



Clayfield College Homestay Handbook

Study Tours & Holiday Homestay

Welcome

Clayfield College provides access to homestay families for students attending our short-term study tour program as well as international students residing in the Boarding House who require holiday homestay placement. The aim of providing comfortable and friendly homestay accommodation for students is to allow them to experience the Australian lifestyle, culture and to practice their English in a relaxed, supportive family atmosphere. Thank you, in advance, for welcoming students into your home and giving them an incredible cultural experience. We ask that you treat each student as if they are part of your family.

If you have any questions or concerns about homestay, please contact:

Christine Quist – Homestay Coordinator
Tel: 07 3262 0221
email: cquist@clayfield.qld.edu.au

Holiday Homestay Overview

During the school holiday period, some of Clayfield College's international students require holiday homestay placement. These students are female aged years 12 – 18 who, in most cases, speak English quite well. Many of our students are quite independent and enjoy going to the cinemas, city and out with friends during the holidays. The homestay coordinator will attach a 'leave policy' as well as pre-approved outings from the parents to the paperwork you receive prior to accepting a student into your home.

Study Tour Overview

Study tours revolve around international students who are visiting Australia for a short period (normally 7 – 21 days) and require a homestay family while attending school/excursions at Clayfield College. Our busiest study tour periods are January to March and July to September. Our study tour students mostly come from Asian countries, e.g. Japan, China, Taiwan and Korea and most require twin placement in homestay; some groups may request single placement. Most of our study tour students have some basic English language and are both male (ages 9 – 13) and female (ages 9 – 16).

National Code of Conduct

Clayfield College incorporates a strong Pastoral Care Program, however as a Provider of Education for International Students, we also must abide by certain guidelines provided by the National Code of Practice (ESOS 2000) and SIMIA (Immigration) by-laws. Copies of this Code are available upon request.

Child Protection Policy

Clayfield College is aware of its duty of care and responsibility for the well-being of students of its school, and recognizes the need to protect children from abuse by members of the school and wider community.

The PMSA Child Protection Policy is made available to students, parents and homestay families via the school website, student diary and parent manual. Please read this information carefully and contact the homestay coordinator if you have any questions regarding this policy.



Blue Card

As well as the legal requirements and guidelines of the PMSA Child Protection Policy outlined above, all homestay providers are required to complete an application for *Working with Children Check* to obtain a Blue Card. This is a legal requirement of the Blue Card Services, Public Safety Business Agency. Effectively this means that all permanent residents over the age of 18 of the homestay household are required to hold a Volunteer Blue Card.

You can download the 'Blue Card' application form (PDF Download) from the Blue Card website: www.bluecards.qld.edu.au

If you or your family members already hold a current blue card, the card must be linked with Clayfield College prior to student placement.

No student will be placed in a household if anyone over the age of 18 does not hold a current Blue Card or if the current Blue Card is not linked to Clayfield College.

Payments

Clayfield College will make all payments for homestay accommodation directly into your nominated bank account. Current rates may be discussed with the homestay coordinator. Study Tour payments are made *after* the students leave your care while Holiday Homestay payments are made on a fortnightly basis. The schedule of payment will be discussed by the homestay coordinator after all paperwork is finalized.

Acceptance of Homestay Terms & Conditions

Once you have agreed to the conditions mentioned in this booklet, please sign and return the Acceptance of Terms and Conditions for to the homestay coordinator. This agreement can be terminated at any time by either party.

Expectations of the Homestay Family:

The decision to share your home and your family life with an international student is both rewarding and challenging. We respect your decision and value the very significant contribution our homestay families make towards our international students enjoying a successful and happy experience in Australia. As a homestay host, you are expected to:

1. Provide a caring and supportive environment and treat the student(s) as one of your own family members.
2. Provide a comfortable, clean room for the student(s). The room will be well ventilated and have adequate lighting, suitable for study. The room must have comfortable bed (single) or beds (double room), clean linen, a wardrobe and desk.
3. Provide three nutritious meals a day and snacks are required.
4. To be located within a reasonable distance of the school.
5. Provide transportation every day to Study Tour students to and from Clayfield College while ensuring they are on time for school/excursions.
6. Provide adequate supervision and not to leave the student(s) for prolonged times.

As a homestay provider, you need to inform the homestay coordinator of any changes in your family's living arrangements. If you accept other students into your home, please ensure they do not speak the same language as current students.

Acceptance of Homestay Terms & Conditions

As a homestay parent you can:

1. Expect to be able to contact either the homestay coordinator or another staff member at any time of day or night in case of emergency.
2. Expect open and honest communication with the homestay coordinator.
3. Expect pro-active support and encouragement of the homestay coordinator and College staff.



Clayfield College Study Tours

Comprehensive Guide

Communication

Most of our study tour students will have some basic English language as it is compulsory for them to learn English in their home country. They generally do not get the opportunity to use their language skills and will enjoy listening and learning from your everyday family life. It is important for the homestay family to use simple English and to speak slowly, using body language. Encourage the students to help in the kitchen or mix with your family instead of staying in their bedroom. Please explain your house rules to them on their first day.

