



ACCOMMODATION & WELFARE (International Students Program) POLICY

Rationale:

- Maroondah Secondary College is committed to providing excellent academic, personal and cultural education to its International Students.
- Meeting all Department of Education & Early Childhood Development (DEECD) policies and guidelines in relation to accommodation and welfare arrangements for International Students is an important aspect of this.

Implementation:

- The college has a full time International Students Coordinator (ISC) who is responsible for monitoring each student's academic progress, accommodation arrangements and welfare. The ISC reports directly to the Principal, and liaises with relatives, homestay hosts, school personnel and parents.
- The ISC and the Principal are responsible for ensuring that accommodation and welfare arrangements are in accordance with DEECD policy and guidelines, as per the International Student program – Quality Standards for Schools.
- The College will arrange appropriate homestay accommodation for International Students as required.

ACCOMMODATION OPTIONS:

- Secondary students under 15 years of age must live with and be cared for by a parent, or a relative approved by the Department of Immigration & Citizenship (DIAC)
- There are 3 options for accommodation arrangements for International Students over 15 years of age:
 - They may live with their parents or a relative approved by the Department of Immigration and Citizenship (DIAC)
 - The student's parents / legal custodian may nominate a family friend for their son or daughter to live with. This person must be approved by the Department of Education & Early Childhood Development (DEECD). This is referred to as a Third Party provided homestay.
 - The student's parents may request the student's host school to organise accommodation. This is referred to as School Arranged homestay.

WELFARE RESPONSIBILITIES:

In the case of both Third Party and School Arranged homestay, the welfare of international students under the age of 18 is the responsibility of the Department of Education & Early Childhood Development (DEECD), delegated to the Principal of the host school.

As part of the homestay selection and approval process, ISC will

- Conduct a home visit before approval of the homestay
- Assess the suitability of the homestay according to agreed criteria
- Ensure that relevant Working with Children checks are completed
- Ensure that the Homestay Responsibility Agreement is completed and signed by the homestay host, student, parent and a school representative.
- Provide the homestay details to the parent as soon as possible
- Maintain all relevant documentation in the student's file.

- All International students, including those over the age of 18, must remain in their school approved accommodation for the duration of their study as a condition of their enrolment, unless otherwise approved by the school.
- The ISC, on behalf of the school, will monitor homestay hosts regularly by:
 - Visiting the homestay at least once per semester
 - Encouraging homestay hosts or relatives to participate in school events and activities
 - Asking students to complete an annual survey which includes an evaluation of their accommodation arrangements, and taking action as required
 - Maintaining records on homestay arrangements
 - Ensuring that no more than two international students live in any one homestay.
- Homestay hosts and relatives caring for International students are required by the school to monitor the student's attendance and academic performance, and to attend parent-teach interviews.
- If a homestay hosts wishes to terminate the homestay agreement, at least 2 weeks notice is to be given to the student and to the host school
- A student must give at least 2 weeks notice to the homestay provider and the school if they wish to move out of the homestay. This can only be done with the approval of the school and the parent.
- Students may be required to pay a holding fee over the holidays to secure their homestay place for the following year
- Students must have written permission from their parents and provide relevant contact details if they wish to stay away from their homestay overnight.
- Students and/or their parents will be required to meet the costs of any damage to property caused by the student during their homestay.
- Any complaints or problems that cannot be resolved by the homestay host or the student must be referred to the ISC to be dealt with according to the school's Dispute Resolution Procedures
- The ISC and the Principal will provide on-going care and support for students who stay in Victoria during school holidays
- The school will provide each student with an emergency card on their arrival in Australia. The card provides students with the names and after hours contact details of school staff to contact in case of an emergency.
- The ISC will ensure that appropriate orientation programs, learning support and intervention strategies, and communication with parents, are in place to maximise each student's opportunities for success.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

December 2008