



STUDENT ACCOMMODATION POLICY

1. Purpose

This Policy exists to give guidelines to the School's provision of accommodation for St Catherine's students and to ensure compliance with regulations mandated by Government authorities and to meet the School's obligations with regard to Duty of Care. While this policy has pertinence to a variety of situations involving student accommodation arrangements, its primary purpose is to cover Boarding House and Homestay arrangements.

2. Scope

This Policy applies all to student accommodation arrangements at St Catherine's School with particular emphasis on Full-Fee Paying Students and situations where the School is involved in the provision of accommodation in the Boarding House or where students have been granted permission to live in a Homestay arrangement.

3. Definitions

[Guardian]: [Australian Resident nominated to act as representative for a student's parents]

[Boarding House]: [Illawarra, the provision of accommodation for boarding students during term. The Boarding House provides Full Board Accommodation and also takes on responsibly regarding Duty of Care and activities.]

[Homestay]: [The provision of accommodation for an overseas student through an individual or organisation]

[PRISMS]: [Provider Registration and International Student Management System]

[DIMA]: [Department of Immigration and Multicultural Affairs]

[DIAC]: [Department of Immigration and Citizenship]

4. Policy Statement

- All student accommodation arrangements will meet the School's obligations in terms of Duty of Care and other regulations required by Government authorities.
- Students in the Primary years are not able to be accommodated in the School's Boarding House
- The School reserves the right to interview prospective Boarding House students to assess the appropriateness of their situation to Boarding House accommodation



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- Should a student's situation change, which results in their accommodation arrangements in the Boarding House being of concern, or no longer tenable, the School reserves the right to review their place in the Boarding House. The interests of the individual and the Boarding House as a whole are considered in this process. A possible outcome of this review can involve but is not limited to the student's withdrawal from the Boarding House.

Provision of Homestay

- All Years 7 to 10 Full-Fee Paying Students at St Catherine's School must be accommodated in the School's Boarding House or have alternative Homestay arrangements for Full-Fee Paying students from 10 - 12.
- All Full-Fee Paying Overseas students in Prep to Year 6 must reside with their parents as their Homestay arrangement.
- All Homestay arrangements are reviewed and approved by the School on the basis of the provision of evidence regarding Full-Fee Paying status.
- All Homestay and Boarding House arrangements must be approved in writing by the parents of the student.
- Years 10 to 12 Full-Fee Paying students are expected to live in the School's Boarding House but can opt to live with Homestay families who have been approved by St Catherine's School.
- The School will inform the Department of Immigration and Citizenship [DIAC] of any Full-Fee Paying Student accommodation arrangements or any changes to these accommodation arrangements.

School's Expectations Regarding Homestay

- All Homestay arrangements must meet the School's expectations regarding location and facilities and meet government expectations regarding the sighting of Police Checks and Working with Children's Check.
- When sourcing / approving a Homestay, the School's representative looks at the following characteristics:
 - Cleanliness and laundry facilities
 - Security



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- School holiday arrangements
- Evidence of occupants at address
- Facilities such as furniture, internet access, telephone, study spaces
- Appropriate space and privacy (for example own room and study space)
- Proximity to appropriate transport
- Supportive environment
- Students are not permitted to live alone or to share accommodation with a student under 25 years of age.

Monitoring Homestay

The Registrar, International Student Coordinator or other School Representative will assess and monitor each student's Homestay.

- Each Homestay is visited and is to be seen as appropriate before a student will be allowed to be accommodated.
- A subsequent visit with the student will occur to ensure that the student is happy and that the Homestay will provide appropriate facilities and support for the individual.
- The Registrar will contact parents/guardian to discuss the suitability of a Homestay prior to the student commencing at the Homestay.
- The International Student Coordinator will meet with the student regularly to monitor the Homestay and discuss general issues such as, but not limited to, the provision of food, weekend supervision and activities and heating.
- The Registrar or International Student Coordinator will meet with the student to discuss holiday arrangements.
- It is the expectation that the Registrar or International Student Coordinator will ring each Homestay at least once a term and visit each Homestay at least once a year in order to check that the conditions remain satisfactory.
- In the event that the School's representative, the student or the student's parents or guardian are unsatisfied with a Homestay, the School will source an alternative Homestay as quickly as possible. In this event, at least two weeks notice of withdrawal will be given to the Homestay.



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- In the event that the Homestay fails to provide appropriate support or facilities, it may be necessary to relocate the student to the School's Boarding House as an interim but immediate measure until a more suitable Homestay can be sourced.

Specific procedural guidelines pertaining to this Policy are referred to in the Protocol Information section to follow:

- Procedure for Arranging Accommodation
- Selection of Homestays
- Monitoring Homestays
- Reference Screening
- Expectations of Guardians and Homestay Families

5. Responsibility

This Policy applies most pertinently to the Director of Boarding Services, Registrar, Director of Business, Assistant to the Registrar, Full-Fee Paying students/ ESL Coordinator.

