



Homestay Agreement

CCG

Chichester
College
Group

Please read this thoroughly.

General

- 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.
- 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 build an open and honest relationship with your host provider.
- The college and host provider reserve the right to access your room to carry out periodic checks and cleans
- CCG 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 at: <https://ccgonline.chichester.ac.uk/course/view.php?id=1067>

Homestay Etiquette

- 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. Your mobile must be able to make outgoing calls and accept incoming calls from a UK number
- To always let your Host know where you are and to inform them of the time you will be home in the evening.
- You will be required to pay for any damage made by yourself within the Host Providers home and replace any lost keys.
- 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.

Cancellations / Changing accommodation

- 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. If you choose to leave before the 1 week's notice has been served, you will be charged for the full week.
- For cancellations, 10 working days must be given prior to arrival. Cancellations after this deadline will incur a charge of 1 week's accommodation.

Food

- The Host will provide you with breakfast (cereal/toast), and a cooked meal every evening as well as a light lunch at weekends if staying 7 days. You are responsible for providing your own snack and lunches during the week and your host will provide an area in the kitchen where you can store these.
- 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.

Laundry

- Your Host will do two load of laundry per week (one for light clothing and one for colours).

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.



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.

Part time students (4-5 nights)

- If you wish to change between a 4 or 5 night contract, you must contact the Accommodation team with at least one week's notice given on a Saturday
- If you would like to stay an extra night with your host provider outside of your contracted days, you must contact the Accommodation team with at least one week's notice given on a Saturday
- Unless otherwise agreed with your host provider, access to your homestay accommodation is from midday on the first night you are contracted to stay each week, and departure no later than 3pm on the last contracted day each week
- If you wish to stay with your host for fewer nights than contracted, a refund will not be granted
- Please ensure you have enough training and gym kit to last one full week
- If you need to visit A&E as a result of a training injury, it is the responsibility of your parent / guardian to accompany you to the hospital
- Should you be unfit to attend college, you should arrange to return home to be cared for until you are fit and able to resume your studies. In these cases the Accommodation team should always be notified



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
- If your host will be absent for any reason during your stay, the Accommodation team will organise short-stay cover, either with a suitable host provider, or at Woodlands Hall of Residence, until your host returns
- 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 if required.
- 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.