



2nd EDITION

TINTERN  GRAMMAR

HOMESTAY HANDBOOK 2022





TINTERN GRAMMAR

EXCELLENCE & CONFIDENCE,
SIDE BY SIDE.

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INTRODUCTION

Starting at a new school in a new country can be a challenging and exciting time. There are new friendships to be made, new interests to explore and a new culture to experience. We welcome you to Tintern Grammar and we are delighted that you are sharing this experience with us.

TINTERN GRAMMAR - AN INTERNATIONALLY MINDED SCHOOL

Tintern Grammar is very committed to internationalisation and diversity and we are very proud that our community includes many students and staff from diverse backgrounds. We believe such diversity enriches our lives and that we can all learn from our differences, as well as from our similarities. At Tintern Grammar we expect that every student will be treated with respect and that their individual strengths, talents and cultures will be nurtured and celebrated.

HOW TO USE THIS HANDBOOK

This handbook tells you how Tintern Grammar is organised, and is a helpful reference for you. Keep it with you for the first few weeks to find information when you need it. It will direct you to people who can help you if you have a problem. It will show you where the different areas of the school are and it will explain how the school works.

OPPORTUNITIES AT TINTERN GRAMMAR

At Tintern Grammar there are a great variety of activities and opportunities that occur all year round. Please check information on the portal and noticeboard as well as ask questions if you are unsure. We encourage you to become involved in the life of the school. Music, sport and technology, as well as a range of overseas student activities are all on offer. You might like to try something you have never done before and may not have the opportunity to do again!

HOW CAN WE HELP YOU?

Most people find that adjusting to a new country, new language and friends is at first challenging and difficult. But remember that there are others who feel the same and the school is here to help you in your transition and adjustment to your new life. Remember that at Tintern Grammar there is a whole network of people who are here to help you. These include the Overseas Student Co-ordinator, the Student Counsellors, the Chaplain, Career's Counsellors, the School Nurse and of course your Pastoral Mentor, Year Co-ordinators, Heads of Faculty and Co-curricular staff. The more effort you make to speak to other students and fully participate in school life, the more rewarding your time will be at Tintern Grammar and in Australia. To assist you with your integration into life at Tintern Grammar and in Australia, Tintern Grammar runs a comprehensive Overseas Students Orientation Program for all new students. We feel sure you will find your time at our school and in Australia to be a rich, rewarding and enjoyable experience.

PEOPLE YOU NEED TO KNOW AT TINTERN GRAMMAR

The International Student Co-ordinator will be able to answer most of your questions or will direct you to someone who can. You can make contact either by email or in person.



PRINCIPAL

Name: Mr Brad Fry Email: principal@tintern.vic.edu.au
Office location: Administration Building



VICE PRINCIPAL

Name: Ms Jason McManus Email: jmcmanus@tintern.vic.edu.au
Office location: Administration Building



ASSISTANT PRINCIPAL

Name: Ms Oriana Constable Email: constable@tintern.vic.edu.au
Office location: Administration Building



HEAD OF SECONDARY SCHOOL

Name: Mr Brett Trollope Email: btrollope@tintern.vic.edu.au
Office location: Senior College



HEAD OF GIRLS' JUNIOR SCHOOL

Name: Mrs Allison Prandolini Email: aprandolini@tintern.vic.edu.au
Office location: Junior Schools Administration



MIDDLE SCHOOL CO-ORDINATOR

Name: Mrs Anthea Watkins Email: awatkins@tintern.vic.edu.au
Office location: Middle School building



HEAD OF BOYS' JUNIOR SCHOOL AND DIRECTOR OF STUDENTS

Name: Mr Adam Kenny Email: akenny@tintern.vic.edu.au
Office location: Junior Schools Administration



ELC DIRECTOR

Name: Ms Kristin De Vos Email: kdevos@tintern.vic.edu.au
Office location: Early Learning Centre



DIRECTOR OF ADMISSIONS AND MARKETING

Name: Ms Rae Byrom Email: rbyrom@tintern.vic.edu.au
Office location: Administration Building



INTERNATIONAL STUDENT CO-ORDINATOR

Name: Wendy Shih Email: wshih@tintern.vic.edu.au
Office location: Administration Building

The International Student Co-ordinator will be able to offer you advice, assistance and support in all matters related to your personal, social and academic wellbeing and integration into life at Tintern Grammar.



CHAPLAIN

Alison Andrew is the Tintern Grammar Chaplain and she can be contacted for personal and faith issues.
Name: Rev. Alison Andrew Email: aandrew@tintern.vic.edu.au
Office: Middle School

ABSENT LINE AND EMAIL

For all absences, the student should notify the local carer to contact the absence hotline on 9845 7722 or email: absences@tintern.vic.edu.au before roll call at 8:30 am. If the student will not be able to get in touch with the local carer, then the homestay host can ring the school for the student.

FIRST AID

The Health Centre is located near the Uniform Shop at the Morinda Street entry to the school. There is a trained staff member on duty who will help you if you are unwell.

CAREERS CENTRE

The Careers Centre can be contacted regarding questions about careers and university entrance requirements that particularly relate to overseas students. It is located on the upper level of the Senior College. Handbooks and other resource materials relating to international students are also located in the Careers Centre. Here you will also find information on your choice of study area, careers, tertiary course options, and tertiary entrance procedures. You are welcome to use the material during normal school hours and at other times by appointment.

Careers Counsellors:



Mrs Heather Ruckert
Email: careers@tintern.vic.edu.au
Office: Senior College



Ms Trine Ord
Email: careers@tintern.vic.edu.au
Office: Senior College

PROGRAM AND PASTORAL SUPPORT CONTACTS

A number of other staff members at Tintern Grammar are on hand to give you guidance and offer support to you throughout your journey at school.



