



LNS752

## Additional information on Accommodation

See the Lorien Novalis School Handbook section “Homestay Information for Overseas Students” for further information accommodation, and in particular:

- Definition of ‘homestay’ as a student living with a family other than a parent or close family relative, and a definition of who is considered to be a ‘close family relative’
- Statements that students can partake in a Homestay arrangement (rather than living with a parent or close family relative) only if aged over 15 and are in Year 9 or above in High School
- Statements that Lorien Novalis School does not provide boarding facilities or organise Homestay arrangements.

## Guidelines for Homestay Host families

Guardians / Carers / Homestay parents are an important link between the student's parents, the school and the student.

Prospective Guardians / Carers / Homestay parents will be interviewed by the Lorien Novalis School Educational Administrator or the Overseas Student Coordinator or delegate to ensure they are fully aware of their duties/responsibilities and so that the School is able to make an assessment of their suitability to act in the role.

The guardian / carer / homestay parent undertakes to perform the following duties/responsibilities:

The homestay parent will personally transport the student to and from the airport for each arrival and departure.

- Maintain regular contact with the student and liaise with the school and parents
- Ensure the student has regular and punctual school attendance. Student visa regulations require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of the student visa
- Notify the Overseas Student Coordinator in writing of any changes in address or living arrangements within 7 days. The guardian must sign the notification and provide full details of the new arrangements. If the student is under 18 years and the accommodation and welfare arrangements are approved by Lorien Novalis School, then written approval must be obtained prior to the change of arrangement
- Contact the parents of the student and the Overseas Student Coordinator in case of an accident, serious illness or medical emergency
- Assist the student to seek necessary medical attention and obtain proper medical certificates in case of absence (particularly for students in Years 10 to 12 at school where additional assessment requirements are relevant)

- Inform the parents of the student promptly in the event of any problems, discuss solutions with parents and act promptly on their advice
- Telephone or write to the Overseas Student Coordinator requesting leave for the student for medical, dental or any other appointments, specifying the dates and times of their absence (taking note of absence guidelines and assessment requirements for Class 10 to 12).
- Liaise with the Overseas Student Coordinator concerning behaviour, conduct or any issues that may affect the student's progress
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the Overseas Student Coordinator on behalf of the parents
- Assist the student to understand school and visa requirements and abide by them
- Take responsibility for the student's welfare and supervision outside school hours.

### The Required Standards for student accommodation are as follows:

The home must be clean and comfortable and the Homestay Hosts / guardians must reside at the Homestay Premises.

Prospective Guardians / Carers / Homestay parents will be interviewed by the School

Coordinator or delegate at their premises to ensure they are fully aware of following requirements such that the School is able to make an assessment of their suitability to offer accommodation.

When arrangements are assessed as meeting the requirements then the School will issue the Confirmation of Appropriate Accommodation and Welfare (CAAW) to DIAC to enable issuing of the student's visa.

- Each student is to have its own room, bed, desk or if a shared room no more than 2 persons per room (same sex) each of whom must have separate bed and desk;
- Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the Student(s) so request;
- There are to be no more than 3 overseas students residing in the home;
- Students are to be given a key to the home or arrangements made so that the Student can gain access to the home at any time;
- There must be adequate lighting for study purposes;
- There must be heating in winter and some means of cooling in summer;
- There must be access to shared bathroom, with reasonable time allowed for showers (10 minutes);
- There must be access to kitchen and laundry facilities and use of shared living areas
- of home;
- The Homestay Host is to provide 3 meals a day on weekdays and (usually) 3 meals on weekends, as appropriate and, in providing meals, the Homestay Host must be aware of and take account of cultural differences. Food should be available for Students to make themselves an after school snack;
- House rules are to be discussed and explained to the Student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour such as going out and times for arriving home, manners and courtesy);
- Use of telephone and/or computer facilities is to be at students own expense. However charges to the Student should only cover the actual cost of phone or internet usage. Use of Homestay internet will be restricted including restrictions on downloads. Internet access is usually not permitted after 11pm.

- Personal items and their insurance to be at the Student's own risk;
- Students may change Homestay Premises if there is a medical reason to do so, or a request from parents of the Student if a particular Homestay Premises is not compatible, in the reasonable opinion of the Student.

Signed by the Homestay Parent

Homestay Parent 1's name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Homestay Parent 2's name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_