

## Homestay Host Agreement Form

### Introduction

Hosting an international student in your home requires minor adjustments to your life as well as the student's life.

The student will be working hard in Malvern House Brighton and trying to adapt to their new lifestyle in Brighton.

### Welcome

The host is expected to welcome the new student into their home on their first arrival and involve them in family activities.

Various cultures are not accustomed to using manners in the same way as the English culture so do not take offence if the student seems rude at first. Manners are unique and should be encouraged for the student to use as part of their experience whilst learning a new language.

### Around the House

Please show the student how to use the bath and shower. It is important to explain that toilet paper can be disposed of in the toilet in the UK as in some countries they use a waste bin.

The bedroom provided to the student should be private, clean, have some natural light, be warm and a quiet environment for them to rest and sleep. The room should also feature a wardrobe, chest of drawers and/or storage space. Please make sure that the student has an adequate supply of towels and blankets, and that they have a desk in their room (if adequate) or a table that they can use for studying.

Please show the student how to use the washing machine, if you ask them to do their own laundry. Some students may have never had to do this for themselves before, so you should explain how many clothes should be put into the washing machine and about separating colours. Please allow students to do two loads of washing per week.

Supervision is recommended for the first and second times that a student uses washing and kitchen appliances and it may be useful to the student to have written instructions near the appliances.

### Meals

The host should provide breakfast and an evening meal every day. Please note the host is not expected to have breakfast with the student (the host should leave food out for the student to help themselves), however, the host should have dinner with the student.

The host should provide a nutritionally balanced, freshly-cooked meal. Microwave meals are not acceptable, and takeaway food should only be given as a rare treat. Meals should always contain fresh vegetables, a form of starch like potatoes, rice or pasta and usually some kind of meat. Daily meals should be varied, it is not acceptable to serve the same dish every day.

Please be aware that some students have a very different national diet and may be used to

eating things like rice or noodles for breakfast; they may not be used to spicy food; they may have dietary requirements such as no meat, no pork, no shellfish. They may also be used to eating at different times of the day: for many cultures, lunch is the biggest meal of the day and they may eat their evening meal after ten o'clock. You should make sure that the students understand that British mealtimes are slightly different.

Breakfast	Dinner
Fruit (apples, grapefruit, grapes)	Spaghetti Bolognese
Cereal	Meat, potatoes and vegetables.
Milk	Cottage/Shepherd's Pie with steamed vegetables
Toast	Sausage and Mash
Marmalade/Jam	Curry and rice
Cheese	Baked potatoes with fillings and salad
Tea	Roast Dinner
Coffee	Fish and vegetables
Bacon, eggs (Weekends)	Stir fry with noodles

Example menu

Malvern House Brighton will provide the host with dietary requirements if the student has requested them.

The student should be informed of meal times and a way to contact the host if they will not be present for a meal. Please be aware that some of our classes finish at 5.30 pm or 8.30 pm and you should bear this in mind in regard to your student being present for mealtimes.

**Curfews**

Your expectations of what is an acceptable time for the student to come home at night should be informed to the Student Services Officer at Malvern House Brighton and to the student. If you are hosting a student under the age of 18, the curfew is 10 pm.

As mentioned above, please be aware that some classes finish at 5.30 pm and some classes at 8.30 pm so this may also affect the time the student comes home.

**Daily Life**

The student will be staying in your home so agreements upon arrival in relation to cleanliness, making the bed before they leave for school and leaving the bathroom in a clean condition after use, should all be explained to the student when he/she first arrives with you. This will help to avoid misunderstandings during the student's stay with you. We can provide advice in putting together a set of rules.

The student is not required to do household chores or babysitting/child minding.

The Host and other tenants in the house should respect the privacy of the student. You must knock on the door and ask permission to enter if you need to access the room or speak to the student. Please make sure that the student is guaranteed their privacy from members of a different gender.

**Practising English with Students**

Students are here to learn about British culture, traditions, and of course, improve their English. It is an important part of hosting students that you speak to them every day.

Recommended topics might include; family life, food, festivals, tourist attractions and all aspects of British culture.

### Visitors

The student should notify and get permission from the host if they wish to bring visitors to the property.

### Internet

Internet access is a required element of homestay and internet charges are not to be paid by the student as an extra service. The internet has become a part of everyday life and a way for a student to communicate with their family.

It is not a requirement that the student should use the family computer.

Please be aware that any social media accounts you have may be publicly available, and therefore available to any prospective homestay students. We advise you to review your privacy settings in this respect.

### Religion

The host should not put any pressure on the student to attend religious services and practices.

### Smoking and Vaping

Smoking or vaping should be done outside the household unless stated by the host.

A designated area should be shown to the student and a point where a cigarette can be put out.

### Homestay Accommodation Fees

To avoid any confusion or misunderstanding, all Homestay Accommodation fees will be paid directly to the host by Malvern House Brighton.

The normal method of payment is every **2 weeks in arrears** to the host's bank account. Hosts are paid for a full week if the student has stayed at theirs for 7 nights - In case the student's stay is shorter or longer than this, the host will be paid pro rata, per night.

**Direct payment from the student should not be accepted under any circumstances and fees mustn't be discussed.**

The student should pay for their own travel and admission expenses if they wish to attend outside activities with the host.

