



Subject: **HOMESTAY POLICY**

Covers: **ALL ARRANGEMENTS FOR  
OBTAINING A HOMESTAY FAMILY**

Policy No: INT6 – Version 1

Effective: September 2014

Revised: June 2021

Review Date: June 2023

**Purpose:**

The purpose of this policy is to outline the requirements for obtaining a homestay family for a Collegiate student.

**Background:**

From time to time there is a need to provide a homestay for a student either in an emergency family situation or for a boarder who requires accommodation when the Boarding House is closed. Usually boarding arrangements are not made available during the mid-year break between Terms 2 and 3.

**Policy:**

Homestay families are sought from the wider Collegiate Community.

The procedure for meeting compliance requirements is as follows:

- The \*Registration Form for Homestay Families must be completed.
- A home visit is made by a school representative to inspect the home and the facilities for the student.
- An interview is conducted with the prospective families by the school representative.
- A Working with Children (WWVP) card is obtained for all members of the family, over 16 years of age, who reside or frequently reside at the homestay premises.

Once this procedure is complete all documentation is provided to the Principal who then approves, makes a recommendation for modifications or refuses the homestay application.

The parents of the student are presented with the information about the recommended homestay family and if they are in agreement with the recommendation the necessary arrangements are made.

If the parents are not in agreement then another homestay family is sought. The School will endeavour to meet the expectations of the parents wherever possible.

\*Registration form attached



# St Michael's Collegiate School Host Family Registration

<b>Student name:</b>	<b>House:</b>	<b>Year Group:</b>
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### Homestay provider details

Family name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact details: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (M): \_\_\_\_\_

Email: \_\_\_\_\_

### Family members residing in the home

Name	Age	Gender	Relationship to homestay provider	Occupation

### Other international students currently residing in the home

Name	Age	Gender	School (currently attending)	Nationality	Length of stay

Type of residence    House    Flat  
 Unit    Other \_\_\_\_\_

### Observations

### Comments

Number of vacant rooms in home:	
Heating and cooling in house and room:	
Observations of living space (i.e. is it adequate?):	
Furniture / utilities available in student's room (i.e. bed, wardrobe, desk, bookcase, study lamp etc.)	
Computer/internet access (Yes or No) and internet connection type (i.e. broadband / dialup / wireless):	



# St Michael's Collegiate School Host Family Registration

Cleanliness of kitchen, bathroom/s, bedrooms and general living area (please specify):	
Experience in providing homestay:	
Languages spoken in the home:	
Student included in suitable family activities (i.e. Christmas, New Year, birthdays, Easter etc.)?	
How long is provider planning to live at current address?	
Type of pets (if any):	
Smokers (Yes or No): If Yes, inside or outside?	
Smoke detectors installed (Mandatory):	
<b>Police checks for all adults over 16 years of age who reside or frequently reside at the homestay premises</b>	

Homestay appropriate for students – Yes / No

Additional comments:

<b>Bank Details</b>
Account Name:
Account no:
BSB:

Date of site visit:	_____	Date of previous site visit (if applicable):	_____
Name of Homestay Host:	_____	Name of School Representative:	_____
Signed:	_____	Signed:	_____

In case of emergency or any concern or questions please contact:

Miss Mika Browning (Director of Boarding) on 0417 262 292 or

Dr Adam Forsyth (Principal) on 6211 4908.