



Homestay Accommodation Guide for Host Families

Who to contact?

Laura Manca – International Accommodation Officer

International Office **Talk:** 0121 477 1392
Bournville College **Talk:** 07584 492 935
1 Longbridge Lane **Write:** laura.manca@sccb.ac.uk
Longbridge **See:** <https://bournville.college/>
B31 2AJ

Payments

Write: laura.manca@sccb.ac.uk | laura.manca@bournville.ac.uk
domenico.moro@bournville.ac.uk

Safeguarding – keeping children and vulnerable adults safe

If you have a concern that a young learner or vulnerable adult is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the **International Office**.

Designated Senior Person – International:
Domenico Moro
Email: domenico.moro@bournville.ac.uk
☎ 0121 477 1392 | 0785 524 2126

*The College has drawn up some basic guidelines to ensure our International students all receive a similar standard of Home stay accommodation. **The College reserves the right to withdraw the student from their current host and transfer the student to another accommodation.***

Notes for the Homestay provider:

- * Every 2 years the College will carry out a **Health & Safety inspection** of the accommodation. If gas is used in the household, a gas safety certificate is a legal requirement. Before booking an inspection, please send a copy of a valid Landlord Gas Safety Certificate issued by a Gas Safe registered engineer. Defects identified must be rectified if it is a health and safety hazard. Smoke alarms also need to be installed on each level in the house.
- * **Payment** is made to you by College via BACS at the end of each month.
- * Please **encourage the student to practise his/her English** as much as possible and try to be patient, as there could be language difficulties, or the student can feel homesick.
- * Please treat the student as a member of the family/household rather than as a lodger and show an interest in his/her welfare and progress.
- * **Respect any differences in cultural background** and be sensitive to any *reasonable* requests he/she may have.
- * **You may consider taking an insurance policy** to cover for accidents in the house. Investigate the self-assessment for tax purposes.
- * **The rent includes all normal household bills** (including laundry or use of the washing machine) but **not** telephone bills. We advise you **not** to allow the student to use your telephone. Most host families happily provide the Internet.
- * If the student is staying with you on a **Full Board basis**, the rent also includes **3 balanced meals**: breakfast, lunch or packed lunch and evening meal each day. Please discuss mealtimes with the student.
- * **Show the student bus stops, supermarkets and local facilities.**
- * If you prefer the student to do his/her own laundry, please allow reasonable access to your washing machine.

- * **The College cannot accept any responsibility for damage to your property.** This should be claimed from the student or from your household insurance.
- * **The host family is responsible for their own costs for picking up the student on arrival and returning them at departure time to the college, train station or Birmingham airport.**
- * **The host family must communicate to the student which house rules they must adhere to.** This would be preferably communicated in a house rule sheet issued by the host family.
- * Whilst it is your home, students are paying guests. **It is advisable to have a friendly chat on the first night for students and yourself to understand each other's needs and compromise.**
- * **If there are any problems or issues that cannot be rectified between you and the student, do not hesitate to contact the International Office at the College.**

Our students require:

- * A reasonably spacious, clean and comfortable **room**, in good order.
- * Adequate **storage space** for clothing and personal belongings.
- * Adequate **heating and lighting**, including good natural light.
- * A **desk** for study purposes.
- * Access to the **bathroom** with bath/shower available daily.
- * If staying on a **Full Board basis**: a good, varied breakfast, lunch or packed lunch and evening meal each day.
- * If staying on a **Room Only basis**: reasonable access to the kitchen to store and cook his/her own food.

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Thank you for your help!

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