Kilvington
Grammar School

Homestay Hosts Handbook

kilvington.vic.gov.au

Help for non-English speakers. If you need help to understand this policy, please contact us at enquiries@kilvington.vic.edu.au

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Telephone: 9578 6231
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Provider Code: 00149A
CRICOS Course Code: 005349G

At the heart of Kilvington's Global Connections Program is the commitment to help our students learn about other cultures.

Principal's Welcome

Firstly, thank you for considering being a part of Kilvington's Homestay Program and making a difference to a young person's life.

Allowing an international student to join your family as part of their academic and personal journey in Australia will have a profound impact on their future as they develop their hopes and aspirations from their experiences and memories of their time here. Sharing your family's daily routines can be further enhanced with visits to local landmarks and experiences such as Phillip Island (to see the Penguins), the Melbourne and Werribee Zoos, sporting events, museums, Healesville Sanctuary, The Great Ocean Road and so much more.

There are also benefits to your family as your family members learn about a different culture, language and perspective. At the heart of Kilvington's Global Connections Program is the commitment to help our students learn about other cultures. From those experiences, your young people grow a deepened appreciation and mutual respect for both our commonalities and our differences. The nurturing of these attributes and skills, equips students to be confident, creative and vital participants in an interconnected world.

We hope the information contained in this Handbook provides you with the information and support you need to take this important step in your family's and a young person's life.

Rob French
principal

International Student Coordinator's Welcome

Thank you for considering to become a Homestay Host for Kilvington Grammar School) and opening up your home to our international students. The purpose of this Homestay Host Handbook (Handbook) is to provide you with information to ensure a successful Homestay experience for everyone involved.

As a Homestay Host, your role is extremely important in the life of an international student; you can have a tremendous influence on their ability to learn and succeed. A positive student experience begins with a positive homestay experience. Without a safe and nurturing home environment, it is difficult for any student to focus on their studies, achieve their academic potential and develop friendships at school.

Homestay is a term used to describe full board accommodation offered by a family, couple or single person, for which a set weekly fee is paid directly to the Homestay Host. This fee covers all expenses associated with providing food and shelter to a student enrolled in the School.

When reflecting on their homestay experience, former international students indicated the following factors that had the most impact:

- A variety of high quality food.
- Having someone they feel like they can talk to about pastoral-related issues.
- Being included as a member of the family.

Any questions you ask or observations you provide as a host family can help the School to better care for the student that you are hosting. As International Student Coordinator, I am available to answer your questions and assist you with any issues that may arise.

Please don't hesitate to contact me with information on whether the student seems to be settling in or with any questions or queries the student may have that you cannot answer. You should also share any concerns you may have about the student's wellbeing and/or academic progress with me.

Every international student will have their trusted adult (teacher, Homestay Host or parent representative) that they confide in or seek guidance from. Every international student living in Homestay will also have an assigned parent representative. Their responsibilities include:

- Providing extra support for the student (independent of the school and homestay).
- Translating and conveying updates from school to the student's family about medical information, academic progress, events and any other essential communication.
- Providing assistance to you as the host should you need it translating messages.

The School looks forward to welcoming you to the Kilvington Grammar School Homestay Program. Students benefit enormously from the individually focused education provided by our dedicated and passionate staff. We strive to make all members of the school community feel they are an integral part of our school and encourage participation, involvement and a sense of belonging.

I hope you and your family gain something of value from this experience whether it be an appreciation of a new culture or new friendships with the student you are hosting and their family.

Kirsten Maruff
International Student Coordinator

School Support Services and Staff Contact Details

Kilvington Grammar School

Street Address
2 Leila Road
Ormond VIC 3204

Mailing Address
PO Box 144
Ormond VIC 3204

Main Reception
Telephone Number: 03 9578 6231
Reception Hours: 8.00am to 5.00pm, Monday to Friday

Absentee Notification Telephone Numbers

Senior School	Junior School
03 8574 7601	03 8574 7603

Primary Contact: International Student Coordinator

The first person to contact is the International Student Coordinator, Mrs Kirsten Maruff.
Mrs Maruff's contact details are:

- Email: maruffk@kilvington.vic.edu.au
- Telephone (school hours): 03 9578 6231
- **Mobile (24-hour emergency number): +61 385 757 851**

Secondary Contact: Director of Business

If you are unable to reach Mrs Maruff, contact the Director of Business, Mr Hirian Hinson.
Mr Hinson's contact details are:

- Email: hinsonh@kilvington.vic.edu.au
- Telephone (school hours): 03 9578 6231
- **Mobile (24-hour emergency number): +61 413 886 559**

Health and Personal Support Services

The School has a number of health and other personal support service personnel who are here to help you.
You can see the School Nurse and/or one of the School Psychologists during school hours.