Year 12 Co-ordinator:
Name: Mrs Heather Ruckert
Email: hruckert@tintern.vic.edu.au
Office location: Senior College



Year 10 Co-ordinator:
Name: Mr Rowan Kidd
Email: rkidd@tintern.vic.edu.au
Office location: Senior College



Year 11 Co-ordinator:
Name: Mrs Megan Scholz
Email: mscholz@tintern.vic.edu.au
Office location: Senior College



Years 7 & 8 Girls' Co-ordinator:
Name: Anthea Watkins
Email: awatkins@tintern.vic.edu.au
Office location: Middle School



Years 7 & 8 Boys' Co-ordinator:
Name: Mrs Naomi Baulch
Email: nbaulch@tintern.vic.edu.au
Office location: Middle School



Years 9 Co-ordinator:
Name: Miss Emma Lowing
Email: elowing@tintern.vic.edu.au
Office location: Middle School

STUDENT COUNSELLOR

This is the procedure to be followed by students wishing to visit the Student Counsellor

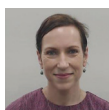
1. Appointments with the Student Counsellor must be scheduled to take place during free periods, lunchtime or recess
2. In rare circumstances a student may require immediate counselling during class time. The student must notify the classroom teacher before seeing the Student Counsellor.



DIRECTOR OF STUDENT WELFARE SERVICES

At Tintern there are also trained counsellors who are available to assist you with any personal problems. Appointments can be made through email or your form teacher.

Name: Catie McNamara
Email: cmcnamara@tintern.vic.edu.au
Office location: Student services



SCHOOL COUNSELLOR

Name: Ms Sam Davies
Email: sdavies@tintern.vic.edu.au
Office location: Student services
Availability: Wednesdays and Thursdays - Middle School girls (Years 7-9)

COUNSELLING AND WELFARE CONTACT LINES

From time to time you may need support for issues affecting your personal life. Your first point of contact is to advise the International Student Co-ordinator. We are here to help you. Other outside Community Services are:

Kids Help	FREECALL 1800 551 800
Lifeline 24 hour Counselling Service (Melbourne Metropolitan area)	13 1114

GRIEVANCES AND DISPUTE SETTLEMENT SERVICES

If you have a grievance concerning a Tintern Grammar process or decision which you feel has not been solved satisfactorily by the staff of Tintern Grammar and the Tintern Grammar Grievances Procedure, or your local support carer, you may also ask someone from outside the school and separate to your local support carer to act as your advocate. See contacts below.

Legal Aid Victoria	9259 5444
Commonwealth Ombudsman - Overseas students	FREECALL 1800 362 072

MEDICAL APPOINTMENTS

Myhealth has two medical centres in Eastland Shopping Centre located on Level 1 and Level 3. There are a number of doctors who speak multilingual: Mandarin, Cantonese and Malay. There is no gap consultation fee for the international student with the Overseas Student Health Cover (OSHC). If you have an international student who is not feeling well, you can assist the student in making a medical appointment with one of these doctors:

- Dr Yip Yew Thum – speaks Mandarin, Cantonese and Malay
- Dr Alice Liu – speaks Mandarin
- Dr Luke Liu – speaks Mandarin
- Dr Chee Khen Mok – speaks Mandarin, Cantonese, Hakka and Malay
- Dr Alex Mu – speaks Mandarin
- Dr Xian Wang - speaks Mandarin
- Dr Yilin Zhang - speaks Mandarin

To make an appointment, please call 8080 1388 or visit <https://myhealth.net.au/eastland-ringwood/> to make an online booking. The address is Level 1 – Shop 1113, Eastland Shopping Centre or Level 3 - Shop 3003, Eastland Shopping Centre, 171-175 Maroondah Highway, Ringwood.

To see a Psychologist who can speak Mandarin, you can make an appointment through Myhealth above with Ms Effie Chen. Alternatively, Ms Joanna Zhu through below contact details:

E: joannazhu21@gmail.com T: 9836 2255
1/69 Canterbury Road, Canterbury



TERM DATES 2022

Term 1 starts for Year 7, 10, 11 and 12 (full day)	Monday 31 January
Term 1 starts for all new students in Years 8 – 9 (part day)	Tuesday 1 February
Term 1 ends	Friday 8 April
Term 2 starts (students)	Wednesday 27 April
Term 2 ends	Friday 17 June
Term 3 starts (students)	Tuesday 12 July
Term 3 ends	Thursday 15 September
Term 4 starts (students)	Monday 3 October
Term 4 ends (Junior & Middle Schools)	Thursday 8 December

PUBLIC HOLIDAYS 2022

Australia Day	Wednesday 26 January
Labour Day	Monday 14 March
Good Friday	Friday 15 April
Easter Monday	Monday 18 April
Queen's Birthday	Monday 13 June
Mid Term Break	Friday 19 August
Mid Term Break	Monday 31 October
Melbourne Cup Day	Tuesday 1 November

HOLIDAY PLAN

The International Student Co-ordinator will contact the student's parents and local carer regarding the holiday plan approximately 4 weeks prior to the conclusion of each term. The student's parent or local carer is required to notify the homestay company regarding the holiday arrangement.

If you have any further query, please contact the International Student Co-ordinator, Ms Wendy Shih on 9845 7867 or email: wshih@tintern.vic.edu.au

Please note: The school is expected all Year 12 students to return back to the home country after the valedictory dinner.

CAMPS 2022

Camp Programs in the Junior School reinforce learning and establish independence with students. They are also sequential in nature, with each camp building on the experiences of the year before.

JUNIOR SCHOOL

Camp Programs in the Junior School reinforce learning and establish independence with students. They are also sequential in nature, with each camp building on the experiences of the year before.

YEARS 3 & 4

GIRLS

Camp Manyung - \$325 7 - 9 November 2022

A major emphasis is placed on social activities at camp in a comfortable environment. It also offers a series of outdoor adventure activities including orienteering, hiking, archery and bush craft.

