



1.0 Purpose

1.1 The purpose of this policy and procedure is to ensure that:

- 1.1.1 Macquarie Grammar School staff and its students' agents and/ or agent representatives abide by the provider requirements under ESOS and the National Code 2018 as per Standard 5.
- 1.1.2 Macquarie Grammar School complies with the Child Protection (Prohibited Employment) Act 1998 (NSW) and the Commission for Children and Young People Act 1998 (NSW), and screens all people who work or assist in a direct unsupervised capacity with Macquarie Grammar School international students aged less than 18 years of age.

2.0 Responsibility

2.1 The Admissions Officer is responsible for the implementation of this policy and procedure in relation to electing and arranging suitable Homestay host providers for Macquarie Grammar School students.

3.0 Selecting Homestay Provider Procedure

The Admissions Officer will:

- 3.1 Work with registered homestay agencies like AHN, Aussie Families, etc as the preferred option.
- 3.2 Take initial inquiries by phone or email
- 3.3 send appropriate application forms to the potential homestay providers either by email or by post including:
 - a. Homestay Profile form
 - b. Homestay Provider Agreement
 - c. Working with Children Check form
- 3.4 lodge the Working with Children Consent forms with the relevant "Working with Children" screening authorities as required before finalising approval / non-approval of the Homestay provider
- 3.5 organise a time for teaching staff to inspect the Homestay Provider's household and subsequently visit and screen the host family to verify the quality of the accommodation being offered and to discuss potential arrangements
- 3.6 facilitate the signing of two copies of the MGS Homestay contract, with one remaining with the provider and the other with MGS
- 3.7 add the homestay provider details to the homestay provider database on Denbeigh

4.0 Pre-Arrival Procedures

The Student (or parents if the student is under 18 years) seeking homestay services will:

4.1 request from, complete and submit the following forms to the Admissions Officer::

4.1.1 **254-FM-MGS Application for Accommodation and Welfare Placement Form**

- 4.1.2 **248-FM-MGS Parental Advice of Independent Accommodation Arrangements Form (for students under 18 years)**
- 4.1.3 **253-FM-MGS Parents Contact Details Form (for students under 18 years)**
- 4.1.4 **247-FM-MGS Under 18 Guardianship Form (for students under 18 years)**

4.2 pay the placement fee direct to homestay provider on the MGS Accounts.

Admissions Officer will:

- 4.3 pass on the details of the newly arriving student to the homestay provider
- 4.4 contact the student OR parent OR student's agent (as appropriate) to confirm whether the student's visa has been granted
- 4.5 commence arranging the homestay placement one month prior to the student's arrival (on the condition that the student visa has been issued)
- 4.6 confirmation from the homestay provider will take place by receiving an invoice by email.
- 4.7 payment to be made by parents to the homestay provider within 14 days
- 4.8 contact the preferred homestay provider online to confirm the availability of a room available for the new student
- 4.9 prepare and issue a **Student Confirmation Letter** to the student, parent or agent as appropriate and:
 - 4.9.1 save a copy onto the Admin Drive/StudentServices/Accommodation/Confirmation Letters/Confirmation for Homestay Host.
 - 4.9.2 Place the hardcopy letter in the Student File
- 4.10 Prepare and issue a **Homestay Host Confirmation Letter** and send to the preferred homestay provider and:
 - 4.10.1 save a copy onto the Admin Drive/StudentServices/Accommodation/Confirmation Letters/Confirmation for Homestay Host
 - 4.10.2 place the hardcopy letter in the student file
- 4.11 Confirm the student's arrival time and flight number with the student, parent or student's agent (one week prior to the student's arrival) and provide this information to the homestay provider)

5.0 **Student Cancellation**

- 5.1 If the student cancels their accommodation placement after the Homestay Host Confirmation Letter has been issued to the host family, the homestay family is then entitled to a \$500 cancellation fee which consists of two weeks' rent.

