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YARRA VALLEY
G R A M M A R

Overseas Students Homestay Policy and Procedures

Overseas students without an accompanying parent or legal guardian can only be accepted into the School once they have turned 13 years of age. All overseas students over 13 years of age must have appropriate accommodation and welfare arrangements in place before they commence their study at Yarra Valley Grammar.

All overseas students who do not reside with either the parents or the parent nominated guardian as approved by Department of Home Affairs (DOHA) are placed with a Yarra Valley Grammar approved homestay accommodation for the duration of their study at Yarra Valley Grammar.

It is important that overseas students try to become a part of their homestay family by communicating and mixing with the family as they would in their own home. The more the student is involved, the more comfortable and settled the student will feel. The school will discuss with the student on an ongoing basis any issues they may have with their homestay. The School's homestay families are closely monitored by the School with regular contact throughout the year with the Homestay families and the homestay sourcing agencies, CETA Worldwide Education and Australian Homestay Network Pty Ltd (AHN).

The School has an established database of families, within the local community, who meet the School's homestay requirements. All homestay families have been interviewed and visited to establish suitability and offerings for overseas students.

HOMESTAY PROCEDURES

Prospective Homestay Families

The prospective homestay families will need to contact one of school's approved and partner homestay provider companies to complete the expression of interest form to host an overseas student of Yarra Valley Grammar. A link is provided on the website for prospective families to contact the homestay provider companies directly to complete an expression of interest form.

[CETA Worldwide Education](#)

[Australian Homestay Network Pty Ltd \(AHN\)](#)

Due Diligence by Partner Provider Companies and Yarra Valley Grammar

The partner provider companies CETA and AHN will do the initial screening and due diligence on the prospective homestay family. This includes checking the appropriateness of the accommodation along with collecting all necessary forms and documentation including working with children check to provide to Yarra Valley Grammar for assessment. An initial assessment of prospective homestay family should provide details on family's commitment to School policies, proximity to the School and appropriateness of the accommodation arrangements for the student.

Approval and Ongoing monitoring of accommodation, support and welfare arrangements for students under School's CAAW

The school is fully responsible for the approval and ongoing monitoring of all homestay families who are hosting students of Yarra Valley Grammar. This includes due diligence on the homestay family with inspection of accommodation and meeting with hosts prior and post student placement with the host. The inspections are carried out prior to student placement and every six months. The School ensures that it has all the required documents on file for the host family.

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The School also recommends appointment of a caregiver who liaises closely with the School and homestay provider company. The appointment of the caregiver does not mitigate the CAAW responsibilities of Yarra Valley Grammar but ensures that there is a bi-lingual support person who is independent of School and can facilitate the communication process between the School and the student's parents.

Allocation of Homestay Family and Transition Process

The School provides information on both homestay providers to the student's agent and family to complete paperwork on their preferred provider and the homestay family requirements.

The homestay provider then provides School with all relevant paperwork and suggested homestay families that best match student's needs. The school after following the due diligence process will then approve the most suitable family for each student. All members of a homestay family over the age of 18 must have a Working with Children Check card.

While the student is at language school, communication between the School, homestay family and the guardian/caregiver will take place to ensure arrangements are made to ensure that the student arrives in the homestay accommodation safely. Ongoing contact will be maintained by the School with the homestay provider, homestay family, caregiver and the overseas student with regards to welfare and any other issues that may arise.

Regular communication between the homestay family, homestay provider company, overseas student, caregiver and School will take place on an ongoing basis and as required. If at any time issues arise, then the School, would attempt to resolve the issues through its complaint resolution procedures. A decision as to the continuation of the homestay arrangements will be made after the investigation carried out by the School. If after investigation and review the arrangement is deemed unsuitable due to incompatibility, the student shall be moved. If the student is being moved because the family has been assessed as inappropriate as a homestay family, the homestay family will be removed from the database.

HOST OBLIGATIONS

Child Protection

All members living at the Host family residence over 18 years of age must have a current Working with Children Check (WWCC). This also includes over 18 visitors spending the night at the Host family residence and permanent over 18-year old's moving into the home. WWCC must be forward to Homestay provider and the School. WWCC can be downloaded from the following website address www.workingwithchildren.vic.gov.au. The Student must never be at home with an adult that does not have a current WWCC.