Transportation

It is a requirement for you to provide students with transportation to and from school each day; this sometimes includes the weekend. This means driving them, as they are only here for a short time and will not have enough English language skills to catch public transportation.

Please be aware of the time and location (normally Bayview Terrace at Clayfield College) for the pick-up and drop-off that is provided to you for each study tour.

Excursion

All study tours will have excursions and you will be advised upon which tourist venues they will visit. When groups have an excursion, which includes going to the beach, they will need to take the following items: Sunscreen, hat, towel, thongs, change of clothes and a plastic bag for wet items.

You will be provided with a comprehensive list of days they do not require lunch and as well as their excursions.

Food

NO instant noodles! For lunches, please provide students with a packed lunch which should include a sandwich, drink, fruit and snacks. You may also give them some left-over food from dinner, however this will not be suitable when they are on an excursion. Please explain which food is for morning tea and lunch. Encourage the students to speak to you about their likes and dislikes.

Students should be happy to eat whatever your family will be having for meals. If you find that they are still hungry after meals, please include some rice with their meals each night. We always find students love to eat BBQ, so if possible, please include this in your planned menu for their stay.

Costs

As you can imagine, it is expensive for families to send their children to Brisbane for a study tour. This may be their only chance to visit Australia or travel overseas, so we aim to provide the ultimate experience.

It is suggested that on most Sundays when there are no planned outings, homestay families would take the students to some free or paid activities (students should pay entry fees but please discuss beforehand).

Showers

Some students do not know how to use a shower and you may need to show them. We often have study tour students telling us there is no hot water for them, but it is just a matter of knowing how to use the shower. You may also need to explain that towels are hung up after use and are used more than once before washing.



Laundry

The homestay family will normally do the washing for the study tour students, depending on the number of days the student will stay with them. Sometimes, the parent of the student will tell them to wash their own clothes and not to cause the homestay extra work. This will not usually work as they will wash in the bathroom and hang in their bedroom. Please be clear in telling the students where to put their dirty clothes and perhaps, give the female students a washbag for their personal items.

Sickness

If your student becomes sick and you feel that they need medical assistance, please do not hesitate to contact the homestay coordinator or one of our Emergency Contacts.

Each study tour will have one or more teachers and tour leaders travelling with them and they will usually be staying with one of our homestay families. We will contact them before taking a student to a Medical Centre or Hospital if it is a more serious problem.

Sleeping Times

Often students are used to very different hours than Australian children, with the later sleeping hours and later rising hours. You may also need to explain about sleeping between the sheets, as many students will sleep on top of the bedding and may not be familiar with a doona. You may also need to explain a reasonable time for 'lights out'.

Homesickness

Occasionally a student may feel some homesickness during the first few days of their study tour. Mostly it seems to be with younger students. In this situation, if it does not settle down quickly, please contact the homestay coordinator. If they seem unusually upset we will get the child's teacher or leader to speak to them in their own language.

We will always try and solve any issues with the students before they contact their parents as there is generally very little they can do from their home country. Most students will have their own mobile or phone card in case they do need to contact family.

Suggested Outings:

1. Visit Mt Coot-tha Lookout and get a view of the whole Brisbane City
2. South Bank – swim all year round at Streets Beach
3. Shop at South Bank Collective Markets
4. Eat and Drink at Eat Street Markets
5. Visit the Gallery of Modern Art, just a short walk across Victoria Bridge from the CBD
6. Visit QLD Museum in South Bank
7. Visit Kangaroo Point Cliffs at night and drive along the Story Bridge and view the lights of the city
8. Discover Brisbane's green side at Roma Street Parkland. Stroll around the gardens and stop at the café for a coffee or drink.
9. Visit the City Botanic Gardens
10. Visit Bribie Island – less than an hour drive from the city
11. Visit North Pine Country Markets
12. Visit Australia Zoo and take a picnic lunch or Lone Pine Koala Sanctuary
13. Have fish and chips at Morgan's at Scarborough
14. Visit Walkabout Creek and see platypus, wombats and wallabies
15. Take a Citycat ride to New Farm Park for a picnic



Homestay Family Code of Conduct

- The Student will be provided with a clean single or double room, with a comfortable bed. The student must have access to bathroom/toilet facilities.
- Three nutritious meals per day will be provided to the students. This includes a packed lunch and snacks.
- Student's laundry will be done by the homestay family or as arranged between the homestay student and family.
- Provide orientation of the local area.
- The homestay family is responsible for the students in their care. Proper care of the student is expected at all times.
- Suitable adult supervision must be provided. If the homestay family is absent overnight and the homestay student cannot accompany them, alternative arrangement **MUST** be approved by the homestay coordinator prior to the even. Adult supervision must be provided by a person over 25 years and be the holder of a current Blue Card.
- Communicate with the student in English to support their language development.
- Homestay families must not force any religious beliefs upon a student and should be accepting of a student's religious requirements.
- The student will not be left at home for long periods of time without any companionship from members of the family.
- Homestay families must report immediately any inappropriate behaviour by the student including smoking, drinking alcohol, possession or use of illegal drugs.