



## Homestay Agreement

Please read this thoroughly

# CCG

Chichester  
College  
Group

- 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 within one week of arrival so they can contact you if needed.
- To give your Host one week's notice if you are moving out before the end date on your booking confirmation. Where possible give notice on a Saturday. If you choose to leave before the 1 week's notice has been served, you will be charged for the full week.
- 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.
- For cancellations, 10 working days must be given prior to arrival. Cancellations after this deadline will incur a charge of 1 week's accommodation.
- We ask that you disclose any relevant relationships with your Host Provider, especially if you plan to have a partner visit their home. The purpose of this request is to ensure your safety and to help the host provider understand any dynamics that may be important.
- If you need to change the amount of nights you stay per week (4 nights minimum) you need to inform the accommodation team prior to this taking effect.
- The Host will provide you with breakfast (cereal/toast), and a cooked meal every evening as well as a light lunch at weekends. You are responsible for providing your own snack and lunches during the week. These can be stored in the Host's kitchen where a space will be provided for you.
- Your Host will do two load of laundry per week, one for light clothing and one for colours.
- For half board you are not able to use the Host's kitchen to cook your own food. This includes the use of oven, hob, grill, air fryers and rice cookers.
- If you are not going to be home for dinner to let your Host know well in advance that you do not require dinner.

### 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 to all registered computer users directly.

### 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.



## 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. 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 weeknight
- All students to provide the Host Provider with their mobile phone number and an emergency contact number and address if staying away overnight.
- You can 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 your Host Provider know and they will contact the College. They will also arrange for you to see a local doctor.
- Students are not to stay overnight at the Over 18 Residences (Westgate 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 to complete a health check 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 (23.00hrs) on a Friday and Saturday night and he/she will abide by this.

I consent to my son/daughter having no supervision at break time, lunchtime, in the evening, at weekends and on weekend trips. Within the homestay booklet are the guidelines that all our Host Providers 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 to take part in College day/evening trips including Halls of Residence trips/activities. I understand that during these trips students may have free time and will not be directly supervised but that all trip supervisors will be contactable.

Yes  No

I understand 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 and 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

**Sickness, injury and hospital visits**

As Parent/Guardian of \_\_\_\_\_ I understand that my child may need to visit A&E as a result of training injuries. I understand that it is my responsibility to accompany my child to the hospital as soon as possible, and that should they be unfit to attend college, I will make arrangements for them to return home to be cared for until they are fit and able to resume their studies.

**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: