

Homestay Agreement Terms and Conditions



Hosts will treat the students as full members of the household, eating together and sharing the common living areas (e.g. living room, bathroom) and these should not be locked.

No more than four students will be accommodated in the homestay at one time and English will be the language of communication in the home.

Host families agree to inform Castle School of any students they may be hosting for other providers at the time of booking.

No more than two students will be accommodated in the same room unless specifically requested by the students, their agents, parents, or legal guardian.

Hosts will ensure that there is an adult available at the house to receive students on the first day of their arrival. Hosts agree to collect under 18s and group leaders from a local pickup point if so requested by the school. If hosts cannot collect the students they will have to inform the school to make arrangements.

Hosts should ensure that the students understand how to get to school accompanying them on the first day if necessary. Any specific instructions regarding the first day of school for under 18s must be followed. Students under 18 are not to be left home alone overnight and a responsible adult should be present. The responsible adult should normally be present at all times if hosting students under 16.

In order to comply with British Council Regulations please make sure you provide the following for the students:

- A proper state of cleanliness and repair in the home.
- Adequate heating and lighting.
- A sufficiently spacious bedroom with natural light, equipped with an adequately sized bed and adequate hanging and drawer space for clothes.
- Table or desk for private study.
- Sufficient washing facilities and access to a bathroom, with baths or showers available daily.
- A change of towels and bed linen each week and an adequate supply of duvets or blankets.
- A laundry service – one washing machine load of the student's laundry should be provided each week at no extra charge.
- Meals should be balanced nutritionally and substantial. Hosts should eat their meal with the students.



- If a student should wish for a hot or cold drink at some time other than meals this should be made available.
- All students must be given their own front door key. If this key is lost the host family is allowed to charge the student a fair and reasonable amount to cover the cost of replacement (Maximum £5)

Students with the same first language will not be lodged in the same house unless they have agreed or requested to do so.

Families should not enter into private arrangements with the students unless a special agreement has been made with Castle School.

Under no circumstances should host ask families for additional money without the explicit written permission of the school.

All accommodation allocated to students will be visited and approved by the accommodation officer. All accommodation will be inspected at least every two years. Castle School reserves the right to carry out spot checks on host families.

If a student under 18 stays with a host family for longer than 28 days Castle school will have to inform the Local Authority of this in order to comply with legislation.

Liability:

If a student breaks or steals something from your home during the period they are staying there, the school will not be liable for any costs incurred. We advise all families to ensure that their insurance is up-to-date and adequate. Please note that standard house contents insurance often DOES NOT cover paying guests.

Bookings:

Castle School of English will book the accommodation by telephone. A confirmation email will shortly be sent. Confirmation in writing is to be considered final.

Holidays, Cancellations, Periods of Notice:

If a student wishes to go on holiday, the host must have one week's clear notice. We will pay you half the weekly rate for the period of time the student is away. This is to reserve the room in their absence. Please DO NOT book a holiday for any period you have a student staying with you.

If a student wishes to leave then we ask that one week's notice be given. In certain circumstances this is not possible. If a host would like a student to leave then one week's notice should be given to the school so that alternative arrangements can be made. The school is obliged to pay the host only for the time spent in the home.



Payment:

The host will be paid by direct payment into the bank every two weeks (every second Monday). Group student payments will be made up to 7 days after departure day. In the unlikely event of a group staying 4 weeks or more payment will be made every second Monday in the same way as individual students. We will make you aware of whether a student is a group student or an individual student. If a student stays for part of a week, payment will be made pro rata on a per night basis.

Homestay Rates for 2024 (from 1st April onwards)

	Low Season	High Season (9 th June – 31 st August)
Single Room HB	£175	£195
Single Room FB	£200	£220
Single Room SC	£140	£160
Twin Room HB	£150	£170pp
Twin Room FB	£175	£195pp
Twin Room SC	£120pp	£140 pp

Christmas supplement per week (for students who celebrate Christmas with homestays on 25th and 26th December) £35

Special diets (lactose intolerance, Celiac, Vegan, Vegetarian, Halal) £25 per week

Summer supplement is £20 per week

If hosts takes more than one student from a group they will receive payment at the twin room rate regardless of whether the room is single or triple occupancy.

Half board: Breakfast with evening meal (+ lunch at the weekend if the student is at home)

Emergency:

Outside school hours if anything happens which you think is an emergency please call [07440552496](tel:07440552496).

Fire Risk Assessments:

It is the responsibility of all host families to be aware of all risks within the home and we require you to complete a written fire assessment, which will be reviewed annually. This is very simple and straightforward and you will be given a fire risk assessment template to complete. Should you live in accommodation with shared areas such as entranceways or hallways in a block of flats please send us a copy of the communal fire risk assessment, which should be provided by your freeholder. Unfortunately, we cannot house students with you until we have received these documents.



Declaration:

You will be given two copies of this contract. If you understand and accept All the terms then please sign both retaining one for your records.

By signing this agreement, you are giving permission for the School to inform students who may be placed with your family, of your name, address, phone number and the type of accommodation you offer.

I agree to host students as per the terms and conditions laid out in this document and the homestay application form. If I host students under the age of 18 I confirm that I and any other occupants over 16 have signed a Children Act declaration and are prepared to have a DBS check if required.

I understand that, should Castle School process a DBS check in my name, this will incorporate checks on all other adults residing at my address and that it is my responsibility to inform them of this. By agreeing to have a DBS check processed in my name I confirm that I am the main care- giver. I understand that unless a DBS check is processed I will not be able to host students under the age of 18.

I further declare that I have received a copy of Castle School's Safeguarding Policy, which I have read and understood, and I have made all people over the age of 18 who live in the house aware of the policy as well as the following information:
The name of the contact person and the method of reporting an incident in the case of a real or suspected safeguarding issue regarding a Castle School student I am hosting, regardless of age.

That all over 18s, including myself, have been given access to the Level 1 Safeguarding Course at the following link: <http://elearning.safeguardingchildren.co.uk/sign-up.php> and that Castle School strongly advises all persons over 18s residing in the household to complete the certification.

I also confirm that I have received links to the online safeguarding training and the anti-radicalization

Prevent training <https://www.foundationonline.org.uk/course/view.php?id=37> and I accept the value and importance of completing this training.

I agree to complete a written fire risk assessment and review it annually. I agree to further you with any other risk assessments as necessary.

I agree to notify Castle School of any changes occurring in my home with regards to the number of adult people living in the house and that students will not be hosted at any addresses other than those declared.

I confirm that all the information given to Castle School of English is true to the best of my knowledge and belief.

Name:

Date:

Signature:

Address:

Postcode:

(Please note that by typing your full name this is considered your DIGITAL signature.

