



ST HILDA'S SCHOOL
GOLD COAST

YEAR 10 STUDENT CULTURAL EXCHANGE PROGRAM HOST FAMILY HANDBOOK

Thank you for taking the opportunity to let your daughter take part in the Year 10 Student Cultural Exchange Program. Part of the experience is the hosting of your daughter's partner from her overseas school. This is an essential part of the experience, as it is one of the visiting student's main opportunities to learn about our way of life and Australian culture. To be welcomed into a warm family environment can also help to ease homesickness or any other anxieties a young person may be experiencing so far from home.

As a general rule, it is always best to be open and up front with your visitor. If you have specific rules in your home, make them clear at the start to avoid confusion later.

STATEMENT OF COMMITMENT

Anglican schools support the rights of all children and young people and are committed to ensuring the safety and wellbeing of students attending an Anglican school. Anglican schools will provide a safe and supportive living and learning environment for students and will ensure staff, volunteers and visitors model and encourage behaviours that uphold the dignity, safety and wellbeing of students. Anglican schools will ensure they:

- provide an appropriate and timely response to all allegations of harm to a student resulting from the conduct, action or inaction of any person, including staff and volunteers;
- comply with all legislative obligations and student protection policy and procedural requirements; and
- support, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers.

Student Protection in Anglican Schools Policy and Procedures

The School has adopted the *Student Protection in Anglican Schools Policy and Procedures* (details may be accessed on the School's website under Quick Links\Safeguarding Students Policies), which cover the actions to be taken if a member of staff or a parent of the School becomes aware or reasonably suspects that harm has been done to a of the School by any other person. If you become aware or reasonably suspect that harm has been caused to a student enrolled at the school as part of the Cultural Exchange Program by a member of staff, someone outside of the School or by other students, you should report your concerns to the Principal or to one of the School's Student Protection Officers: Deputy Principal, School Counsellor, Head of Junior School and Deputy Head of Junior School (Administration).

Blue Cards

Every member of the family who is over 18 must hold a **Blue Card**. Details are outlined in the accompanying letter which details how you become a homestay provider and also on the Queensland Government Blue Card Services website: <https://www.bluecard.qld.gov.au/volunteers/Childaccommodationservicesincludinghomestays.html>

We also draw your attention to the most recent requirements outlined under the *Working with Children (Risk Management and Screening) Act 2000* which may be accessed via the Queensland Government website: <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf>



HOMESTAY FAMILY INTERVIEW CHECKLIST

Date of Interview: _____/_____/_____ Time of Interview: _____

Family Name: _____ Contact: _____

Address: _____

House Style: Wooden Brick Duplex Two storey Town House Unit Other: _____

Facilities: Outdoor Garden BBQ entertaining area Balcony Pool Bicycle Other: _____

Room setup: (Please tick) Total bedrooms: _____

Student room 1:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks
Student room 2:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks
Student room 3:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks
Student room 4:	<input type="checkbox"/> Queen	<input type="checkbox"/> Double	<input type="checkbox"/> Single	<input type="checkbox"/> Twin single	<input type="checkbox"/> Bunks

Notes: _____

Bathroom Setup: (Please tick) Total bathrooms: _____

Bathroom 1:	<input type="checkbox"/> Ensuite Bathroom	<input type="checkbox"/> Shared Student Bathroom	<input type="checkbox"/> Shared Family Bathroom
Bathroom 2:	<input type="checkbox"/> Ensuite Bathroom	<input type="checkbox"/> Shared Student Bathroom	<input type="checkbox"/> Shared Family Bathroom

Notes: _____

Photos required: (Please tick)

Front of house Bedrooms Bathrooms Living areas Kitchen Backyard

Blue Card Requirements: Blue card forms Verbal Warning ID Sighted ID Photo

Went through pack Orientation Questionnaire Family Photo Bank Details

Will the family host teachers or parents? Yes No Maybe

Interviewer Notes: _____

Name of Interviewer: _____ Signature: _____

General Information

Accommodation

An individual bed must be provided, but it is acceptable for the visiting student to share a room with your daughter if necessary.

Connections

You will have been given a profile for your student; please contact her family to introduce your family and to ensure that all travel details are fully understood by both families. If you are going to take any long trips with your visitor, please ensure that her family is aware of this, please note trips during school time are not supported and the absence will be treated as unapproved.

Laundry

Please provide laundry facilities. You can discuss with your visitor whether she will take responsibility for her own washing or will simply include items in your regular washing. Some girls will prefer to hand wash their own items of clothing. It is worth telling them where to hang washing to avoid finding wet patches in wardrobes etc.