It is the Hosts responsibility to ensure the home is safe if the student is home alone. The student should have internal access to the Home at all times, meaning they must be given a key, security code or other means of entry in case the Host is not present at any time. The student should also be able to contact the host at any time.

The Host must immediately notify Yarra Valley Grammar and the Homestay provider of any incident or allegation of child abuse including:

- any act committed against a child involving
 - a sexual offence; or
 - an offence under section 49B (2) of the Crimes Act 1958 (grooming); and
- the infliction, on a child, of
 - physical violence; or
 - serious emotional or psychological harm; and
- serious neglect of a child

Host families while going out for the evening must ensure they have organised a house key for the student and that the home is secure. They must also leave emergency contact numbers with the student.

Host families wishing to take Students on holidays must seek permission from the School and then communicate that to the homestay provider. If Students want to go away overnight or on holidays they must seek permission from the School. The homestay provider will then communicate school's decision to the host family. Never allow the Student to sleep at another location overnight or go on a holiday without obtaining the permission of Yarra Valley Grammar.

Homestay hosts are expected to follow all policies and procedures of Yarra Valley Grammar subject to change. All homestay hosts must comply with the ESOS National Code, <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

Homestay hosts must ensure that the students return home as per School's end of year arrangements. All homestay hosts are expected to be present during term times and must inform homestay provider companies of any plans of holidays during term breaks only with a notice period of at least 6 weeks so that the students can be moved temporarily to other approved homestay families during term break. The hosts are not allowed to leave students under the supervision of relatives or friends while travelling. The term dates can be accessed on the School's website for details.

Homestay hosts must agree to regular visits, at least every 6 months from staff member at Yarra Valley Grammar.

Homestay hosts must report student absences by calling the School offices in the morning. The Senior School office (Years 10-12) can be contacted on 92627767 and Middle School (Years 7-9) on 92627761.

Homestay hosts must ensure that the students are not undertaking any outside school tutoring as the School provides all extra tutoring arrangements on campus.

Homestay hosts must ensure that students follow school rules at all times and use airport transfers services as authorised by the School.

Homestay hosts must provide medical assistance to the student as required.

STUDENT OBLIGATIONS

The student will be expected to pay the homestay charge of approximately \$350/week directly to the homestay provider, not to Yarra Valley Grammar. The student's family will enter into a direct agreement with the homestay provider company for financial purposes. This charge covers the student's accommodation; three meals per day; access to laundry facilities, electricity, gas and water usage.

The student is expected to follow the guidelines and rules as per the Student Homestay Guidelines document. A copy is made available to all students at the time of allocation of homestay family.

Initial length of time of the homestay is six weeks. If no issues arise during this period or at any other time, the homestay will continue until the student leaves Yarra Valley Grammar. When the student arrives, the homestay family will outline the expectations that come with being a member of their family. It is important that students ask questions they may have if they do not understand what is outlined to them. The School expects that the student will be treated fairly and in a similar manner to an Australian teenager.

If the student wishes to return home for holidays, Holiday form and airport transfers form must be completed, outlining flight details. The student will be charged fee to hold the homestay room for that period.

If the student wishes to leave the homestay family arranged for them, the student or caregiver must notify the School and give reasons as to why this change needs to take place. The School will assist the student in resolving any issue they may have with the homestay family, and if it cannot be resolved, will assist the student to find alternative accommodation.

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HOMESTAY EXPECTATIONS - CANCELLATION OF STUDY

Where the student's enrolment is terminated, suspended or cancelled, a representative from Yarra Valley Grammar will continue to check welfare and accommodation arrangements until:

- The student has a new provider which takes on approval of welfare and accommodation arrangements
- The student leaves the country
- Other arrangements, suitable to Department of Immigration and Border Protection, have been made
- The School reports it can no longer approve the arrangements.

Yarra Valley Grammar will make regular phone calls to the homestay family and caregiver to ensure that the whereabouts of the student is always known.

CRITICAL INCIDENTS, AFTER HOURS SUPPORT AND SCHOOL CONTACTS

Homestay hosts must report all critical incidents or incidents requiring School's attention on priority basis to the School as per the details provided in the Student Assistance card provided to the student and the host families.