



## Homestay Accommodation Policy

---

*Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018.*

1. Alphington Grammar School requires students to have a minimum age of 13 to be placed in Homestay Accommodation. Students aged below 13 are required to live with a parent or eligible relative who must hold the appropriate visa (subclass 590) obtained by the Department of Home Affairs.
  - 1.1. All students applying to Alphington Grammar School should be under 18 at their time of enrolment at Alphington Grammar School.
  - 1.2. Students living with homestay families receive full board with their own room and have all meals supplied.
  - 1.3. Working with children checks (WWCC) are required for all Homestay Parents, and any other persons living in the house over 18 years of age.
  - 1.4. It is a requirement that for the duration of their studies, regardless of age, students are not permitted to make their own accommodation and welfare arrangements.
  
2. Confirmation of enrolment will only be issued if the Principal/Head of School are satisfied that suitable accommodation and guardianship arrangements will be in place during the course of the student's enrolment at Alphington Grammar School.
  - 2.1. Once Alphington Grammar School issues a CAAW (Confirmation of Appropriate Accommodation and Welfare), we are accepting full responsibility of monitoring homestay arrangements in the interest of the welfare of the student.
  - 2.2. All Homestay arrangements must be contracted with any of our three providers (AHN, SAS, CETA)
  - 2.3. For every enrolled primary level (i.e. up to Year 6) overseas student, the School will maintain on file either evidence, from the relevant pages of a passport, that the student is a full-fee paying overseas student
  - 2.4. As stipulated by Standard 5.1. of the ESOS *National Code 2018*, where Alphington Grammar School has taken on the responsibility of approving the accommodation, support and general welfare arrangements for a student under 18 at the time of enrolment, the School continues to check the suitability of the arrangements even in the event of a suspended/cancelled enrolment, and this continues until any of the following apply...
    - a) The student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's



- accommodation, support and general welfare arrangements.
- b) The student leaves Australia
  - c) Other suitable arrangements are made which satisfy CAAW Regulations
  - d) The registered provider reports under Standard 5.1 that it can no longer approve of the arrangements for the student.
3. Alphington Grammar School gathers, verifies and records information required by Standard 5.3 of the National Code (2018) of any adults involved in or providing accommodation and welfare arrangements for our International Students,
- 3.1. Information is collected regularly regarding any commercial homestay company staff, homestay families and Parent Liaison whom the School engages to perform child connected work. This information includes the following:
    - a) Current WWCC (Working with Children Check)
    - b) Proof of personal identity and any professional/other qualifications
    - c) The person's history of work involving children
    - d) References that address the person's suitability for the job and working with children
  - 3.2. Alphington Grammar School meets twice a year with each Homestay provider to review and appraise their homestay services and to make necessary changes. These meetings also provide the opportunity to ensure that the Certificate of Currencies and Agreements are valid.
  - 3.3. All homestay providers engaged by Alphington Grammar School are required to sign the Alphington Grammar School Contractors & Service Providers Agreement. Our providers:
    - a) Australian Homestay Network (AHN)
    - b) Student Accommodation Services (SAS)
    - c) CETA Worldwide Education Pty Ltd.

*Information about these services can be obtained via the following links*

    - [www.homestaynetwork.org](http://www.homestaynetwork.org)
    - [www.student-accomodation.com.au](http://www.student-accomodation.com.au)
    - [www.cetaextracare.com](http://www.cetaextracare.com)
4. The International Student Coordinator conducts a site visit to ensure the homestay accommodation is appropriate to the student's age and needs before placement, and revisits the homestay at least every six months - (unless the homestay has been verified by a site visit in relation to another student in the previous three months).
- 4.1. Our Registrar is the primary contact and will direct families to approved providers (AHN,SAS,CETA) if needed, once the International Student's enrolment is confirmed
  - 4.2. The Registrar and International Student Coordinator receive a homestay profile from the registered provider selected.



- 4.3. Our International Student Coordinator and Registrar, in accordance with Alphington Grammar School's Homestay Company Screening Policy and Parent Liaison Review Policy, regularly monitor our Student Management System (SMS) records and ensure our host details are correct and that WWCC's are current.
  - 4.4. The International Student Coordinator visits Homestays at a minimum of every six months to verify that conditions for appropriate Homestay accommodation are met. This includes the homestay providing a separate bedroom for the student that is age-appropriate and caters for the student's individual needs, that the environment is safe and secure, and that the Homestay provides stability for the student in accordance with welfare regulations stipulated by Standard 5.3 of *The National Code (2018)*.
  - 4.5. Upon this visit, the Homestay Host is expected to update the School of any changes in contact details/emergency contact details in the case that they have not done so already, and to sign the Alphington Grammar School Child Safety Code of Conduct. This document is then kept on file.
  - 4.6. Alphington Grammar School records visits on our Alphington Grammar Homestay Register.
5. We have the following expectations of our Homestay families and homes to ensure that the welfare of our students is prioritised:
- 5.1. Homestay hosts/carers must reside at the homestay premises
  - 5.2. All homestay hosts/other individuals residing in the home over 18 years of age must have a current Working With Children Check (WWCC)
  - 5.3. The School expects the host to communicate any changes to the homestay arrangement such as a change in contact details or the event of the host leaving Melbourne for a period of time and needing a replacement homestay venue
  - 5.4. The School provides a 24/7 Emergency contact number to report any breaches/threats to student safety requiring immediate attention.
  - 5.6. The home must be clean and have appropriate furnishings for students below 18 years of age
  - 5.7. At a minimum, we expect the Student to be provided their own room, bed and desk
  - 5.8. Students are not to share rooms with host family members and sharing arrangements will only be provided upon a request from the student's parents. The room must not be used for any other purpose (re; storage, rumpus room)
  - 5.9. There are to be no more than 3 International Students residing in the homestay, and students must be of the same gender, as mixes are not permitted



