

# Loxdale English Centre & Swedish Folk High School

## Host Family Agreement 2018

### Terms used:

**'The School'** – The generic term for Loxdale English Centre and Swedish Folk High School.

**'Half Board Dinner'** – Long term accommodation provided by the host family on a bed, breakfast and evening meal basis.

**'Half Board Lunch'** – Long term accommodation provided by the host family on a bed and breakfast basis. (Half Board at weekends.) Students have use of the kitchen to make their evening meal.

**'Short courses'** – Students on very short courses (1 to 2 weeks) always have full board host family accommodation every day. ie. Breakfast, packed lunch and dinner with their host family.

### Student's Bedroom

Your student must occupy the room seen by our interviewer and agreed with The School at the time of confirmation. There should be NO SHARING unless arranged by our Accommodation Department. The room should have adequate heat and light. The room should contain a chair, table and table lamp suitable for private study and a wardrobe, chest of drawers or dressing table. All bedding, bath and hand towels should be provided and changed once a week. You are not expected to provide beach towels. A picture of all bedrooms are taken for office use only.

### Cleaning

The student should have a reasonable expectation to have their room cleaned once a week. You should advise them of what day this is done and ask them to make sure that the room ready to clean at that time (ie. No clothes on the floor! etc.). Apart from this period the student's bedroom should be treated as their own private space and not disturbed.

The other areas of the house should also be kept in a clean state and suitable for the student to live in.

### Bathing

A daily bath or shower is expected by most students. Please advise your student when these facilities are available and provide bath towels.

### Laundry

We suggest one load of washing per week, without charge.

### Meals with the family

If students have chosen Half Board Dinner, it is expected that the family eat the same meal at the same time with the student.

**At weekends** all students, even those on Half Board Lunch, would have dinner provided by their host but not their lunch.

### Kitchen use

Students who have chosen Half Board Lunch accommodation should have use of the kitchen to prepare their evening meal. Please discuss with them an appropriate time and which cupboard or shelf they can store their food in. They are expected to clean up after themselves and we do advise these students to cook some meals in bulk so that they can freeze some meals for later use, saving on food costs and energy in the family home.

### Telephone

The School cannot accept responsibility for telephone bills incurred by the student and you are advised to inform your student that all telephone calls must be paid for before departure.

### Other students

Our student should be the only guest from his or her country, or of the same language group. Therefore, students from Norway, Sweden or Denmark may not be placed together. Neither should students who come from Spain and South America be placed together. We are sure you understand this request is necessary and an obligation to our students.

### Gas Certificate

The School now has a legal obligation to be assured that you have your gas boiler checked once a year and has a valid gas certificate. Please confirm this with the Accommodation Department as soon as possible.

### Fire Risk Assessment

The school is obliged to take out a fire risk assessment of the home during the home visit.

### Enhanced DBS

All host families that accommodate our Young Learners (17 years and below) have to hold an enhanced DBS certificate. Loxdale English Centre will process the applications and assist with the initial payment. If you, or a member of your household is convicted of a criminal act after the initial DBS check you must let the school know as soon as possible. You must adhere to our Safeguarding and Prevent policies.

### Payment

You are paid £109 per week for hosting a Half Board Dinner student and £81.00 per week for hosting a Half Board Lunch student from 1 Jan. 2018. (Paid nightly, this amount rises by £23.00 during the Summer period.) The only deductions made are during the Activity Project Weeks (March and October) when a maximum of 5 nights could be deducted. We will also deduct **dinner money** if your student decides to go away during the Easter holiday.

No extras may be charged without the written agreement of the Accommodation Department.

Payments are made on a 4 weekly basis at the **end of the second week.**

### Cancellation Fees

The cancellation fee is £40 for courses up to 8 weeks. No cancellation fee will be paid if at least 3 working days notice is given. For long term students a one week cancellation fee will be paid in the following circumstances:

1. Cancellation of booking (less than 5 working days)
2. Non-arrival of the student
3. Notice to leave by the student or Loxdale English Centre (less than 5 working days) unless the host has not adhered to the contractual arrangements.

Please note that if the hosts have not adhered to the conditions in this agreement (ie. Cleaning, meals etc) then there is no cancellation fee due and the School reserves the right to remove a student without notice. If payment has already been made in advance you are required to refund the 'unused' part of the payment, less any cancellation.

No cancellation fee will be paid if the School is able to offer a suitable replacement.

### Insurance

As the School cannot accept responsibility for any loss or damage we strongly advise you to make the necessary arrangements with your own insurance company.

### References

Two references will be required before we can offer any students. One professional, if possible, and one personal.

### Driving Licence

On occasions you may be asked to pick up or drop off your student upon arrival and departure. You will be expected to provide full details of your licence to be able to do this. Details will be collated from the DVLA website.

### Arrival of Students

Our students have been asked to inform you of their approximate arrival time on the date given on this form. However, we hope you will make arrangements for somebody to be at home to receive your guests even if they have not given you this information. The warm welcome is one of the most important aspects of the student's stay. It is also important to sit down with your guest to go through house rules, dietary likes/dislikes, the house timetable etc. in that first week.

### Problems

A member of the Accommodation Department is available during office hours to discuss any difficulties you may have with your student or to offer advice relating to the students' stay.

### To Assist the Accommodation Department

Any changes in accommodation, period of stay etc. must be agreed by the Accommodation Department, NOT the student.

1. If necessary, please call the Accommodation Department between the hours of 0900 and 1645, Mondays to Fridays.
2. The School must be notified as soon as possible in case of serious accident or illness involving any student.
3. Please let us know immediately if any aspect of your home changes e.g. new pet, no pet, stopped smoking, wireless etc.

### Emergencies

In case of accident or serious illness telephone the School on 01273 – 414973. When closed a recorded message will give you a number to ring in extreme emergency.