



Heart of England  
International Academy

## GUIDANCE NOTES FOR FAMILIES CONSIDERING TAKING STUDENTS INTO THEIR HOMES

Whether you are considering providing half-board or self-catering accommodation, the following may be of help. The majority of our students come from overseas and for many it is their first experience of the UK and living with an English family. You play a key role in the students being able to settle into English life.

### ***Homestay Accommodation and Rooms***

The following services and facilities should be made available to the students to ensure a comfortable living environment throughout their stay:

- A proper state of cleanliness and repair;
- Adequate heating and lighting;
- Students should have their own private bedroom/study which should be sufficiently spacious, with natural light, equipped with an adequate sized bed and adequate hanging and drawer space for clothes;
- A desk or table for private study;
- Sufficient washing facilities and access to a bathroom, with baths or showers available daily;
- It is usual to supply bed linen and towels which should be changed and washed by the homestay provider;
- Internet connection is essential these days, preferably in students' rooms.

### ***Meals***

If you are providing meals, this should comprise breakfast and evening meal at whatever time your family normally eats. Students will normally take meals with the family but, if you are not at home or your student is not there at mealtimes, you should provide a cold meal or a meal on a plate which the student can then re-heat. Lunch is not expected during the week – just at the weekend and a sandwich will suffice.

If meals are offered, they should form part of a well-balanced diet, taking into account any reasonable dietary requirements expressed by students. You would be expected to provide all meals for children under 16 unless alternative arrangements have been made by the parents or legal guardian and confirmed in writing.

If your accommodation is on a self-catering basis, a fridge or a shelf in your fridge should be available in which to store food and, similarly, a cupboard or shelf for non perishables and cooking utensils. You will need to discuss and agree with your student times at which it will be convenient for them to use the kitchen and also the appliances and cooking utensils they may use.

### ***Students under 16 years of age***

- A responsible adult should normally be present when under 16s are at home and there should always be a responsible adult present overnight.
- You should make every effort to obtain a 24-hour contact number for the parents or legal guardians of students under 16;
- You should provide parents and legal guardians of students under 16 a telephone number that can be used to contact you at all times.

### ***Rent***

You may find the following guidelines helpful in determining the rent you charge:

<i>Bed/Breakfast and Evening Meal</i>	£17.00 per day <b>£120.00 per week</b> £480.00 per 4 weeks
<i>Self-Catering</i>	£12.00 per day <b>£85.00 per week</b> £340.00 per 4 weeks

Rent can be paid on a weekly, fortnightly or monthly basis.

We recommend that a student is charged a £200 security deposit and a £50 holiday retainer for any week they are not occupying their room.

### ***Contractual Arrangements***

Any agreement is between you and the student. There is no contractual arrangement between the College and the homestay provider. The means by which rent is paid, payment intervals, the amount of any deposit and period of notice should be agreed in writing between yourself and the student.

THIS IS FOR THE PROTECTION OF BOTH YOU AND THE STUDENT. THE STUDENT SHOULD BE GIVEN A RENT BOOK.

If either the homestay provider or the student wishes to terminate the agreement, the period of notice should be governed by the period by which rent is paid. (For example, if a student pays rent each week and wishes to terminate their contract, they need only give one week's notice. If a student pays rent monthly, one month's notice should be given.) This notification should be in the form of written confirmation to the homestay provider and the period of notice calculated from the date on which this written confirmation is received. The same conditions should apply if a homestay provider wishes to give notification of termination to the student.

If the agreement is for a period of a term or academic year, then early termination is usually only permitted if the other party is at fault. The agreement should make clear the circumstances in which such termination might apply.

### ***Laundry***

It is always appreciated if homestay providers do reasonable amounts of personal washing for students or allow them use of your machine. Students should do their own ironing and, again, please allow them the use of your iron and board. If washing becomes excessive, you may charge a small fee (£1.00 per load).

### ***Use of other facilities***

You should discuss with your student what you want them to do about the use of the bathroom, television, telephone and locking up at night if they are the last one home etc. You should allow students to use the phone for incoming calls. Students can obtain phone cards, which enable the cost of out-going calls to be charged to their home phone (if in the UK) or to a credit card bank account. Most students have mobile phones, but it can take a couple of weeks to set up when they arrive in UK. The rule regarding phone calls should be stated in the written agreement.

### ***Keys***

Your student will need a key which should be returned when they leave.

### ***Insurance***

Homestay providers should ensure that their normal household insurance policy provides them with sufficient cover for their needs, including accidental damage to furniture etc. As there is no contractual arrangement with the College, it cannot accept any responsibility in this area.

### ***Holidays***

Students should normally pay for their accommodation during holiday periods. As a guide, a retainer of £50.00 per week is appropriate.

### ***Safety Precautions***

It is a legal requirement that every host family possess a current valid certificate for all gas appliances located within the premises. This certificate must be renewed annually (and a copy of the current certificate must be provided to the Accommodation Office to be held on file). Smoke and carbon monoxide alarms should be fitted and working. It is your responsibility to ensure that you comply with all relevant legislation which might include electrical equipment safety, furniture and furnishings, sanitation, and fire safety.

### ***Smoking***

To avoid conflict, you may wish to indicate to your student (and their friends) if and where it is acceptable to smoke.

**Visitors**

It is sensible to discuss with your student the number of visitors and time when it is convenient for friends to visit.

**Duration of Stay**

Whilst you may expect students to stay for the duration of their course, some will not for a variety of reasons. This is why it is important to have a written agreement with your student and ensure that, if they wish to move on, they are aware of their obligation to you.

**Police Checks**

All homestay providers and any other adults living in the home who are over 16 years of age will be subject to a check on the Central Police Register. Should you have students under 18, an extended Police Check will be carried out on the homestay provider and any other adults living in the home.

**Disclaimer**

This disclaimer applies to all participants in this homestay programme, including hosts and students. I/We have read and understood the conditions and guidelines highlighted above.

- I/We understand that Stratford-upon-Avon College does not enter into any contractual relationship with the homestay provider or student. I/We understand that, as far as Stratford-upon-Avon College is concerned, homestay providers enter into a direct contractual relationship with the student. Stratford-upon-Avon College may provide a draft contract for both homestay providers and students through its Accommodation Office. However, all negotiations and agreements are entirely the responsibility of the homestay provider and the student.
- I/We understand and assume any and all risks related to my participation in the homestay programme and I/we agree to release and hold Stratford-upon-Avon College harmless and each of their respective employees, agents, and representatives from any and all liability of claims should any injury, loss, or damage occur during this homestay or any other service offered.
- I/We understand that if I/we participate in the homestay programme that I/we will purchase my own insurance whether medical, emergency, liability, damage, home, vehicle and/or any other types of insurance which may be necessary should any claims, damages or penalties arise.
- I/We understand that Stratford-upon-Avon College does not assume any responsibility for any injuries, losses, damages, problems or accidents that might occur during a homestay. I/We further understand that any actions that take place among the homestay family, College and student are not sanctioned by Stratford-upon-Avon College nor do I/we hold Stratford-upon-Avon College responsible for any reason.

***I/We accept and agree on the above terms, conditions, disclaimer and agreement when and if I/we participate in this homestay programme.***

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**Homestay provider's name:** .....

***I confirm that I have received, read and agree to abide by the 'Guidance Notes for families considering taking students into their homes' guidelines.***

**Signature:** ..... **date:** .....

***Please return this section of the form to:  
The Accommodation Office, Oak House, Stratford-upon-Avon College.***