



International Students Homestay Arrangements

Role of Student Accommodation Services

Homestay arrangements are made with Student Accommodation Services (SAS) for international students who require accommodation whilst studying at the School. Students are asked to notify the School before arrival in Australia of their accommodation needs so that suitable accommodation can be arranged.

SAS will discuss responsibilities and duties with homestay providers and liaise with School re: special needs or requests from students. Airport pick up can be arranged if needed. SAS will introduce the student to homestay and monitor placement of student with visits and phone calls. In instances of complaints SAS will investigate the issues involved. If a satisfactory resolution is not reached, SAS will contact the International Student Coordinator or the Director of Admissions to arrange an alternate homestay placement. Up to three alternate placements can be arranged within three months at no additional charge but if further placements are needed there will be an additional fee.

Expectations and Responsibilities of Homestay Providers

The home environment provides an excellent opportunity for students to be part of a family and gives them opportunities to improve and practise their English. Students are expected to make an effort to fit into the life of your family.

Bedrooms

The student should have her own room (appropriately heated) with a bed, bed linen, desk, chair, lamp, wardrobe and drawers. This room should be a student's private space. Students are encouraged to clean their own rooms and should make arrangements with homestay when they are away as to whether their rooms should be cleaned in their absence.

Meals

Students should be provided with three meals a day. Breakfast may be self-serve and the provider or student may prepare lunch. Dinner should be a family occasion where the student can socialise with the family and practise her English. International students do experience some difficulty with the Australian diet so you could enquire about this and suggest that they give you some ideas about the foods they like, or alternatively encourage them to accompany you when you shop. Perhaps suggest that they occasionally cook a meal for the family.

Homework

In some instances students may require assistance from the homestay with homework. This is a good opportunity for the homestay to become familiar with the curriculum the student is studying.

General

On arrival in Melbourne it would be appreciated if the homestay could assist student in matters such as the opening of bank account, purchase of School uniform and books, familiarisation with transport (either public or school bus) to School if needed. Students should be told that they are not eligible for student concessions on public transport.

Assistance with transport to out-of-hours School functions and to social outings as would be appropriate for their own children is appreciated. Inclusion of students in family functions and outings adds to the student's experience whilst with the homestay.

Guardians

Each international student at Ivanhoe Girls' Grammar School has a guardian who lives in Melbourne and accepts responsibility for the welfare of that student. Please make contact with this person and ensure that you have the all relevant phone numbers should you need to contact them for any reason. The School will send you updated information at the start of each year. It is the responsibility of the guardian to attend Learning Progress Interviews with the international student. If the guardian is unable to attend then we encourage the homestay to come with the student.

Expectations of Students

Students are encouraged to become part of the family with whom they are staying.

Students should be home each evening for dinner by 6.00pm. Students must contact the homestay if they are going to be late. If alternate arrangements are made or the student wishes to ask a friend to come for a meal, this should be discussed with the homestay provider first.

During the week outings should be limited to School functions or those arranged by the homestay. If students arrange outings on Friday and Saturday nights they are expected to be home by midnight. Should the student wish to stay with friends overnight, the student should confirm these arrangements with her guardian and homestay. The homestay should know where the student is going and be provided with an address and landline contact phone number so they can reach the student.

Smoking is not permitted either at homestay or at School.

Students should be thoughtful about the needs of others in the family, especially in regard to use of the bathroom in the morning. The use of extra electrical appliances should be discussed with the homestay before use, for reasons of safety and cost. Students are encouraged to do their own washing and ironing.

Charges

Homestay Costs

Homestay fees are paid two weeks in advance and then every two weeks. If a student is leaving a homestay two weeks notice is needed. All fees to homestays should be paid on time and a record kept of payments.

School Holiday Arrangements

During school holidays, when students return home, a holding charge of \$70 per week applies. The student is thus able to leave her belongings in the room.

Telephone and Internet Costs

There are no other additional charges except for phone calls and Internet access. Students must pay for all phone calls both local and international and for Internet costs. A mobile phone, phone cards or a separate phone line may assist in this matter. It is expected that students do not have the use of the phone or Internet after midnight.

School Hours

School times are as follows:

Monday – Friday 8.30am – 3.25pm

Students should arrive by 8.20am each morning to prepare for class. Tutors mark rolls of attendance at the beginning of each day. Class teachers mark the role at the end of the day. Attendance for international students is also monitored by the International Student Coordinator and Director of Admissions, as regular attendance is a condition of the student's visa.

Year 12 students may study at home if they do not have scheduled classes. However they **MUST** be present Monday morning assemblies.

Absence from School

If a student is unwell and unable to attend school, the School should be notified on the School absence line, ph: 9490 6281, as soon as possible. If the illness extends for two days or more, students should seek medical attention and provide a medical certificate on return to school.

A student should not be absent for any reason other than illness unless they have special permission from the school.

Any unexplained absence constitutes a breach of the student's visa.

Contact with the School

Should you wish to contact the School to discuss any matter relating to the student, the following staff members are available to assist you:

Mrs Lisa Toomey – International Student Coordinator

Where necessary they will liaise with Year Level Coordinators, teachers and tutors.

Finally, thank you very much for being a homestay provider for one of our students. We know that it can be a wonderful experience for the girls and we hope that you enjoy the experience of having them join your family.