### Under 18 Students

Hosting students under the age 18 requires a little more care as the host has a safeguarding duty towards the student. Hosts are required to provide a valid Enhanced DBS certificate and undertake Safeguarding training.

Malvern House Brighton provides accommodation to students aged 16 and 17. Students under 16 are placed in homestay only if a parent or legal guardian share the accommodation with them: in this case, the parent/legal guardian is accounted responsible for the child.

If the hosts notice that their under 18 student is still at home while they should be in class, they need to inform the school who will then contact the student,

The curfew for students under the age of 18 is 10 pm. Hosts need to contact the school's out of office number if the student they are hosting has not returned home by 9.30 pm and has not informed the host of his surroundings.

It is the host's responsibility to ensure that if they host students under the age of 18 they are not hosting aged 18 years or older at the same time.

### Terms and Conditions

1. The rules of the household should be explained when the student arrives.
  - 1.1 These should include smoking, curfew, overnight visitors, noise, duties around the house, the student's responsibilities, etc.
2. The host should provide the student with a key, or keys, and explain the importance of locking the door when leaving the house and when going to sleep.
3. The host should ensure that the house is cleaned at least once a week and that the student's towels and bed linen is changed every week.
4. The host must involve the student in conversations in English and answer any questions about language or culture.
5. The host is required to guide the student in how to use public transport to get to school from their home.
6. The host accepts the responsibility of utility/other bills. Students should be informed that landline phone calls are not allowed unless permitted by the host.
7. The hosts should give 3 working days' notice if they wish to terminate the placement of the student in their accommodation.
8. Malvern House Brighton usually gives a 5-day notice before removing the student from the accommodation. However, under exceptional circumstances the school reserves to do this with less than 24 hrs notice. Hosts will receive payment until the last night of the student's stay in the house.
9. The host agrees not to have any illegal substances in the house whilst Malvern House Brighton students are staying there.
10. The student is not allowed to possess illegal drugs or misuse alcohol at any time.
11. The host shall make the effort to communicate with the student and help them to get familiar with the surrounding area close to the accommodation.
12. The host should promote an English speaking only household.
13. No more than 4 students should live in the homestay at any one time.
14. Students who have the same first language should not normally be housed together.
15. The host should inform us if they are hosting a student from another school or a guest that speaks the same language as the Malvern House Brighton student.
16. In some cases, the host may be asked to undergo a DBS check if necessary as some students may be under the age of eighteen.
17. The host and student may not lend money to one another.
18. Any damage caused by the student to the property should be paid for by the student and such cases, Malvern House Brighton must be informed immediately of any damage caused.
19. Student confidentiality and privacy matters should be respected and not discussed with other people in the accommodation.
- 20. You should inform the school of any medical emergencies in respect of the student. You can inform the school outside office hours on the emergency number and you will receive guidance. Please give the student information about accessing your local GP/walk-in centre. The school can give you guidance on this too.**
21. If the host takes a holiday away the school must be told two weeks in advance so that we can give the opportunity for the student to be hosted elsewhere if it is a problem for them.
22. If you host a student under 18 and if the main carer is going to spend the night away from the property, the remaining resident(s) of the household must be fully DBS checked.
23. At least one person of the household is expected to be present at evening meal times.

24. Verbal and/or physical abuse will not be accepted by the student or the host.
25. The host shall contact Malvern House Brighton if there are any concerns that:
  - a. The student seems unhappy
  - b. The student appears to be unwell
  - c. There are additional members and pets living in the accommodation.
  - d. A holiday has been planned by the host.
26. Malvern House Brighton has the right to amend this code of practice for any reason.

#### **Data protection**

Malvern House Brighton is fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) (EU) 2016/679. Therefore, procedures will be followed which aim to ensure that all employees who have access to any personal data held by the company, are fully aware of and abide by their duties under the GDPR (EU) 2016/679.

#### *Statement of Policy*

Personal information will be stored securely, ensuring that any information kept is adequate, relevant and not excessive, dealt with appropriately and kept for no longer than its intended use.

Host family information may be requested by the students seeking homestay arrangements. Signing below will confirm that you are happy for your details to be passed on to them.

#### **Insurance cover**

Malvern House Brighton cannot be held responsible for any accident or damage to your property. Any accidents should be reported to Malvern House Brighton immediately. It is important to inform your home insurance provider and to ensure you have adequate cover in place.

Malvern House Brighton reserves the right to remove a student from your care without notice and may enter your home to do so. The Homestay family hereby agrees to release Malvern House Brighton from all liability for loss or damage to their home caused by the student(s) and hereby releases Malvern House Brighton and its agents and employees from all liability arising out of the participation in the program including, without limitation for property damage or loss, or the debts, conducts or actions of the students assigned to the home. Students are responsible for their own debts, conduct and actions while in the Homestay Programme.

I ..... **have read and agree to the term and**

**conditions in this Code of Practice.      Date:** .....

**HostName:** .....

**Signature:** .....

**Signed on behalf of Malvern House Brighton:** .....

**Print name:** .....

If you have any queries about this Code of Practice please contact:

Karl Taylor-Robinson (Operations Manager)

Office telephone number: 01273 661575

E-mail address: [brighton@malvernplc.com](mailto:brighton@malvernplc.com)

Website: [www.malvernhousebrighton.com](http://www.malvernhousebrighton.com)

Emergency phone outside of working hours: **+44 (0)7879 591882**