



## ST MARGARET'S ANGLICAN GIRLS SCHOOL PROCESS FOR PRIVATE HOMESTAY ARRANGEMENTS FOR INTERNATIONAL STUDENTS

Private Homestay arrangements approved by St Margaret's Anglican Girls School meet Queensland legislative requirements for student protection as well as Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The following process is followed when approving a private homestay arrangement request:

1. Written request and consent from the parent(s) is required with the following details of the homestay host:
  - a. Name of host(s);
  - b. Home address;
  - c. Home phone and mobile numbers;
  - d. Email address(es); and
  - e. Relationship to the parents and student.
2. The potential host family is required to write a letter accepting the responsibility of hosting the student as per parent request.
3. If the student is under 18 years of age, all members of the household over the age of 18 years will be required to apply for a Blue Card through St Margaret's and complete the school's Student Protection Volunteer forms, unless they are blood relatives.  
NB: Please note that the private homestay arrangement will not be approved without receiving a positive notification of the Blue Card.
4. If the student is over 18 years of age, all members of the household over the age of 18 years will be required to complete the school's Student Protection Volunteer forms.
5. A home visit is scheduled by the International Pastoral Care Coordinator and Admissions and Community Relations - International to inspect the host's home and assess the living situation. At this stage a homestay visit checklist is completed and photos taken.  
NB: Please note the student must have access to own bedroom with storage and study area.
6. Written recommendation with the completed checklist, photos, and letters from the parents and potential host is submitted to the Principal for approval by the International Pastoral Care Coordinator and Admissions and Community Relations - International.
7. Once approved, the International Pastoral Care Coordinator will meet with the student every 6 months to review living arrangements.



# Homestay Visit Form 2020

## HOST FAMILY DETAILS

Family Name/s:

Student(s) in homestay:

Address:

Visit Date:                      Time:

Staff Visiting:

Family members present during visit:

HOUSE DETAILS	Evident	Not sighted	Not Evident	N/A
Family were accommodating in arranging visit time				
Family were welcoming and appeared open to discussion				
The general safety of the residence is to standard (eg stairs)				
If there is a swimming pool, it is gated				
Size of bedroom is adequate				
Room includes all basic necessities (bedroom door, bed, desk, window, clothes storage)				
Please note any additional bedroom facilities eg fan, walk in wardrobe, ensuite				
Bedding etc is provided by homestay family				
Bathroom facilities are adequate and allow privacy				
Student has access to:				
1. Kitchen				
2. Common area				
3. Outdoor area				

List of chores International Student is involved in:

General comments about the student's behaviour in the house and efforts to participate as a family member, including how much time they spend in their bedroom:

Any concerns raised by homestay family:

Any actions following homestay visit:

**PHOTOGRAPHS OF STUDENT ROOM** (taken on the day of the visit)

Staff Signature Date:

**FOLLOW UP MEETING WITH STUDENT** - TO BE CONDUCTED BY SENIOR MEMBER OF STAFF

General notes from meeting with student:

Any concerns raised by students:

Any actions to take place following the visit and meeting:

Staff Signature: Date: \_\_\_\_\_