IVANHOE GIRLS' GRAMMAR SCHOOL

OUR GIRLS SPEAK FOR THEMSELVES.

Policy Title	**International Student Homestay Arrangements Policy**				
Policy Owner	Director of Corporate Services				
Effective Date	November 2025				
Approved by	Executive				
Review Date	November 2027				
Internal Only Document				Public Only Document	**X**

1. Policy

All international students at Ivanhoe Girls' Grammar School are required to live with a parent, a person who has legal custody of the student or a relative nominated by the parents and approved by Department of Home Affairs (DHA). This is via a 157N Form submitted by the family at the same time as the 500 Student Visa application.

If a special arrangement of Homestay has been agreed to, the international student must live with a Homestay family arranged and approved by the School.

For Homestay arrangements which have been agreed to, the School will either source the Homestay independently via an external provider. Students are required to notify the School before arrival in Australia of their accommodation needs, so that suitable accommodation can be arranged.

Regulatory requirements state that international students requiring homestay accommodation must be over the age of 13. However, Ivanhoe Girls' Grammar School will only allow students enrolled in Years 10 - 12 to live in homestay arrangements (if a Homestay placement has been agreed to by the School). Students in Years Prep-Year 9 must live with parent/s or an approved family member as detailed above.

Even when a student's homestay arrangements are sourced through an external provider, Ivanhoe Girls' Grammar School's duty of care is non-delegable, and the School remains fully responsible for all aspects of the student's welfare, both at school and in Homestay. The School will work closely with the external provider, and directly with the homestay family, to discuss responsibilities and duties and regarding any special needs or requests from students. The Ivanhoe Girls' Grammar School International Student Coordinator will undertake an independent review of any Homestay proposed by the external provider and provide final school approval prior to placement and student arrival into the home. The International Student Coordinator is responsible for ongoing monitoring and formal assessment of the homestay provider at least every 6 months

In instances of complaint, Ivanhoe Girls' Grammar School will work with the external provider to investigate the issues involved and attempt to resolve any problems which may arise. If a satisfactory resolution is not reached the School may agree 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.*

2. Expectations and Responsibilities of Homestay Providers and Students

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

Homestay providers are expected to uphold the School's commitment to child safety at all times and to have a zero tolerance of child abuse. Homestay providers will complete an online induction that provides them with all appropriate Child Safety Policies. This induction will be done through LinkSafe and is required to be completed annually. The International Student Coordinator will also check that the Homestay is clear of their Child Safe expectations at each site visit

Ivanhoe Girls' Grammar School will be responsible for ensuring that every family member residing in the home has a current Working with Children Clearance (WWCC) and that this information is recorded.

2.1 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 provider 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 provider. 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 their parents/legal guardian and the International Student Coordinator in the first instance. The International Student Coordinator and homestay provider must know where the student is going and be provided with an address and contact phone number so they can reach the student. They must also ensure that the family with whom the student intends to stay have WWCC in place for all family members aged 18 years or above.

Smoking or vaping are not permitted at any time, either at the homestay or at School, regardless of whether the student is aged 18 years or not.

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 provider before use, for reasons of safety and cost. Students are encouraged to do their own washing and ironing.

2.2 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. Class teachers mark rolls of attendance at the beginning of each class. Attendance for international students is also monitored by the International Student Coordinator and Year Level Coordinator, 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.

2.3 Absence from School

If a student is unwell and unable to attend school, the School (who will inform the International Student Coordinator) should be notified on the School absence line, telephone: 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.

2.4 Contact with the School

Should the homestay provider wish to contact the School to discuss any matter relating to the student, they should contact the International Student Coordinator in the first instance.

2.5 Homestay Provider General Responsibilities

Homestay providers must:

- provide students with a safe, caring and supporting home environment;
- ensure that they maintain up to date emergency contact details for the School;
- comply with the Homestay Responsibility Agreement and all applicable policies and procedures, as well as relevant legislation, regulation and laws;
- participate in all mandatory training through LinkSafe to ensure all responsibilities and obligations are understood;
- maintain open communication with the School and notify the School of any concerns;
- not host more than three international students in the same homestay at a given time unless prior approval has been granted by Ivanhoe Girls' Grammar School;
- ensure that they are aware of their responsibilities and required processes to report all suspicions of harm to a student as a result of child abuse or neglect in accordance with school policies; and
- the homestay provider will acknowledge and support Ivanhoe Girls' Grammar School's commitment to Child Safety and zero tolerance of Child Abuse.

2.6 Home Environment

The homestay provider must meet the following minimum requirements within the home environment:

- a separate single room for the student's use;
- a clean and tidy household with access to shared living areas;
- three nutritious meals a day, seven days a week, with reasonable access to snacks and in accordance with the student's dietary and medical need;
- facilities – a bed, wardrobe, towels and linen;
- utilities – gas, electricity, heating and water costs;
- cleaning services of common living areas;
- study facilities – desk, study light, bookcase; and
- any keys, alarm codes or passwords required for your student to access the homestay residence
- working fire alarms.