BOYS

Camp Adanac - \$325 8 - 10 August 2022

A major emphasis is placed on social activities at camp in a comfortable environment. Boys enjoy camp activities such as the Flying Fox, Giant Swing and low ropes, whilst staying in accommodation that is just like being at home.

YEAR 5

GIRLS & BOYS

Narmbool/Sovereign Hill - \$740

24 – 26 August 2022

Our Year 5 girls and boys attend a two night/three day stay at the unique Narmbool property, where they experience sustainability in action, and participate in Outdoor activities, including hiking.

They also attend Sovereign Hill for a day where activities include a gold mine tour, Educational sessions complementing the unique Goldfields environment, and attend the Aura Night Show.

Phillip Island Surf Camp

2 – 4 November 2022

Our girls and boys immerse themselves in a beach environment, where they learn to surf, enjoy boogie boarding, participate in a beach carnival and enjoy the sights of Phillip island.

YEAR 6

GIRLS & BOYS

Canberra - \$1,200

15 - 17 June 2022

Following their study on Government, the girls and boys attend Parliament in session and visit places of national importance such as the War Memorial, Art Gallery and Questacon.

MIDDLE SCHOOL

The camping program in Middle School allows students to be challenged and to take risks in a controlled environment. The camps and their challenges change from year to year to meet the particular needs of the age group. Boys and girls attend the same camping program, however, sleeping arrangements are separate and they attend separate activities during the day.

YEAR 7

GIRLS & BOYS

7 – 11 February 2022

Iluka Lodge – \$805

The Aquatics camp occurs early in Term 1 based around Shoreham with a major focus on building relationships with peers and staff. Students spend half the time in a campsite where they can comfortably participate in a local aquatic experiences. The other half of their experience is in tents at a bush site where students are introduced to the journeying concept of OE. These fundamental skills and experiences are the foundations

for future journey's and expeditions. Activities include: stand up paddle boarding, snorkelling & swim adventure, cycle skills, initiatives, surfing, bushwalk and tree climb.

YEAR 8

GIRLS & BOYS

9 – 13 May 2022

The Grampians - \$650

Students will “journey” through a range of challenged based activities, camping at a variety of sites within the northern Grampians. The program, will promote growth and excitement. Students will need to develop a greater level of responsibility for self, and develop a sense of empathy and teamwork towards others. Students will be immersed in a more natural environment with minimal facilities for longer. Activities include: initiative challenge, bike riding, rockclimbing and hiking.

YEAR 9

GIRLS & BOYS

Extensive Outdoor Education Program - \$2,250

The overarching theme of Year 9 is Challenge, which aligns with the Outdoor focus. Students need to apply the fundamental skills taught previously and build on them to achieve 3 unique camp experiences throughout the year.

Bushwalking: 21 February – 25 February 2022

Students attend a 5 day/4 night camp at the Great Ocean Walk.

Winter Activities Camp: 8 – 12 August 2022

In winter, students experience a 5 day camp based in residential accommodation in the Mansfield area. Activities include: Rafting, Cross-Country Skiing, Mountain Biking, Bushwalking and an Adventure Race.

Summer Expedition: 28 November – 2 December 2022

In Summer, students experience a 5-day journey where the main focus is a specific activity. A variety of options based in Victoria will be offered to students.

SENIOR COLLEGE

As students mature, our camp and conference programs maintain a strong pastoral focus while also preparing students for the future. Students are engaged in activities that further develop their character, connectedness to their peers and staff, independence, organisation and study skills.

YEAR 10

14 – 16 February 2022

City Experience - \$550

All Year 10 students attend a City Experience camp which focuses on students gaining a different understanding of Melbourne. The students are accommodated in the city and activities provide opportunities to develop relationships and to gain an appreciation for the diversity of Melbourne. They visit various sites of educational, historic and cultural significance and participate in a range of group bonding activities.

YEAR 11

14 – 16 February 2022

Phillip Island - \$460

Year 11 students attend a conference at Phillip Island. The focus is on students gaining an appreciation about strategies that will assist them personally and academically across their final years of schooling and into the future. They also enjoy the opportunity to participate in group recreational activities.

YEAR 12

14 – 16 February 2022

Year 12 Conference - \$250

Creating a 'balanced life' during Year 12 is the focus of the Year 12 Conference. Students attend this non-residential conference and hear from a variety of inspirational speakers with the aim of creating a greater awareness about important social issues in our modern society and strategies to support their academic learning and wellbeing. There will also be workshops and group activities to engage the students.

ATTENDANCE AT CAMPS

Please note that attendance at camps is **compulsory** and all students are expected to participate. Costs are kept to a minimum based on all students attending and on the hiring of fully qualified staff for each activity to ensure maximum safety. Camp charges are billed in the Term in which the activity takes place; however, the Year 9 Camping program is charged over 4 Terms. Refunds will only be made for students in exceptional medical circumstances.

PLEASE NOTE: Tintern has the following 'refund policy' with regard to camp charges. **Illness:** should your daughter/son be unable to attend due to illness a medical certificate needs to be provided to receive a full refund. **Notice of inability to attend:** (without a medical certificate): 2 months or greater - 75% refund, 1 – 2 months - 40% refund, Less than 1 month - 25% refund, 1 week or less - no refund.

