the homestay, student and school.
- 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
- Complaints that cannot be resolved by either the homestay provider or the student should be referred in writing to the School.

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Homestay Arrangements

- If a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice is given to the student and School. Any advance payments should be refunded to the student.
- Where a student moves out of a homestay at least two weeks' notice must be given to the homestay provider and School. Giving less than this may result in the bond being forfeited.
- Students, homestay providers and the Homestay Co-ordinator will be asked to sign a Homestay Responsibility Agreement on commencement of the student's enrolment. 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 without consultation with the School and through the Homestay Responsibility Agreement.

Over 18 Students (select one option below)

- Students over the age of 18 may be given permission to move out of the approved accommodation providing written parental consent is given and student's choice of accommodation is deemed appropriate by the School.

AUTHORISATION

This policy was ratified by School Council on: 19/2/2019

Signed:  (School Council President)

Signed:  (School Council Executive Officer)