Personal and/or General Support Services

If you need any other type of personal and/or general support, you can see any one of the following members of staff:

- International Student Coordinator – Mrs Kirsten Maruff.
- Head of Senior School – Mr Matt Brinson.
- Deputy Head of Senior School – Mr Jon Williams.
- Heads of House/Year – see the table below for the names of each of the Heads of House/Year.
- Mentor – every student will have a School Mentor. Your timetable will include the teacher's name and room number for your Mentor Group.
- School Nurse – Ms Anna Noonan.
- School Psychologists – Ms Sally Kenney and Ms Evangeline Wai.

Careers Support

For careers counselling and subject selection, contact the School's Careers Advisor, Mr Andrew Johnson.

Contact Details of Other Staff Providing Support Services

Principal	Mr Rob French	Office: Administration Building Ground Floor Email: frenchr@kilvington.vic.edu.au
Deputy Principal	Mrs Julia Padgett	Office: Administration Building Level 1 Email: padgettj@kilvington.vic.edu.au
Head of Senior School	Mr Matt Brinson	Office: Ken Cleghorn Building (KCB) Level 1 Email: brinsonm@kilvington.vic.edu.au
Deputy Head of Senior School	Mr Jon Williams	Office: The HIVE Level 1 Email: williamsj@kilvington.vic.edu.au
Director of Admissions	Ms Liz Chegwin	Office: Administration Building Ground Floor Email: chegwinl@kilvington.vic.edu.au
School Nurse	Ms Anna Noonan	Office: Administration Building Ground Floor Email: nurse@kilvington.vic.edu.au
School Psychologist	Ms Sally Kenney	Office: Administration Building Ground Floor Email: kenneys@kilvington.vic.edu.au
	Ms Evangeline Wai	Office: KCB Level 1 Email: waie@kilvington.vic.edu.au
Chaplain	Reverend Janet Woodlock	Office: KCB Level 1 Email: woodlockj@kilvington.vic.edu.au

Map of School

Placement of International Student

Homestay is a term used to describe full board accommodation offered by a family, couple or single person, for which a set weekly fee is paid directly to the Homestay Host. This fee covers all expenses associated with providing food and shelter to a student enrolled in the School.

An international student will be carefully matched to a compatible Homestay Host. Suitability will be determined according to the information provided by you and the international student.

The placement of a student in a homestay is a shared decision between the international student, their parents/ guardians, the Homestay Host and the International Student Coordinator.

Once a homestay has been selected, the Homestay Agreement must be signed by the international student's parents or the Parent Representative, the Homestay Host and the International Student Coordinator. The International Student Coordinator will contact the Homestay Host as soon as the international student's arrival details are finalised and will help organise transport arrangements for the international student from the airport, if required.

Homestay Host Accommodation and Responsibilities

As the School strictly adheres to VRQA Guidelines, any student who needs to live in a homestay must be at least 13 years of age at the time of commencing homestay accommodation.

Please note that for overseas students aged between 13 and 15 years who wish to reside in homestay accommodation for the duration of their enrolment at the School, it is our policy to review their request on a case-by-case basis before entering an agreement with a Homestay Host to provide homestay accommodation.

As a Homestay Host, you will have a number of responsibilities, including providing:

- A single room for the international student's use.
- Use of living areas within residence.
- Cleaning services of common living areas.
- Use of washing facilities for clothing.
- Facilities including bed, wardrobe, towels and linen.
- Fuel, including gas, electricity, and water.
- Study facilities, including desk, chair, study light and bookcase.
- Internet access.
- A copy of a Working with Children Check (WWCC) card for every adult resident over the age of 18 years.

For more information on the responsibilities of the Homestay Host, please visit our website: kilvington.vic.edu.au for the School's Full Fee Paying Overseas Student Younger Overseas Student Policy.

As a Homestay Host, you will also need to:

- Sign the School's Homestay Responsibility Agreement.
- Have and maintain building and contents insurance.

To read the School's Homestay Responsibility Agreement. which includes information about homestay insurance, please contact the International Student Coordinator.

Homestay Selection and Visits

Before we place an international student with you, the School's International Student Coordinator will conduct an initial visit at your home.

Following an approval in principle, the International Student Coordinator will continue to monitor the suitability of the international student's homestay arrangements.

This will take place at a maximum of six-month intervals, towards the end of Terms 1 and 3.
For more details regarding the initial site visit and monitoring arrangements, please visit our website: kilvington.vic.edu.au for the School's Full Fee Paying Overseas Student Younger Overseas Student Policy.

International Student Coordinator

The International Student Coordinator will be your main contact and will organise a time to visit your home and will provide you with all of the necessary documents you need to read and/or sign. These documents include the School's:

- Child Safety and Wellbeing Policies and Procedures
- International Student Policies
- Homestay Host Profile Form
- Homestay Responsibility Agreement.

You can find the School's policies and procedures on our website. Please visit our website: kilvington.vic.edu.au for to find the policies and procedures.

If you would like a copy of the Homestay Host Profile Form and/or the Homestay Responsibly Agreement, please contact the International Student Coordinator.

The International Student Coordinator is responsible for confirming the homestay accommodation is age appropriate for the student by:

- Ensuring the Homestay Host reads and understands the School's Child Safety and Wellbeing Policy and Child Safety Code of Conduct and agrees to abide by them.
- Completing identification and reference checks, ensuring that all people 18 years of age and over living permanently at the homestay address have valid Working with Children Check cards.
- Providing emergency contact details for the School, as well as the international student's Parent Representative and parents/guardians to the Homestay Host.
- Monitoring the suitability of the international student's homestay arrangements.

International Student

The international student must:

- Respect the Homestay Host, including their home and expectations in terms of behaviour.
- Keep their bedroom clean and tidy.
- Behave acceptably for a young person under aged 18 years in Australia.
- Be at the homestay home in the evening by the time agreed with the Homestay Host.
- Keep the Homestay Host informed of their whereabouts. For example, who they will be with and what time they expect to be home.
- Be contactable while away from the homestay (ie via mobile telephone) and to promptly answer messages and calls from the Homestay Host.
- Seek permission from the International Student Coordinator for any travel plans, including itinerary and details of who they will be travelling and staying with.

Attendance

The international student must attend the School from 8.35am to 3.35pm, Monday to Friday, except on scheduled school holidays.

If the international student arrives at the School after 8.35am, they must register the late arrival on a specific terminal (using their Student ID Card) located at Junior School, Main Reception or Senior School Reception.

If the international student is absent from school, the Homestay Host is required to notify the School prior to 9.00am via telephone on 03 8574 7601 and leave a message stating the student's name, Mentor Group and the reason they will not be attending school.

If the student is late to school, the Homestay Host is required to phone 03 8574 7601 and specify the approximate time that the student will arrive at School.

The student must only be absent from school due to illness, and must not attend any appointments during school hours, except for a medical appointment.

Failure to comply with all of these requirements may result in disciplinary action as per the School's Student Welfare, Discipline and Engagement Policy and/or the Full Fee Paying Overseas Student Academic and Attendance Policy.

Please visit our website: kilvington.vic.edu.au to find these policies.

Finance and Payment

The recommended homestay fee is approximately $350- $400 per week. However, homestay fees are agreed upon and exchanged directly between the Homestay Host and the student.

For more information, please see the School's Full Fee Paying Overseas Student Younger Overseas Student Policy. To find this document, please visit our website: kilvington.vic.edu.au

The student is required to pay a Room Holding Fee of half the agreed homestay fee if:

a. The student is absent from the Homestay Host's accommodation for a temporary period, greater than seven days.
b. The student has provided 28 days' notice in writing.

Privacy

The School will handle the international student's personal information in accordance with its Privacy Policy and the legislation. To find this document, please visit our website: kilvington.vic.edu.au

Emergency and Health Services

In the event of an emergency, telephone **000** if you have mobile telephone coverage, or **112** if you do not have mobile telephone coverage.

Medical Services

Medical One – Moorabbin
Private General Practitioner
Opening hours vary. Visit: medicalone.com.au
Address: 844 Nepean Highway, Moorabbin 3189
Telephone: 03 9553 4544

Mackie Road Clinic
Private General Practitioner
Opening hours vary. Visit: mrclinic.com.au
Address: 82 Mackie Road, Bentleigh East 3165
Telephone: 03 9579 3866

Monash Medical Centre (Open 24 hours every day of the year)
Public Hospital with Emergency Department
Address: 246 Clayton Road, Clayton 3168
Telephone: 03 9594 6666

The Alfred Hospital (Open 24 hours every day of the year)
Public Hospital with Emergency and Trauma Centre
Address: 55 Commercial Road, Melbourne 3004
Telephone: 03 9026 2000

The Royal Dental Hospital of Melbourne (RDHM)
Public Hospital for Dental Emergency. The RDHM may refer you to a clinic closer to where you live.
Open 8.30am to 6pm, Monday to Sunday
Address: 720 Swanston Street, Carlton 3153
Telephone: 03 9341 1000

Other Emergency Services

Victorian Poisons Information Centre – 131 126
Open 24 hours, seven days a week.
Call if someone has been poisoned, has overdosed, has made a mistake with medicines or has been bitten or stung by something venomous (for example a snake, spider, bee or wasp).

Nurse-on-Call – 1300 60 60 24
The Victorian Government's Nurse-on-Call service is a free helpline that will connect you to a nurse 24 hours a day, 7 days a week. Sometimes if you call Nurse-on-Call, the nurse may tell you to go to your nearest hospital emergency department.