DAILY TIMETABLE:

The bell times for Middle School and Senior College:

Morning Roll Call	8.30am – 8.40am
Period 1	8.40am – 9.55am
Recess	9.55am – 10.25am
Period 2	10.25am – 11.40am
Period 3	11.40am – 12.55pm
Lunch	12.55pm – 1.45pm
Assembly/Utility	1.45pm – 2.15pm
Period 4	2.15pm – 3.30pm
Period 5	3.30pm – 4.45pm (Tuesdays only for Senior College students)

Friday Timetable:

Period 1	8.30am – 9.45am
Assembly/Utility	9.45am – 10.25am
Recess	10.25am – 10.55am
Period 2	10.55am – 12.10pm
Period 3	12.10pm – 1.25pm
Lunch	1.25pm – 2.15pm
Period 4	2.15pm – 3.30pm

HOMEWORK

Work at home or beyond the hours of timetabled lessons is important to a student's on-going education and an integral part of the teaching program. The goal of the homework policy is to enhance student responsibility for their learning through meeting work commitments and negotiating with staff should any unexpected difficulties arise. Homework will sometimes be modified to cater for individual learning differences.

The following recommendations are given:

Year 7: 5 x 45 min sessions or the equivalent per week

Year 8: 5 x 60 min sessions or the equivalent per week

Year 9: 5 x 75 min sessions or the equivalent per week

Year 10: 5 x 90 min sessions or the equivalent per week (Min. of 2 hours per VCE subject per week)

Year 11: 12+ hours per week (at minimum) divided evenly over all subjects.

Year 12: 15+ hours per week (at minimum) divided evenly over all subjects.

Please note: the subject teachers will notify parents and local carer via email should homework not be completed. In addition, students who do not submit homework will be given a supervised lunchtime detention.



HOMESTAY PROGRAM

Tintern Grammar (**Tintern**) is committed to ensuring that international students who attend Tintern under a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter have appropriate accommodation, support and welfare arrangements in place at all times. In order to achieve this, Tintern works closely with Homestay families within the community to ensure that international students are residing in safe and comfortable homes that allow them to flourish.

We have prepared this information to explain what Homestay involves at Tintern and how you can work with us. Tintern Grammar requires the international student to stay in an approved homestay or with a parent on the guardian visa. Tintern Grammar will only place an international student into homestay arrangement when the student is a minimum of 15 years of age upon entry. In addition, the student will be required to appoint a local carer. Tintern Grammar works with two homestay companies as well as two local carer companies to provide support to the international student. The parent has to select the preferred company and paid for the required fee to the company direct prior to enrolment.

An international student will be carefully matched to a compatible homestay family through the consultation with the selected homestay company and International Student Co-ordinator at Tintern Grammar. The suitability of the selected homestay family is always based on the best fit of the criteria given by the student and the parents. The cost and payment of homestay is dealt directly by the respective homestay company. When a student returns home for the term holiday, then a holding deposit for the duration of the holidays will be required. This will be charged according to the homestay contract with the respective homestay company.

What is Homestay?

Homestay is a term used to describe full board accommodation offered by a person, known as a

Homestay Host, for which a weekly fee is charged. This fee covers all expenses associated with providing food and shelter to an international student.

This includes providing:

- a separate, individual bedroom for the student that is appropriate to the age and needs of the student, which will include:
 - an inside lock;
 - a bed;
 - a desk;
 - study chair;
 - bookshelf;
 - chest of drawers;
 - bedside table;
 - cupboard space;
 - a desk lamp;
 - washing basket for dirty clothes;
 - linen;
 - towel;
 - wastepaper bin; and
 - adequate heating and cooling.
- breakfast, lunch and a cooked dinner seven days a week.
- access to fresh and adequate food for the student to make their own breakfast and lunch;
 - laundry facilities;
 - an efficient internet system;
 - bathroom facilities with an inside lock; and
 - a key to access the home; and
 - use of living areas within residence



The Homestay experience is an excellent way for students to improve their English, learn more about Australian culture and to make the most of their international education experience.

No more than three (3) overseas students should be placed in one Homestay without the approval of Tintern

Placement of students

Overseas students are carefully matched to a compatible Homestay family. Once a match has been made, the International Student Co-ordinator at Tintern will contact you as soon as the student's arrival details are finalised. Airport pick up can be arranged.

Tintern does not place students under the age of 15 in Homestay accommodation.

Who is responsible for...?

The International Student Co-ordinator manage day-to-day support services such as:

- information and advice to students, parents and Homestay Hosts;
- Homestay accommodation placement and management;
- supervision of student reporting and monitoring;
- provision of student reports and feedback to parents;
- critical incident and management;
- attendance/academic performance issue; and

The Principal, or their delegate, is responsible for overseeing all accommodation, support and general welfare arrangements for overseas students at Tintern. This includes:

- periodic (at least twice yearly) review of accommodation, support and welfare arrangements for all overseas students;
- giving interim consent to medical treatment in emergencies;

- dispute resolution where issues relate to Homestay or overseas students; and

Training program

Homestay Hosts, along with Tintern, are required to act in the best interests of overseas students. To facilitate this, Tintern runs regular training sessions to ensure that Hosts understand their obligations. It is therefore necessary for Homestay Hosts to attend the briefing program prior to the overseas student arriving at their home. Hosts are expected to attend these sessions when required.

Working with Children Check

All Homestay Hosts must ensure that each person over 18 years and older who resides in the Accommodation has a current Working With Children Check. This includes any adult over the age of 18 who:

- stays overnight in the Accommodation for any length of time, including but not limited to one night; or
- visits the Accommodation on a consistent or regular basis.

Payment

The price of Homestay accommodation is an amount agreed to by the student's parents and the Homestay provider prior to the commencement of the accommodation arrangement. Tintern is not involved in any matters related to the payment for accommodation.

Homestay Hosts with concerns about payments should not involve the overseas student directly in any discussion or dispute - any matters concerning Homestay payments should be resolved between the student's parents and the Homestay Host.

Homestay Deed

Homestay Hosts are required to sign a Deed with Tintern, which ensures that the Host is aware of and complies with their obligations under this arrangement. A copy of this Deed is included in this information pack. The Deed sets out requirements relating to attendance at

the home, safety and how the arrangement can be terminated.