2.7 Homestay Checks

A representative of Ivanhoe Girls' will conduct a homestay assessment prior to the student's arrival and homestay visits at least every six months after the initial homestay assessment, collectively known as homestay checks. You will be given written notice at least 2 weeks prior to a homestay visit being conducted, unless in the case of a critical incident occurring. Information provided by the homestay provider during the homestay assessment and homestay visits must be honest, accurate and complete.

Failure to disclose important information or providing false information impacting a student's safety may result in a student exiting the homestay arrangement.

2.8 Other Residents and Visitors

Homestay providers must:

- provide the School with details of all residents, that is people living or frequently residing in the homestay, including name, date of birth and address (if residential address differs to homestay address);
- all people over the age of 18 living or frequently residing in the homestay must complete the LinkSafe induction and notify the School of any changes. WWCC must also be provided for each of these persons; and
- notify the School if any residents move in or out of the homestay.

All people residing and visiting the homestay must act in an appropriate and respectful way towards the student. This includes:

- developing positive relationships with the student based on mutual trust and communication;
- supporting and assisting the student to adjust to life and study in Australia;
- respecting the student's privacy while acknowledging that privacy does not equate to isolation;
- acknowledging the significance of, and differences in, culture, customs, language and beliefs in the life of the student; and
- immediately notifying the School when aware of any instance of child abuse, harm to a child's wellbeing or welfare, including concerns or suspicions.

2.9 Critical Incidents

In the event of a critical incident, the homestay provider must:

- ensure the immediate safety of the student;
- notify the School immediately following a critical incident;
- provide any necessary support (for example accompanying the student to the hospital); and
- allow the homestay premises to be inspected immediately, if necessary, in the event of a critical incident or emergency which has occurred at the homestay.

Homestay providers will be made aware of the School's critical incident process and the homestay provider's role and responsibilities with respect to this process through mandatory training provided by the School.

Ivanhoe Girls' Grammar School retains the ultimate responsibility for approving and assuring welfare arrangements of international students. Homestay providers play a critical role in supporting the welfare and wellbeing of an international student. If a homestay provider has any concerns relating to the welfare or wellbeing of an international student, these concerns should be immediately raised with the International Student Co-ordinator.

2.10 Medical

Homestay providers may provide assistance and support to international students when attending medical, dental, hospital or other health related appointments. This may include assistance in arranging transportation, scheduling appointments or accompanying students to appointments.

2.11 Safety

Homestay providers must notify the School immediately if there are concerns for the safety of the student or the safety of others due to the behaviour of the student.

2.12 Student Behaviour Management

Homestay providers must notify the School if they encounter a behaviour management issue that is unable to be resolved informally with the student. Homestay providers must never subject students to physical punishment or verbal abuse.

2.13 Supervision and Care

Homestay providers must ensure that students are appropriately supervised at all times. The level of supervision required will vary depending on the student's age and maturity.

Homestay providers must:

- not allow students to be unsupervised overnight;
- not allow students to supervise younger children;
- monitor the student's social and recreational activities;
- only permit student travel when approved by the School and the student's parents;
- notify the School immediately if at any point you are unable to ensure appropriate supervision for your student;
- notify the School immediately if you have any concerns about your student's part time work arrangements; and
- notify the School immediately if you become aware that your student intends to participate or has participated in a high-risk activity and/or non-routine travel without approval.

Students must ask permission from the homestay provider if they wish to go out. For safety reasons students should tell the homestay provider where they are going, with whom, and the expected time of return.

Students must also seek permission from the homestay provider prior to inviting friends over to the homestay.

If a student in homestay accommodation leaves without notice or commences staying overnight away from their designated homestay without permission, the homestay provider must report the matter immediately to the International Student Coordinator.

2.14 Swimming

International students may come from landlocked home countries with little exposure to water or swimming. Homestay providers should be mindful of a student's swimming ability and familiarity with water. Homestay providers should exercise caution and ensure supervision of students around home or public swimming pools, beaches and other bodies of water.

2.15 Schooling Requirements

Homestay providers must:

- support and encourage the student to attend school every day and on time
- ensure the student has safe and appropriate transport to and from school
- notify the School of any concerns you may have about your student's school attendance
- notify the School of any student absences in accordance with the School policy.

A student's course progress will be monitored by the School. The homestay provider is not responsible for a student's course progress, or for providing or arranging additional learning support. The homestay provider may voluntarily assist a student by providing learning support, however this is not mandatory.

2.16 Student Exiting the Homestay Arrangement

It is expected that students remain in the allocated homestay unless compassionate or compelling circumstances apply, that is exceptional circumstances which impact a student's welfare, wellbeing or safety. Changes to homestay arrangements are approved by the School.

Students have to give the School and homestay provider at least two weeks' notice if they wish to exit the homestay arrangement. A student who exits the homestay arrangement without giving two weeks' notice will forfeit their bond unless compassionate or compelling circumstances apply.

In the event that the homestay provider does not comply with these terms and conditions, and all applicable policies and procedures, as well as relevant legislation, regulation and laws, a student may be temporarily or permanently removed from the homestay. In the event that the School has initiated a movement of a student from a homestay for this reason two weeks' notice must not be given and the bond is not forfeited.

2.17 Related Policies and Forms

- International Students Welfare and Accommodation Policy
- International Students Support Policy
- International Students Enrolment Policy