- 5.10. Students are to be given a key to the home or arrangements are to be made so the student can access the home at any time
  - 5.11. There must be adequate lighting for studying purposes
  - 5.12. There must be heating in the winter and some means of cooling in the summer
  - 5.13. There must be access to a bathroom, with reasonable time allowed for showers (10 minutes) and bathrooms must have a lock
  - 5.15. Access to kitchen/laundry facilities and use of shared living areas of the home should be granted to the International Student.
  - 5.16. The Homestay Host must provide 3 meals a day and food should be available for the Student to make themselves a light lunch (a sandwich and piece of fruit) and an after school snack. The Homestay Host should consider cultural differences and dietary needs when providing meals for International Students.
6. International Students are expected to make friends and enjoy a social life which will enhance their experience at Alphington Grammar School and ensure their time in Melbourne is successful. The following are expectations that our International Students should note that they are required to abide by:
- 6.1. House rules are to be discussed and explained to International Students by the Host Parents (including but not limited to friends visiting, use of phone and incoming calls, cleaning of room and household task expectations, meal-times and other rules for behaviour such as curfew, manners and courtesy).
  - 6.2. Phone use and/or computer facilities is included in the Homestay Fee and additional money must not be exchanged with the Host for the use of these services. The use of internet is also included but will be monitored strictly including restrictions on downloads. Internet access is not permitted between 11pm and 6am.
  - 6.3. Students are expected to abide by the following curfew times. If the student expects to be late or intends to stay out later than curfew this must be preapproved by the International Student Coordinator. Requests should be made in writing.
    - a) Sunday-Thursday students must be home by 6pm
    - b) Friday and Saturday students must be home by 9.30pm
  - 6.4. Students are expected to return home to their Host Family every night by curfew times stipulated in 6.3. Staying overnight at any location other than with the Homestay must be approved and pre-arranged with a written request from the Parent to the School's International Student Coordinator and is subject to the School's approval.
  - 6.5. Students must inform and seek permission from the Homestay in advance if they wish to invite a friend or visitor to enter the Homestay residence.



- 6.6. Students must communicate to the International Student Coordinator and their host regarding any plans to return to their home country at least two weeks in advance.
  
7. Once a CAAW (Confirmation of Appropriate Accommodation and Welfare) is issued by the School, Alphington Grammar School accepts full responsibility for the welfare of the student.
  - 7.1. Alphington Grammar School provides International Students with a Student Safety card at the time of commencement of their course, and during their Orientation and Induction they are given the 24/7 contact details of Alphington Grammar's International Student Coordinator and general emergency contact information. They are encouraged to utilise these services in the event of an emergency.
  - 7.2. International Students are not permitted to make their own accommodation and welfare arrangements and this is a requirement for the duration of their studies, regardless of their age.
  - 7.3. Alphington Grammar School has an ongoing commitment to the pastoral care and welfare of International Students. A number of our staff members share this responsibility, and ensure that our International Students feel supported. The following table identifies relevant Alphington Grammar School staff who assist in our International Student programme:



<b>STAFF MEMBER</b>	<b>POSITION/ROLE</b>	<b>AREA OF RESPONSIBILITY</b>
<b>Dr Vivianne Nikou</b>	Principal	
<b>Mr. Rowan Evans</b>	Assistant Principal/Head of Secondary	Studies and Disciplinary Matters
<b>Ms. Tracey Nicholson</b>	Assistant Principal/ Head of Primary	Student Studies and Welfare
<b>Mr. Lukas Silver</b>	Assistant Principal/ Teaching and Learning	Secondary Student Studies and Course/Progression Matters
<b>Mr. Manuel Pappos</b>	Business Manager	Matters relating to school fees
<b>Ms. Suzanne Carruth</b>	School Registrar	Enrolment information, personal matters and records
<b>Mrs. Mary Kontosis</b>	International Student Coordinator/EAL	Pastoral care and student study guidance, Homestay and Welfare concerns & matters.
<b>Ms. Stavroula Touranakos</b>	Head of High School Preparation Program (HSPP)	Matters concerning the Alphington Grammar High School Preparation Program
<b>Mrs. Helen Theodoropolos</b>	Head of EAL	Learning of EAL
<b>Ms. Ashley Jiang</b>	Chinese Students Coordinator	Chinese Language and Pastoral Care Years 7-9
<b>Mr. Andrew Mulherin</b>	International Individual Support Teacher	Academic support for International Students.
<b>Ms. Toulia Terezakis</b>	Head of House	Study & Pastoral Matters
<b>Mr. Con Papoulis</b>	Head of House	Study & Pastoral Matters
<b>Ms. Primrose Tyson</b>	Head of House	Study & Pastoral Matters
<b>Mr. Trevor Adams</b>	Head of House	Study & Pastoral Matters