All Hosts should carefully read the Deed and make sure that they understand its terms prior to signing the document.

Life with overseas students

Host families are encouraged to assist the student's adjustment and support their community and social integration. Australian families with children attending the same school provide an opportunity for the student to develop social relationships which strengthen their cultural experience.

Overseas students are teenagers, and arriving in a strange country can be a new and daunting experience for them. They will have to adjust to a different lifestyle, food, culture and language and many will also have very high expectations for academic achievement. Students may initially feel homesick or lonely and may show a lack of enthusiasm at times. Tiredness and minor illness is often an initial reaction. To overcome these feelings of cultural dislocation, we ask that you are supportive and understanding during this period.

We encourage Hosts to explain how certain items are addressed in their household, to reduce the change of misunderstandings. This might include explanations on:

- house rules;
- use of household facilities, such as the washing machine and water use;
- making and receiving international calls from home, and appropriate times to do so;
- internet access

You should also be aware of the following:

- Some overseas students will not be used to doing household chores as they may have had servants in their home.
- Students may not be used to eating a western diet or may not be able to eat certain things due to religious beliefs.
- Privacy is important and personal possessions and personal space of students should be respected.

Many of these issues are easily navigated by engaging in open discussion at the commencement of the Homestay placement.

Students should be made aware of their responsibilities, which may include:

- keeping their bedroom and study area tidy;
- keeping other areas of the house tidy after use, including the kitchen, bathroom and toilet;

- keeping their valuables and personal possessions safe and not to leave them around the house;
- respecting the property of Homestay Hosts; and

Student Attendance at School

Homestay Hosts need to actively monitor student attendance and may be required to write a note of explanation if a student is absent from school for any reason.

Overseas students not attending school at least 80% of the time (over a term) are in breach of their visa conditions and may face visa cancellation. If you have any concerns over the student's attendance in school, please bring them to the attention of the International Student Co-ordinator.

Illness

All students are required to maintain Overseas Student Health Cover (OSHC) during their stay in Australia. All overseas students will receive their Medibank Private card and number when they arrive at Tintern. Students may initially need assistance with making medical and dental appointments. If a student is ill and is not able to attend school, you must notify Tintern.

School Holidays

Students need to inform their school and Homestay Host in advance if they are returning home for Tintern holidays.

Brief departures

Students will need to ask permission from their Homestay Host if they wish to go out. They must tell their Hosts where they are going, with whom, and the expected time of return.

Please reiterate that students should return home by an agreed time. If students think that they will be home later than the agreed time they must ring you and let you know.

Sometimes students may have after-school activities and may be home later than expected. Students must notify you if they will be home late or if they will not be home for dinner. It is reasonable to expect that they should be home at a specified time and you will need to establish appropriate times for them to arrive home on week nights and weekends.

Please remind students of the following for their own safety:

- Don't carry too much cash.
- Travel in a group whenever possible.
- Avoid catching public transport late at night.

- Using Uber or similar rideshare services is not permitted.
- Offsite tutoring, music lessons or other non-school approved activities is not permitted without the written permission of Tintern.
- When travelling to and from the airport, Tintern's transfer service must be used.

Visitors

Students should ask permission from their Homestay Host before inviting friends to visit them. Some Homestay Hosts may agree to provide meals for friends when given appropriate notice, but are not required to do so.

Unauthorised absences

If a student in Homestay accommodation leaves without notice, you must report the matter immediately to the International Student Co-ordinator, Director of Marketing and Admissions or Principal as this is a breach of the student's visa conditions. A breach of this visa condition is a very serious matter and could result in a student's visa cancellation.

Monitoring Homestay

Tintern will monitor students who are placed in Homestay accommodation and maintain regular contact with you to ensure the students' successful adjustment to life and study in Australia.

Tintern will also inspect the Homestay accommodation at least twice per year to ensure that it is appropriate.

HOMESTAY COMPANIES

Tintern Grammar is working with two companies in assisting in arranging homestay for the international student:

Student Accommodation Services (SAS)

Suite 3, 259 Bell Street

Preston Vic 3072

Phone: 9485 1900

Email: student-accommodation.com.au

Australia Homestay Network (AHN)

PO Box 109

Watsonia VIC 3087

Phone: 9458 900

Email: melbourne@homestaynetwork.org

STUDENT SUPPORT COMPANIES

Two student support companies that Tintern Grammar will recommend to provide the local carer are:

International Student Alliance (ISA Guardian & Welfare Services)

Suite 20/Level 1 108 Bourke Street

Melbourne VIC 3000

Phone: 9663 2887

Email: info@studentguardians.com

Melbourne Students Services Centre

Suite 602, 2 Queen Street

Melbourne VIC 3000

Phone: 9620 9918

Email: sarah@mmecc.com.au

Typically, the local carer will provide bilingual support to the student and the parent, assisting the student to settle in a new school and provide ongoing communication between the school and the family. For instance, arranging a medical appointment for the student and attending the parent teacher interview.

It's highly recommended for the homestay host to have the student's local carer's contact details like the mobile number.

ROLE/EXPECTATIONS OF THE HOMESTAY HOST

- include the international student as a family member;
- provide a safe accommodation to the student;
- provide three meals a day and healthy snacks and fruits between meals;
- explain the house rules, helping the student to get SIM, Miki and so forth;
- train the student in using the house utilities in safe and energy efficient way;
- take an active interest in the student's school life;
- encourage the student to join and participate in the family activities;
- assist the student with transport where convenient to do so, particularly when the student is required to attend school activities after school hour such as the celebration evening;
- ensuring the student follow with laundry routines set by the host, else report it to OSC;
- report to OSC and the local carer on returning home after the curfew hour; and
- report to OSC for any student's behaviour concerns.

ROLE/EXPECTATIONS OF THE STUDENT

- respect the homestay family's lifestyle, and the house rules;



- communicate with the homestay family openly and honestly, politely and willing to ask for questions and help;
- 'privacy' and 'space' is very important to Australian, so cannot enter the bedroom of a homestay family member unless knocked the door and was invited to go in;
- check with the homestay host for the laundry routines to follow;
- must be returned back to the homestay before curfew: 9 pm during the weekday and 9:30 pm for the weekend;
- seek permission from the homestay host prior to bring a friend over for a visit or having a meal;
- inform the homestay where and when to be expected to return particularly the weekend. Should also ask if the homestay host could pick up from the nearest train station;
- share the mobile number or WeChat with the homestay host, local carer and OSC, and notify change of new mobile contact;
- be mindful of usage of the internet, please check with the host for the internet limit;
- When calling the parents or friends late at night, must try to keep the voice down;
- maintain an acceptable personal hygiene such as showering daily and clean the bathroom and toilet after personal use;
- don't eat snack or food in the bedroom as it can attract cockroach or ants;
- because of the drought and water restrictions, should spend a maximum of 5 minutes in the shower;
- communicate with the homestay family, homestay company and OSC regards to the holiday plan 4 weeks prior to taking the holiday;

- notify the homestay family when not be home for dinner and expected time to be home, also transport arrangement; and
- encourage to raise concerns in relations to the homestay arrangement with homestay host, local carer and OSC.

ROLE/EXPECTATIONS OF LOCAL CARER

- provide 24 hours, 7 days a week support and emergency assistance to the student when required;
- assist the student in opening bank account and purchase of mobile and/or SIM card;
- visit the student regularly and provide feedback to the student's parents;
- liaise with the school of concerns raised by the student and/or the parent regards to homestay arrangement;
- attend Parent Teacher Interview on behalf of the student's parents;
- as well as provide translation for the academic report to the student's parents
- keep in contact with the student's parents to ensure any issues such as social, academic, attendance and behavioural are raised with the International Student Co-ordinator as well as the student's parents;
- in partnership with the Homestay Host to ensure the school is notified when the student is unable to attend classes; and
- assist the student in making medical appointment when the student is unwell.

ROLE OF INTERNATIONAL STUDENT CO-ORDINATOR

The International Student Co-ordinator (OSC) provides support for the welfare and wellbeing of all

international student at Tintern Grammar. The OSC has excellent cross-cultural communications skills to assist international students making a smooth adjustment to the new environment and provides new student with an orientation program as well as one-on-one consultation.

The OSC works closely with the international student, parents, homestay companies, homestay hosts and local carers to ensure all appropriate support services are in place and the student's academic performance is monitored and progressed.

The OSC will visit each homestay every 6 months to ensure the international student is in a comfortable living environment.

STUDENT VISA CONDITIONS

The visa conditions are the rules set by the Australian Government. It's important the student understand the student visa conditions as the Department of Home Affairs may cancel the student's visa if in breach. Here are some important visa conditions :

- 8105 – work restriction: the student must not work more than 40 hours per fortnight when the classes are in session;
- 8501 – maintain adequate health insurance: the student must have the Overseas Student Health Cover for the duration of study in Australia;
- 8202 – meet course requirements: the student must maintain satisfactory attendance;
- 8533 – the student must notify the school within 7 days of the address change

OVERSEAS STUDENT HEALTH COVER (OSHC)

It's a part of overseas student visa conditions that the student is required to have OSHC for the duration of his/her studies. OSHC is only a basic medical and hospital cover. It does not cover dental, optical, physiotherapy and so forth. The student should contact the OSHC provider directly for further information.

OVERSEAS STUDENTS – HOMESTAY ACCOMMODATION

BACKGROUND

This Policy is based on guidelines issued by VRQA, pursuant to section 4.5 .1(2) (b) and (3) of the Education and Training Reform Act 2006, ESOS Act and National Code.

DEFINITIONS

In these guidelines:

- ETR Act means the Education and Training Reform Act 2006
- Homestay accommodation means the provision to an overseas student of board and or lodgings by a homestay host family for a fee
- Overseas student has the same meaning as in section 1.1.31 of the ETR Act

THE POLICY

1. This Policy is to be read in conjunction with both Tintern Grammar's Child Safe Policy and Tintern Grammar's Child Safe Code of Conduct. The Policy will be reviewed annually and updates will be notified to all Tintern Grammar employees, contractors and volunteer s, and our homestay provider company (companies) and host families, as well as being posted on the School Portal and the School's website.
2. In particular, homestay host families will be provided with a copy of Tintern Grammar's Child Safe Policy and Tintern Grammar's Child Safe Code of Conduct. All adult members of the homestay host family are required to hold a valid WWC and are required to sign the aforementioned Code of Conduct and to abide by all relevant sections of the Tintern Grammar Child Safe Policy. These requirements must also be met in circumstances where the overseas student has permission to be living with a close family relative as defined in item 3 below.
3. In determining an appropriate homestay location and host family for Tintern Grammar's overseas students the School abides by the following guidelines:
 - Before entering an agreement or arrangement for the provision of homestay accommodation to an overseas student, or issuing a Confirmation of Appropriate Accommodation Welfare (CAAW) form to the Department of Home Affairs, in circumstances where homestay accommodation will be provided to overseas student, Tintern Grammar will ensure, after making all reasonable enquiries, that the student is at least Year 9 at the time of commencing the homestay accommodation.
 - The Guideline above does not apply during any period the overseas student is or will be living with a parent or close family relative (an aunt, uncle, grandparent or sibling) approved as suitable by the Department of Home Affairs as part of the student's visa approval or during any period or circumstances exempted by the Director VRQA.

4. Tintern Grammar has the expectation that each overseas student's student support services will undertake to make regular visits to their homestay accommodation to ensure that the matters listed below are consistently met to the School's satisfaction:

- Matters relating to the student's personal safety must be clearly satisfied - including those relating to Tintern Grammar's Child Safe Policy and also relating to travel arrangements to and from the School
- Appropriate meals, sleeping arrangements and studying facilities must be provided
- The student's accommodation must provide for appropriate levels of warmth/cooling and bathroom facilities

In addition, Tintern Grammar's International Student Co-ordinator also undertakes to visit all new homestay host families before the student is placed with them and thereafter every six months, and to investigate the homestay accommodation if a complaint of any nature is received. The International Student Co-ordinator undertakes to complete a Homestay Site Visit Checklist developed by the Department of Education and Training to ensure a thorough check is carried out and recorded. The report is then uploaded onto the student management system and the next visit is scheduled in six months.

PRIVACY POLICY

PURPOSE

Tintern Grammar is committed to respecting the privacy of all members of the Tintern Grammar community and of the personal information collected in order to carry out its purposes, functions and activities. This policy sets out Tintern Grammar's commitment to respecting privacy and how that commitment is to be carried out.

COMMENCEMENT AND VARIATION

This policy commences operation on 12 August 2015 and replaces all previous Privacy policies of the School. This policy is subject to variation by Tintern Grammar from time to time. Amended policies will be communicated to all employees.

PRIVACY LAWS AND TINTERN GRAMMAR

The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.) consists of 13 Australian Privacy Principles (APPs) which apply to private organisations and Australian Government agencies. The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.) amends the Privacy Act 1988 (Cth.). The Australian Privacy Principles regulate the way in which private sector operators are required to handle personal information. In

some circumstances, the handling of employee records in relation to current and former employment relationships by an employer is exempt from the APPs. Tintern Grammar supports the APPs as part of its commitment to respecting the privacy of employees, students and families.

COLLECTION OF PERSONAL / SENSITIVE INFORMATION

Tintern Grammar collects personal information from/about past, current and prospective staff (including casuals), students, parents/guardians of students, other schools, benefactors and external contractors. Personal information that Tintern Grammar collects includes:

- Names
- Identification Numbers
- Addresses
- Email Addresses
- Telephone Numbers
- Emergency Contacts
- Photographic Identification
- Qualifications / Skills
- Medical Information
- Working with Children Checks / Police Checks

We request parents/guardians to update the required personal information regarding their child(ren) in order to support their schooling and welfare. Tintern Grammar will only collect personal/sensitive information that is necessary and incidental to the School's purposes, functions and activities. Tintern Grammar will collect personal information about an individual only by lawful and fair means and not in an unreasonably intrusive manner. So far as it is reasonably practicable to do so, information collected will be directly from the individual concerned or members of their immediate family. Tintern Grammar will take reasonable steps to ensure that an individual is aware of the purposes for which the information is collected.

Personal information is information or an opinion (whether recorded in a material form or not) about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.

Sensitive information is a special category of personal information. It is information or an opinion about an individual's:

- Racial or ethnic origin
- Political opinions
- Membership of a political association

- Religious beliefs or affiliations
- Philosophical beliefs
- Membership of a professional or trade association
- Membership of a trade union
- Sexual preferences or practices
- Criminal record

Sensitive information also includes health information about an individual; or genetic information about an individual that is not otherwise classified as information pertaining to a student's general health and wellbeing.

Tintern Grammar will not collect sensitive information without the individuals' consent unless the collection of such information is required under law or for any other authorised reason as prescribed in the APPs in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.) or in the Privacy Act 1988 (Cth.).

USE AND DISCLOSURE OF PERSONAL INFORMATION

Use of Personal / Sensitive Information

The primary purpose of collecting personal information is to enable Tintern Grammar to carry out its purposes, functions and activities. Tintern Grammar will not disclose personal information to third parties without the consent of the individual or their parent/guardian, except where the disclosure is required under law or for any other authorised reason as prescribed in the APPs.

Access to Personal Information

Tintern Grammar will provide access to personal information under:

- Freedom of Information legislation
- Legislative Obligations
- Individual Consent Arrangements
- Request by the individual to access their own file (to the extent allowed under the APPs)

Tintern Grammar staff will only be provided with access to personal information where it is a necessary function of their role.

No Consent Provided

Tintern Grammar will only collect information without the consent of the individual or their parent/guardian where it is impracticable to gain such consent.

Removal of Information

Tintern Grammar will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Tintern Grammar will take reasonable steps to destroy or

permanently de-identify personal information if it is no longer needed for any purpose for which the information was provided. All reasonable steps will be taken to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

STAFF OBLIGATIONS

If a staff member collects, uses, discloses or handles personal information on the School's behalf, the staff member must meet the relevant requirements of the APPs. Staff members must only collect, handle, use, disclose and store the information for the agreed purposes only. It is expected that any such information or documents shall be regarded as confidential and shall remain the property of the School at all times. Therefore, such information or documents shall not be copied, transmitted, disclosed or communicated to any person or external entity not authorised to access such documents or information. Existing staff members are obliged to have read and be familiar with Tintern Grammar Privacy Policy and related Commonwealth and State Legislation. New and casual staff will be given hard copies of the Policy in their Orientation pack.

PRIVACY COMPLAINTS HANDLING PROCEDURE

If an individual considers that there has been a breach of this policy or of the APPs in respect to that individual, a written complaint must be forwarded to the Principal within twenty-one (21) days of the time the complainant first became aware of the apparent breach. The complaint must specify details of the apparent breach in writing.

