



## Homestay Agreement

Please read this thoroughly

- We will share updates of your progress including reports, attendance as well as information relating to our positive behaviour management, including referrals with your parents / guardian / agent.
- To treat the Host's home as you would your own home, with respect and courtesy
- If you have permission to share the house with a student of the same nationality, to not speak your native language in the Host's home
- To keep your bedroom tidy and accessible to your Host for them to be able to clean and inspect
- To provide your own washing products/ toiletries, this includes toothpaste and shampoo
- At the end of the stay to return the front door key to the Host
- To comply with the Host's house Guidelines
- To provide your mobile number to your Host on the day you first arrive, so they can contact you if needed
- To give your Host one week's notice on a Saturday where possible, if you are moving out before the end date on your booking confirmation
- To always let your Host know where you are and to inform them of the time you will be home in the evening
- The College has a Positive Behaviour Management policy, which includes details on the College referral procedures. This covers attendance, behaviour and commitment. The policy covers all the above both in and out of the classroom including College managed accommodation and is to put in place supportive measure with actions to address any concerns raised. The full policy can be found on: <https://ccgonline.chichester.ac.uk/course/view.php?id=1067>
- If you choose to go away at any time during your stay you will be required to pay the full weekly amount during this time, this includes any college holidays.
- You will be required to pay for any damage made by yourself within the host providers home, and replace any lost keys
- £100 advance payment of rent is required before arrival to guarantee your room
- For cancellations, 10 working days must be given prior to arrival. Cancellations after this deadline will incur a £100 charge

### Half Board

- The Host will provide you with breakfast (Cereal/Toast), and a cooked meal every evening as well as a light lunch at weekends. This does not include any snacks or lunches during the week. These can be provided by you and stored in the Host's kitchen where a space will be provided for you
- You are expected to sit down to eat your evening meal with your host provider each evening
- Your Host will do one load of laundry per week
- For half board you are not able to use the Host's kitchen to cook your own food
- If you are not going to be home for dinner to let your Host know well in advance that you do not require dinner

### Self Catering

- All food must be provided by you
- Your Host will provide you with access to the washing machine to do your laundry, to provide your own washing powder

### Internet

- You may not connect routers/hubs/wireless access points or similar to the network
- The College and the Host Provider are not responsible for any damage to your equipment as a result of connection
- The use of file sharing agents or http tunnelling software is strictly prohibited
- You must not access or originate material that is of an obscene, offensive or defamatory nature or which is intended to annoy, harass or intimidate another person
- You must not intentionally interfere with the normal operation of the network or any other machine.
- Should your machine be found to be harbouring software that is a hazard to other users your access will be disabled
- Should you be found in contravention of any of these terms your internet access will be disabled immediately
- Your host family has the right to restrict access to their internet at any time
- Host families have the right to limit or restrict internet usage during the night or late evenings with a cut off time
- These terms may be modified from time to time. Any modification will be advertised

### Travelling

- If your host provides you with a bicycle it is your responsibility to make sure you wear a helmet, high visibility clothing and have working lights on your bike. You must make sure when you leave your bike that you lock it up securely
- Your host provider will show you the quickest and safest route to the college when you first arrive, try to avoid walking home alone at night



## Covid -19 Agreement:

The safety of our students is extremely important to us and due to the ongoing changing situation regarding Covid-19 we may need to implement government related regulations regarding Covid-19 that will apply within Chichester College and your accommodation during your stay.

- I understand the accommodation team will keep me updated with any changes or new restrictions being implemented due to covid-19 and the accommodation team will follow the advice and regulations set by the UK government.
- I agree to fully comply with any regulations put in place during my stay within my accommodation with regards to Covid-19 and I will respect any extra rules my host provider puts in place within their home. For example, this may include: wearing masks inside, not having friends inside the home, taking part in Covid LFT tests.

## Under 18 year old student Guidelines

- All under 18 year old students to return to their accommodation by 10pm Sunday to Thursday and 11pm Friday and Saturday. This is for your safety and to make sure you are ready to study the next day
- If you do not return by this time and have not contacted your host provider, they will contact the out of hours College number to inform them. Your safety is our priority and the College has a missing person’s procedure to follow
- All under 18 year old students must have written parental permission on each occasion prior to them staying out overnight, this needs to be given to the accommodation department via email from the students’ parents/guardian at least 3 days in advance. The accommodation department will then advise the Host Provider of the arrangements and contact details for the overnight stay. Permission will not be given for a week night
- All students to provide the Host Provider with their mobile phone number and an emergency contact number and address if staying away overnight
- You are able to travel independently in the UK during the day. However you must return to your accommodation in line with the times above
- If you are all ill, contact your Tutor and let you Host Provider know and they will contact the College. They will also arrange for you to see a local doctor, if required.
- Students not to stay overnight at the Over 18 Residences (Westgate Halls, Stockbridge Halls)
- No alcohol or drugs should be consumed during your stay as this is against UK law
- All under 18 students will be seen by the college nurse/ health care assistant to complete a health & wellbeing induction with them on arrival

## Parental Waiver

### Consent Form:

Students under 18 years old are minors in UK law. Your son/daughter is studying on an adult course (16+) and will not be supervised at break times, after school and on evening activities.  
 By signing this form you are consenting to your son/daughter not being supervised at the times stated above.  
 This waiver also consents to transport and off-site trips

Yes  No

### Transport

I consent to my son/daughter travelling by any form of public transport and or in a coach hired or owned by Chichester College Group with a driver that is authorised by law and insured to drive. I consent to my son/daughter to be driven by a College member of staff/Host Provider with a driver that is authorised by law and insured to drive

Yes  No

### Supervision

I understand that the curfew time for my son/daughter in both Homestay and Woodlands halls of Residence is 10pm (22.00hrs) Sunday through Thursday and 11pm (23.00hr) on a Friday and Saturday night and he/she will adhere to this. I consent to my son / daughter having no supervision at break time, lunchtime, in the evening, at weekends and on weekend trips. Enclosed are the guidelines / handbook that all our host providers / Halls have for the care and supervision of students who are under 18 years old or turn 18 through the academic year.

Yes  No



**Off-site trips**

I consent for my son/daughter taking part in College day/evening trips including Halls of Residence and across college trips/activities and agree to him/her taking part in any/all the activities available. I understand that during these trips students will have free time and will not be directly supervised but that all trip supervisors will be contactable.

Yes  No

I have ensured that my son/daughter understands that it is important for his/her safety and for the safety of the group that rules and any instructions given by the staff in charge are obeyed.

Yes  No

I understand that, while the College staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey. (Note: your son/daughter will be covered by the College's insurance in the event of injury incurred during the trip.)

Yes  No

I consent to my son/daughter to having any emergency medical treatment necessary during a College off-site trip.

Yes  No

**Accommodation**

I understand when my son/daughter is placed in Homestay they will never be placed in the same house as an over 18 year old student from Chichester College Group unless I have requested this. I understand that there may be other under 18 year old students placed with the same host provider of a different nationality, unless otherwise specified on my son/daughters application form. I consent to my child remaining in the host provider's home and living with the other students if they turn 18 years old during their stay.

Yes  No

**Student Signature** (ALL students must sign and agree to these terms)

I agree to comply with the terms detailed within this document whilst staying with a host provider

Student Name:

Student ID:

Period of Stay:

Host Provider:

Signature:

Date:

**Parental Signature for Students Under 18**

Name of Parental or Legal Guardian:

Relationship:

Contact Number:

Email Address:

Signature:

Date: