

Agreement between The Bournemouth and Poole College and Students in Homestay Accommodation

Terms and Conditions for Students staying in Host Family Accommodation

1. Arrangement of Accommodation

If you have booked your accommodation in advance through the International office you should have completed the Accommodation Booking Form. This must contain accurate information about you. Any changes to your circumstances must be reported or The College will not accept responsibility for the accommodation being unsuitable.

2. Minimum Stay Rule

Any booking will be for minimum of 4 weeks. Any student wanting to leave accommodation, whether over or under 18 **MUST** contact the Accommodation and Administration Officer and notify them about the intention to leave prior to doing so. Students who are under 18, will need to come and see the Accommodation and Administration Officer to discuss all the issues before any steps are taken.

3. When you Arrive

By law you are required to provide the following information to your host family: name, home address, telephone number, date of arrival, passport number, UK mobile number, and where relevant, car registration number. This should be recorded in a visitors book that the host family will provide.

4. Change of Host Family

After the initial booking period, if you want to leave your accommodation you must inform both your family and the International office at least **four** weeks in advance of leaving. You must inform the International office of your new address and relevant contact details.

Where you want to change families because you are unsatisfied with the present family and would like The College to find another family for you, you must have a good reason.

The following reasons are not considered as good reasons and will not result in The College changing the host family:

- a) **Distance** – provided that there is sufficient public transport to the college. (Student must allow minimum 20 – 30 minutes on public transport, but should not be expected to travel by public transport for more than 50 minutes one way.)
- b) **Means of Transport** – students must accept they may need to travel by bus (or train if more convenient and quicker) rather than walk or cycle. Some host families also provide parking space for one or two cars for some students, if they want to drive to the college. Host families are not responsible for taking students to and from the college, or any other locations unless in emergency situations, or if they agree otherwise.
- c) **Location** - accommodation is away from shops or clubs.

The International office will undertake to make one change of family, free of charge. Any further changes will incur an arrangement fee of £50.

5. Family Obligations

The College selects and monitors its host families with care. They are selected to conform with UK regulations – Criminal Records Bureau – and to provide a good level of comfort and space for students, to ensure their treatment of students is fair and kind. Host families are expected to integrate students to family life by involving you in meals and other activities. Also to encourage students to speak English as much as possible in their family home.

6. Student Obligations

In return, we expect the students staying with host families to respect the rules, traditions and restrictions set in their homes.

This includes the following:

- a) adhering to curfew hours and sociable hours. (The curfew hours for under 17 is 21:00 hrs and for 17-year-old students is 22:00 hrs) Although there are no curfews for over 18s, social hours apply and students need to adhere to the rules agreed with their host families. Always take your mobile telephone if you are going out in the evening so you can keep in touch with your host family.
- b) the use of all conveniences and equipment, e.g. shower times/turns, the use of the Internet (number of hours, content, time of day/night)
- c) students must not help themselves to the contents of the fridge, cupboards, drawers, etc. unless they get permission from their host family.
- d) Host families are expected to provide only the meals specified in the students' accommodation confirmation letter (usu. breakfast and evening meal during the week. Breakfast, lunch and evening meal at the weekend.) Students must not miss their meals intentionally. They must notify their families if they are going to miss their meals and explain why.
- e) Host families are expected to provide standard meals to their students (unless they have special dietary requirements stated previously on the accommodation application form.) Students must not expect their host families to cook meals or buy products representing their native diets / cuisine.
- f) Students are expected to honour the privacy of the family and other students, i.e. not enter other rooms in the house unless allowed / asked to.
- g) Payment dates for accommodation fees.

7. Payments

You must pay four weeks rent in advance plus a returnable deposit of £112 for a single room/£98 for a shared room to cover any breakages or damages caused. You will pay your host family direct, unless you are part of a group and The College is paying your accommodation fee. For those paying direct, providing there are no breakages or damage, the deposit will be returned to you at the end of your stay.

The normal basis of the accommodation fee is half board, breakfast and dinner Monday to Friday and three meals at the weekend. During vacation periods when The College is closed, you may negotiate with the family to provide lunches. This will be agreed between the family and yourself and a guide is £25 per week.

If you want to leave your family, and you fail to give the required notice period, you may be liable to lose your deposit. If you leave part-way through a month the rent will be rounded up to the end of the week that you leave and you will receive the balance.

8. Safeguarding

The College has a statutory duty under the Education Act of 2002, to provide for and safeguard the welfare of children. With regard to host families, we are committed to ensuring a safe environment in which young people can live and learn whilst they are at college.

The College has designated Safeguarding Officers, who may be contacted during College hours by anyone having concerns about a young person who attends this college.

Safeguarding Team contact details during College opening times:

North Road

Andrew Thomas - 07528 364126

Sally Baxter – 07837 600844

Lansdowne

Adrian Martin – 07528 364130

Sue Sharkey – 07528 364119

Fulcrum

Mark Loose - 07528 364120

LCH

Jacqui Kitcher – 07528 364124

Redlands

Karen Wisken – 07528 364117

Knighton Heath

Dave Thomas – 07528 364117

High Mead

Larnie Carter – 07528 364128

9. Emergencies

If you have a serious problem which you require help from someone, there is a number of things you can do. If the emergency takes place during the working weekday, you can contact the International office on 01202 205161. If it is out of College opening hours, you should first telephone your host family in the first instance for advice. Further information is available in the student handbook.

10. Liabilities

The College accepts no liability for incidents or accidents which take place in your host family accommodation.



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I confirm the receipt of a copy of the above Agreement. I have read it in depth and I fully understand the implications of this document.

<p>Student Name:</p> <p>Home Country Address:</p> <p>.....</p> <p>Date:</p>

Please keep this copy for your records.



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Student Name:
Home Country Address:
.....
Date:

**Please bring the signed copy of this document
to the appointed meeting with the Accommodation and
Administration Officer**