Meals

You are expected to provide 3 meals a day, including lunch at School. There is no need to alter your menu (unless your visitor has some particular dietary needs). Encourage her to take part in the preparation of meals if this works for you. It is a great way to open communications in a day-to-day activity and the shared experience can strengthen bonds between you. Don't be embarrassed to ask the visitor to help with setting tables, washing up etc. This is all part of the cultural experience. Show her the fridge and let her know which snacks and drinks are acceptable for her to access between meals.

Medical Emergencies

It is a condition of the program that girls must have travel insurance. This should cover any required medical or hospital cover for the duration of their stay. In the case of emergency, do not hesitate to take the visitor to the nearest hospital or medical centre. For minor issues, your regular doctor will be fine.

Outings

Please include your visitor in any family outings. In general, you would be expected to pay for meals, although there may be occasions where the visitor would pay for herself if this has been mutually agreed to by the family and the visitor. If you plan to go to theme parks or other expensive venues but do not intend to pay for your visitor, please give her the option on whether she would like to participate rather than putting her in a difficult position if she has limited funds.

If your visitor will be boarding, it is expected that you will cover the costs of any outings etc that the girls may take part in. These will be added to your regular account.

Safety and Risk Assessment

The safety of the visiting girl and your daughter is extremely important. Therefore, whilst the girl is in homestay any activities or outings that may be considered a risk to the overseas girl should be approved by Miss Barrell before participation.

We will also ask that your daughter whilst overseas on the Student Cultural Exchange will not participate in any activities that could be considered a risk without seeking approval from Miss Barrell. This is to ensure Risk Assessment Compliance and ultimately our girls and their exchange partner's safety. If you have any questions about what activity might be deemed as a risk, please contact Miss Barrell for further information and support.

Support

On her first day at School, please remind your daughter to bring her visitor to meet with Miss Barrell on arrival. She will have been sent a letter outlining her orientation program which will include meeting with Miss Barrell, who will give her a diary, then moving on to the Senior School Centre. Here she will meet the Senior Team including Mrs Brodar and either Ms Wood (Year 10) or Mrs Scruton (Year 11) and be given a timetable.

Emergency Contact Details

International Connections Officer Miss Kaitlin Barrell	kbarrell@sthildas.qld.edu.au	+61 7 5577 7297
Head of Senior School Mrs Caroline Brodar	cbrodar@sthildas.qld.edu.au	+61 7 5577 7282
Head of Year 10 Ms Alexa Wood	alexawood@sthildas.qld.edu.au	+61 7 5577 7223
Head of Year 11 Ms Cathy Scruton	cscruton@sthildas.qld.edu.au	+61 7 5577 7220
Deputy Principal Ms Wendy Lauman	wlauman@sthildas.qld.edu.a	+61 7 5577 7290

Telephone and internet

Most girls will bring their own communication devices. Under normal circumstances, if they wish to use your phone to call home, they should reverse the charges. They should ask permission to make any local calls.

If you have limits on internet usage, make these clear at the outset. Girls should not expect to download massive amounts of information.

Skype (or similar) is a great way for the girls to keep in touch with home. Try to monitor this a little though, as constant Skyping with home can actually exacerbate homesickness.

Transport

You are responsible for meeting your visitor at the airport on arrival and returning her to the airport for departure and for ensuring that your visitor can get to School each day and to any other School events as required. Transport to other social activities should be negotiated by mutual agreement. Don't hesitate to ask the School or your visitor's parents if you are in any doubt about the suitability of transport arrangements.

Pool Safety

Queensland's pool safety laws were introduced in 2009 and apply to all pools—new and existing, including pools and spas at schools, boarding houses and homestay premises. All pools and spas in Queensland, subject to very limited exemptions, must comply with the pool safety standard by 30 November 2015. The pool safety laws require pool owners to construct and maintain a compliant fence around their swimming pool regardless of when the pool was installed. For more information, see:

<http://www.hpw.qld.gov.au/construction/BuildingPlumbing/PoolSafety/PoolSafetyLaws/Pages/default.aspx>

In summary

You are asked to provide:

- Clean bedroom – must have privacy
- Instructions on how to use your facilities and equipment (dishwasher, microwave, bathroom etc. etc.)
- All regular meals
- Normal range of family activities, including sightseeing. You do not have to take expensive trips unless this is something that you are happy to do and is a normal part of your family life and does not interrupt the academic program.
- Provide a safe environment for your exchange student

Please familiarise yourself with the following Code of Conduct – School Community Policy and the Bullying and Harassment Policy, Volunteers Code of Conduct, Student Protection in Anglican Schools Policy available on the School's website

<https://www.sthildas.qld.edu.au/governance/safeguarding-students-policies/>