

PORTSMOUTH COLLEGE HOST FAMILY AGREEMENT

Welcome to Portsmouth College. We hope you will both benefit and enjoy the experience of hosting our international student in your home. Once you have read the following guidelines, please sign and return one copy of the code of practice agreement for our records.

What We Look for in a Host Family

Being a Host is more involved than having a lodger stay with you. Portsmouth College endeavours to work to British Council guidelines in recruiting new hosts and we look for Host Families that will not treat their student as a paying guest. Best practice would treat the student as one of the family for example having the opportunity to sit and chat with you at meal times or spending time sharing a TV programme or a board game. These occasions are invaluable for students to practice their English conversation skills as well as helping them feel settled and giving them a sense of belonging.

This should not mean that the guest student will take over the normal routine of the Host, but rather that the Host integrates the guest student into the normal daily routine of the household.

We are looking for Host Families who will provide a warm welcome and will be willing to help their homestay guest settle into Portsmouth. All our students provide feedback on all aspects of their stay and accommodation here and we will naturally give priority to hosts that receive the best feedback from guest students.

Roles and Responsibilities

Host understands that Portsmouth College does not guarantee the placement of a student with them.

Host agrees to provide the student with board and lodging in the Host's home which has been approved by a suitable Portsmouth College representative.

Host must live in an area with easy access to public transport to Portsmouth College. In the event that the Host moves outside of the Portsmouth area, Host may not be eligible to continue in the programme and the student may be moved. In case of change of address the Host should immediately notify the College.

Host agrees to give the International Office at Portsmouth College at least 2 weeks' notice should they decide to be away from home for any length of time. In the case that the student is under 18 and requires alternative accommodation Host agrees that they will not be paid for the duration the student is required to be away. Host agrees that students under the age of 18 must not be left alone overnight under any circumstances.

Host agrees that Portsmouth College may immediately terminate Host's participation in Host Family accommodation and remove the student from the Host's home, if:

- Portsmouth College determines, after consultation with the student and investigation, that the Host is an unsuitable environment or the student is being treated in an inappropriate manner by Host; or
- Host fails to comply with any terms of this Agreement or Host fails to comply with any of the Regulations.

In the case of any such termination, the Host shall not be eligible for additional monies other than monies that are legally due to the Host (E.g. rent payment until the date of the actual departure) from the student or to obtain a replacement student.

Host agrees to notify Portsmouth College immediately should the student become ill or becomes involved with any disputes with legal authorities.

Host agrees to assist the student with registering with a local GP practice in the case of the student staying with them for 6 months or longer.

Host understands that all students placed with them by Portsmouth College will be subject to the College's disciplinary procedure.

Host agrees to update Inland Revenue on any income earned above the current taxable threshold.

Rate of Pay

You will be paid for all accommodation provided on a fortnightly basis from Sunday to Saturday, at the rate of £140 per week for a room (minimum room size requirement is 70 square feet) with half board food.

You will be paid by the College bank credit transfer every 2 weeks in arrears. You must not accept any direct payment from students. You will be notified of a payments schedule once a student has been successfully placed with you.

Should the student wish to be on holiday and their luggage remains at the property of the Host, the Host agrees to receive a payment of £70 a week for holding the room. If the student removes all of their luggage the Host agrees to receive no payment for the duration the student has moved out. The student is required to give at least two weeks' notice under both circumstances.

Duties

Host agrees to provide Portsmouth College with a copy of a Gas Safety Certificate dated within the last 12 months.

Host agrees to complete a Fire Risk Assessment on their home every 12 months and return a copy to Portsmouth College.

Host agrees that all members of the household aged over 16 will under-go a DBS check before any students aged under 18 can be placed with them.

Host agrees to be present at their home when the student arrives in order to greet them.

Host agrees that the student will receive a copy of a key to their home.

Host agrees that the student will be provided with their own bedroom, clean bed with linen and duvet or blankets, adequate wardrobe and drawer space and adequate lighting and heating. Host agrees that the student's bed linen will be changed on a regular basis.

In the case of half-board the Host is expected to do the student's washing, but not the ironing.

Host agrees that the student will have access to all facilities within the house including Wi-Fi. Host agrees to show the student how to use all the facilities within the house for example the shower and the cooker.

Host agrees to provide healthy and balanced hot meals at mutually convenient times with the student. Meal times should integrate the student as much as possible.

Host agrees to respect their students' cultural and religious needs and to assist, as much as possible, with their development of their English language skills. We ask that you take an interest in the student's attendance and progress. Host agrees to receive text messages or a phone call if the student misses a lesson without authorization.

Host agrees that while they are hosting a student from Portsmouth College they will not host students from other institutions. This is in order to protect the welfare and safety of the student.

Host agrees to discuss any concerns with the student's placement with the International Office at Portsmouth College.

Host agrees to not speak with the media regarding Portsmouth College without written consent from the Principal. Host agrees not to mention Portsmouth College in any negative way whilst using social media.

Period of Notice

If the arrangement needs to be cancelled, two weeks' notice is required by either side. It may, however, be terminated earlier if you are in breach of any of the guidelines.

Student can terminate the contract early should the student be living in conditions that appear to be unsuitable and affect their health.

Portsmouth College cannot be held liable for any loss of income when a student fails to arrive due to reasons outside our control.

Data Protection

By signing this contract you consent to Portsmouth College creating and maintaining computer and paper based records on you, in compliance with the Data Protection Act 2018 both during and after your appointment. All records of your personal information will be kept in a safe and secure manner.

Damage and Loss

Host agrees to adequately insure their property to protect against any damage. Host agrees that Portsmouth College cannot be held liable for any damage caused to the property whilst they are hosting a student.

Confidentiality

Host agrees not to discuss any personal details regarding the student (e.g. address and phone number) to anyone not related to Portsmouth College. Host agrees to not request to follow the student on social media unless this has been previously discussed and consented with by the student.

Safeguarding Measures

Host agrees to undertake safeguarding and prevent training provided by Portsmouth College.

Host agrees to inform Portsmouth College should members of the household change.

Host agrees to act as an Emergency Contact for the student whilst the student is on college trips and activities. Host also agrees to inform Portsmouth College should the student wish to spend a night away from the home. Host agrees and understands that they will need to inform the college should they wish to take the student away over night for any reason. A student is not allowed to stay anywhere over night away from the Host family without previous consent from the student’s legal guardian or Student Welfare Team.

The College has a dedicated team to uphold the well-being of the student. Host agrees to inform the College should they feel the student is being bullied, harassed or radicalised.

Hosts should ensure that when the student has free time that they should let the Host know where they are going and their expected time of return. Host agrees to uphold the curfew for under 18’s of 10:00pm Sunday – Thursday and 11:00pm Friday – Saturday. Should a student consistently break curfew without permission from the Host, the Host agrees to inform Portsmouth College in order that the college can undertake a disciplinary procedure with the student.

Host Family Agreement

I have read the above agreement and I can confirm that I understand and accept all conditions laid out by Portsmouth College.

NAME:	
SIGNATURE:	
DATE:	