6. Compliance requirements

Education for Overseas Student Act 2000

7. Associated Documents

- Homestay application form
- Homestay Review Protocol
- Homestay Selection Protocol
- Grievance Policy



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Protocol Information

Procedure for Arranging Accommodation

1. All Full-Fee Paying students from Years 7 to 12 applying for enrolment at St Catherine's, are expected to live in the School's Boarding House. This policy only applies if students are living in Melbourne without their family.
2. If the family deems that another form of accommodation is preferable, then a request must be put in writing to the Principal of the School. The only other acceptable form of accommodation is with a reputable Homestay. Students are not permitted to live alone or to share accommodation with a student under 25 years of age.
3. If the Principal deems that another form of accommodation is acceptable, then the International Student Coordinator / Registrar will arrange this accommodation or alternatively meet with the proposed Homestay.

Selection of Homestays

4. All approved Homestays are inspected by the International Student Coordinator or Registrar to ensure that the highest quality of care is provided to the student. Each Homestay family must provide a Police Check.
5. Once the International Student Coordinator or Registrar is satisfied with the Homestay arrangement, then the student is able to move into the proposed Homestay at a mutually agreeable time.

Monitoring Homestays

6. The International Student Coordinator will liaise with the Homestay provider on a regular basis to ensure that the student is being provided with adequate care.
7. In case of a dispute or disagreement between the student and Homestay provider, the International Student Coordinator will liaise with both parties to ensure that the issue is resolved. [See Grievance Policy]
8. If the International Student Coordinator deems that it is in the interest of the student to remove her from the Homestay, then the Coordinator will act in the interest of the student, inform the guardian and arrange another more suitable Homestay.



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9. The abovementioned procedure also applies to all Years 11 & 12 students who have been given permission by the Principal of St Catherine's School to be housed in a Homestay.

Reference Screening

Homestay and Guardians of Full-Fee Paying students will need to fulfil the following criteria:

- He/She must be over 21 years of age.
- He/She must be a Permanent Resident of Australia and live in the Melbourne metropolitan area and be easily contactable by telephone.
- If the Guardian is away for an extended period of time, a replacement must be nominated and the School notified of this change. The same conditions apply for the replacement Guardian as the permanent Guardian.
- All members 18 years and over residing at a Homestay and all Guardians must undergo a Police Check prior to being accepted as Homestay or Guardian. The consent to check and Release Police Record Form can be downloaded from www.police.vic.gov.au/PDF/vp820A.pdf The form must be completed and returned to:

Public Enquiry Service
Criminal Records Section
Victoria Police
PO Box 415
Melbourne VIC 3005

The Guardian will be expected:

1. To be the contact person for the School.
2. To sign documents if and when necessary, as the parent's legal representative.
3. To attend Parent/Teacher evenings to discuss the academic and social progress of the student.
4. To attend Information evenings and other evening activities that relate to the student's progress.
5. To care for the student in case of illness or injury after consultation with the Principal, School Nurse, School Psychologist and Director of Boarding Services.

The Homestay Family will be expected:

1. To liaise with the Guardian in relation to travel arrangements involving the student.



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2. To contact the Guardian and International Student Coordinator if there are any issues of concern in relation to the student's welfare.
3. In case of illness or injury, to care for the student and consult the Guardian and inform the School of the nature of the illness and the wellbeing of the student.

The following criteria need to be met in order to be approved as a Homestay provider for the student:

1. The Homestay needs to be with a **registered Homestay provider**. If the Homestay family is not registered as a Homestay provider, a written agreement must be signed with the School outlining the Homestay's duty and responsibility to the student and the student's duty and responsibility to the Homestay family.
2. All persons 18 years of age and over who are residing at a Homestay premises will be subject to a Police Check.
3. The Homestay should offer the following services and facilities:
 - A separate room for the student
 - Internet and phone access
 - Provide all meals for the student
 - Be accessible to public transport and close to the School

The Homestay needs to provide high quality of care for the student and maintain a close relationship with the guardian and school, through regular contact via phone and/or email.

Extra costs

In addition to the School fees, it is expected that Full-Fee Paying students should have a weekly allowance to cover transport, clothing and entertainment costs.



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St Catherine's School
Home Stay Form
CRICOS Provider No: 00574F

I [Home stay name]
of
[Address]
agree to provide home stay accommodation to [student's name]
at the cost ofper week.

I can be contacted on[home phone number][mobile] .

I enclose a copy of the following with this form:

- [] A copy of my/our Working with Children's Card
[] A copy of my/our Police Check

[Please note all residents of the home stay over the age of 18 years must have a Police Check or Working with Children's Card.]

Dated: (day) (month) (year)

.....
(Signature of Homestay Representative)

Signature of School Representative



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**St Catherine's School
Home Stay Consent Form
CRICOS Provider No: 00574F**

To be completed by Parent

I/ We give permission for my daughter to live with our friend
.....from20..... to
..... 20.....

I/We understand that during this time I/we will pay all costs associated with my
daughter living requirements. I/We also understand that
.....[name of Homestay] has fulfilled the Police Check
obligation that is required in the State of Victoria.

To be completed by Homestay

I/ We.....of
.....
accept to havelive with us in a Homestay
situation from20..... to 20.....

I/We will ensure that we have fulfilled the Working With Children's Card obligation that is
required in the State of Victoria.

Datedday of20.....
.....

Signature of Parent/Guardian[s]

Signature of School Representative