Mental Health Emergencies – 131 114
If you or someone you know is talking about suicide get help immediately.
Contact Lifeline 24-hour crisis phone line on 131 114.
Lifeline connects you with someone who will listen and give you help at any time. This is a free service available 24 hours a day, 7 days a week.

Fire Safety

All Victorian residential properties must have smoke alarms on every level. This includes all houses, units, flats and townhouses. Smoke alarms must meet Australian standard: AS 3786.

For the best protection, Fire Rescue Victoria recommends you install interconnected smoke alarms in every sleeping area and living room. If one smoke alarm is activated, all alarms will sound.

The School requires you to install a working fire alarm in the international student's bedroom. Although you may think the smoke alarm outside a bedroom is enough to alert you to fire, Fire Rescue Victoria has advised that when a fire starts in a bedroom with doors closed, the smoke alarm outside the bedroom will not activate.

Install smoke alarms with a 10 year-long-life battery. If you have a smoke alarm with a 9-volt battery, replace the battery every year.

If your smoke alarm emits a single, occasional beep, you need to change the battery, or the smoke alarm may be faulty, and you need to replace it.

Child Safety and Wellbeing

What do you do if an international student feels unsafe at school?

If you have any concerns about an international student's immediate safety, call '000' or '112'.

If an international student tells you, or you have reasons to believe, they are feeling unsafe or have any concerns for their safety or that of a fellow student whilst at School, on an excursion or camp, or when participating in any online activities, please contact one of the School's Child Safety Officers.

The School has several staff members who are Child Safety Officers. Their role is to be the first point of contact for raising child protection concerns within the School. Kilvington Child Safety Officers are:

POSITION	NAME	EMAIL
Head of Senior School	Mr Matt Brinson	brinsonm@kilvington.vic.edu.au
Head of Junior School	Mr Lucas Collins	collinsl@kilvington.vic.edu.au
Deputy Head of Senior School	Mr Jonathon Williams	williamsj@kilvington.vic.edu.au
Deputy Head of Junior School	Mrs Karen Chandler	chandlerk@kilvington.vic.edu.au
School Psychologists	Ms Sally Kenny Ms Evangeline Wai	kenneys@kilvington.vic.edu.au waie@kilvington.vic.edu.au
Director of Human Resources and Operations	Mrs Alex Giamoukoglou	giamoukogloua@kilvington.vic.edu.au

Kilvington Staff and Child Safety Officers involved will:

- Ensure that they accurately document the student's concerns.
- Ensure the matter is handled sensitively and in a confidential manner.
- Take steps to protect the student from further harm.

Kilvington is committed to providing a child safe environment. We have zero tolerance for child abuse and are committed to acting in our students' best interests and keeping them safe from harm. We regard our child safety responsibilities with the utmost importance and, as such, are committed to providing the necessary resources to ensure compliance with all relevant child safety laws and regulations and maintaining a child safe culture.

Our commitment to child safety is an integral part of every aspect of the School. Therefore, every member of the school community has a responsibility to understand the important specific role they play individually and collectively to ensure the safety and wellbeing of our students is at the forefront of all that they do and every decision that they make.

We encourage the Kilvington community, including parents and students, to read the School's Child Safety and Wellbeing Policies, Procedures and supporting documents.

For more information about your responsibilities as a Homestay Host, including having a Working with Children Check (WWCC) card, please see the School's Homestay Responsibility Agreement and Full Fee Paying Overseas Student Younger Overseas Student Policy.

To read the School's Homestay Responsibility Agreement. which includes information about the WWCC card, please contact the International Student Coordinator.

Please visit our website: kilvington.vic.edu.au to find the Full Fee Paying Overseas Student Younger Overseas Student Policy.

Appendix A: Term Dates for 2026

Please note dates are subject to change. Please see the School's website for current and future term dates: kilvington.vic.edu.au

TERM 1	
Friday 23 January	New Staff Induction Day
Monday 26 January	Australia Day Holiday
Tuesday 27 January	Staff Day
Wednesday 28 January	Staff Day
Thursday 29 January	Year 7 and Year 12 students commence
Friday 30 January	Years 1–6 and Years 8–11 students commence
Monday 2 February	Prep students commence
Monday 9 March	Labour Day Holiday
Thursday 2 April	Term 1 concludes

TERM 2	
Monday 20 April	Staff and students commence
Friday 5 June	Student Free Day for Prep – Year 12
Monday 8 June	King's Birthday Holiday
Friday 19 June	Term 2 concludes

TERM 3	
Monday 13 July	Staff Day
Tuesday 14 July	Students commence
Friday 18 September	Term 3 concludes

TERM 4	
Monday 5 October	Staff and students commence
Monday 2 November	Mid-Term Holiday
Tuesday 3 November	Melbourne Cup Day Holiday
Tuesday 8 December	Term 4 concludes for students
Friday 11 December	Term 4 concludes for staff