6.0 **Post-Arrival Procedure**

The Admissions Officer will:

- 6.1 Contact the homestay family the day after the student's arrival in order to confirm that the student has arrived at their homestay
- 6.2 Organise an Orientation Session to present policies, procedures and other matters to the student and parent. Also, the student's school timetable along with a copy of the school policy and class rules for those living in homestay (who are under 18 years)

7.0 Monitoring Homestay Procedure

The Admissions Officer will, during the first half of the year of the Homestay Service Provision:

- 7.1 organise teachers to visit homestays and complete a **281 Homestay Checklist** form.
- 7.2 analyse and act upon any issues that have been raised by either the student or the homestay provider, about the service being provided
- 7.3 place the **281 Homestay Checklist** form in student files and on Denbeigh

Thereafter the Student Services Officer and the Director of Welfare and Operations will:

- 7.4 continue to monitor the homestay accommodation arrangements on a 6 monthly basis via informal student interviews and phone calls to the homestay provider
- 7.5 maintain liaising with the homestay provider:
 - 7.5.1 until a new registered provider assumes responsibility for approving the student's accommodation, support and welfare (in the case where the student changes their living arrangements), or
 - 7.5.2 until the student leaves Australia
- 7.6 advise DIBP via PRISMS using the **Report Non-Approval of Student Welfare Arrangements** proforma if a situation occurs where homestay arrangements for a student can no longer be approved.

8.0 Homestay Policies and Procedure for Students Under 18

- 8.1 When arranging a homestay for an underage student, guardianship is also to be organised for the student at the pre-arrival stage.
- 8.2 Once payment for guardianship has been received from the parent, the Admissions Officer will send payment confirmation details along with the student contact and accommodation details to ISA to proceed with arranging a relevant guardian for the student.
- 8.3 The guardian's details are recorded by the Admissions Officer into Denbeigh.

9.0 Change of Student Homestay

- 9.1 A student can request to change their homestay anytime after their arrival at their homestay location. At least two weeks' notice must be provided to their homestay host and a change of placement fee must be paid.

- 9.2 The Admissions Officer has the discretion to waive the change of placement fee if the Student Services Officer deems the homestay placement inadequately meets the needs of the student.
- 9.3 The new student Homestay placement must be arranged pursuant of the **Pre-arrival Procedure** of this policy.

10.0 Definitions

- 10.1 **Homestay:** The school's first choice is to assign students to reputable homestay agencies like AHN, Aussie Families, Global Accessetc. In exceptional circumstances accommodation arrangements facilitated by MGS for international students whose parents request other arrangements within the ESOS Act.

11.0 Associated documents

- 11.1 254-FM-MGS Application for Accommodation and Welfare Placement Form
 11.2 248-FM-MGS Parental Advice of Independent Accommodation Arrangements Form
 11.3 253-FM-MGS Parents Contact Details Form
 11.4 247-FM-MGS Under 18 Guardianship Form
 11.5 251-FM-MGS Homestay Profile Form
 11.6 281-FM-MGS Homestay Checklist Form

12.0 Revision History

| Rev. | Date | Description of modifications |
|------|------------|--|
| 1 | 17/08/2010 | Initial policy document |
| 2 | 18/10/2010 | Revised policy to include form numbers |
| 3 | 25/05/2012 | Inclusion of 209-PP-MGS Homestay Policy and Procedures into this document |
| 4 | 22/01/2013 | Stay Down Under Homestay Application Form is in addition to 254-FM-MGS Application for Accommodation and Welfare Placement Form; Amendment to procedures, student cancellation policy, change of homestay and post-arrival procedure; Amendment to Definitions |
| 5. | 15/04/2014 | Replaced DIAC with DIBP |
| 6. | 30/03/2016 | Roles and Procedure |
| 7. | 25/05/2016 | Amended procedures and streamlined processes to reflect changes made in Administration. |
| 8. | 30/05/2016 | Amended procedures and streamlined processes to reflect changes made in Administration. |
| 9. | 18/03/2018 | Updated Terminology and responsibilities |