The Principal will undertake to investigate the alleged breach and must make a determination on a complaint within thirty (30) days of receipt of the complaint. The complainant will be advised of the outcome in writing. If the Principal determines that there has been a breach of the policy he or she will advise the relevant Tintern Grammar staff members, who are directly involved, of the outcome including any action required in order to remedy the breach. Tintern Grammar will endeavour to assure confidentiality in relation to all complaints and matters will only be discussed with relevant staff members who are involved in the complaint. Disciplinary action, up to and including the termination of employment, may be applied to staff members who are found to be in breach of this policy or of the APPs.

ADDITIONAL RESOURCES

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.) The Privacy Act 1988 (Cth.)

Information Privacy Principles:

<http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act> Information Privacy Act 2001 (Vic)

<http://www.privacy.vic.gov.au/privacy/web2.nsf/pages/information-privacy-act> Independent Schools Council of Australia Privacy Compliance Manual 2013

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500#>

HOMESTAY POLICY

1. INTRODUCTION

Tintern Grammar School (Tintern) is committed to ensuring that Overseas Students who attend Tintern under a CAAW letter have appropriate accommodation, support and welfare arrangements in place at all times. This Policy has been designed to meet the requirements of the National Code and VRQA Standards.

2. PURPOSE

The purpose of this Policy is to outline Tintern's policy on approving and monitoring Homestay Accommodation to ensure the arrangements are suitable for Overseas Students.

3. SCOPE

This Policy applies to all Hosts, Homestay visitors or residents, Homestay Students, employees or volunteers.

4. DEFINITIONS

CAAW means Confirmation of Appropriate Accommodation and Welfare.

eCOE means electronic Confirmation of Enrolment.

Homestay Accommodation means the accommodation approved by Tintern for the Overseas Student to stay at Homestay as their parents/legal guardians are not in Australia.

Homestay Student means an Overseas Student who is residing in Homestay Accommodation.

Host means a person who is approved by Tintern to provide Homestay Accommodation pursuant to a Homestay Deed between the Host and Tintern.

Local Support Person means the person identified as supporting the Homestay Student

National Code means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Overseas Student means a person (whether within or outside Australia) who holds a student visa as defined by the *Education Services for Overseas Students Act 2000* (ESOS Act), but does not include students of a kind prescribed in the ESOS Regulations. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parents or legal guardian.

VRQA Guidelines means the Victorian Registration & Qualifications Authority Guidelines for the Enrolment of Overseas Students Aged Under 18.

WWCC means Working With Children Clearance

5. POLICY

- 5.1 Tintern is committed to approving Homestay Accommodation of high quality and which provides a safe, comfortable and caring environment for Homestay Students.
- 5.2 All Overseas Students who are in Australia on the authority of a CAAW letter issued by Tintern must reside in Homestay Accommodation approved by Tintern for the duration of the study period defined in their CoE.5.3 Digital Citizenship Agreement.
- 5.3 Tintern will nominate the dates for which it accepts CAAW responsibility, and advise DHA (via PRISMS).
- 5.1 Tintern will not approve Homestay Accommodation if the maximum number of students in their homestay exceeds three students either under 18 years or over.
- 5.6 A Homestay Student's Host and Local Support Person cannot be the same person.
- 5.7 A Tintern employee cannot be a Host, unless exceptional circumstances apply and the Principal has provided written approval of the appointment. Notwithstanding this clause, an employee may be authorised as a temporary Host in exceptional circumstances, provided that the employee receives no financial gain.
- 5.8 Students of the opposite sex cannot reside in the Homestay Accommodation.
- 5.9 Homestay Students cannot change arrangements without consultation with and agreement by Tintern.
- 5.10 Homestay Students who wish to stay overnight in alternative/temporary accommodation must provide two weeks' notice to Tintern with written parental permission and this accommodation must be approved by Tintern.
- 5.11 Tintern will never approve enrolment or Homestay Accommodation for a Homestay Student who will be under the age of 15 at their time of commencement at Tintern.
- 5.12 Tintern has not and will not delegate, outsource or contract any responsibility for the accommodation, welfare and support of any student on a CAAW letter to another party.

6. PROCEDURE

RECRUITING AND SCREENING HOST

6.1 When considering whether a Host and Accommodation is appropriate, the International Student Co-ordinator will undertake the following process:

- (a) meet the proposed Host, others who reside at the Homestay Accommodation and any regular visitors to know the character and background of all persons who will be in frequent contact with the Homestay Student;
- (b) visit the home and conduct a Home Stay Site Checklist and Risk Assessment;
- (c) provide to the Host:
 - (i) Home Stay Risk Management Strategy;
 - (ii) Child Safety Policy;
 - (iii) Child Safety Code of Conduct; and
 - (iv) any other relevant policies;
- (d) receive approved WWCC from all persons 18 years or over (including other students) residing or frequenting the home and check the validity of the documents via the WWCC website; and
- (e) obtain reference contact details of personal and professional referees of any persons over 18 years who reside or frequent the home as required.

6.2 Tintern will maintain up-to-date records of the Overseas Students' contact details, including the contact details of the student's parent(s), legal guardian or any adult responsible for the student's welfare in PRISMS.

6.3 Where Tintern uses a third party to source Hosts, the process prescribed under this Policy will still be followed by Tintern to assess the Host, regardless of the third party's process or recommendation.

6.4 The use of a third party is purely to connect Tintern with potential Hosts, and does not represent any effort to delegate Tintern's responsibility for the Homestay Student's accommodation, welfare or support.

6.5 All Third Party providers need to provide Child Safe documentation and WWCCs. These records are checked each term and kept up to date.

7. FOLLOWING APPROVAL

7.1 Once a Host and Accommodation has been approved by the Principal, the International Student Co-ordinator will:

- (a) match the Homestay Accommodation to the individual needs of the Homestay Student and their family, considering factors such as age, interests and study requirements and distance from Tintern.

- (b) carry out regular site visits of the Homestay Accommodation, at least every six months but more frequently if deemed necessary by the International Student Co-ordinator. At each visit, the International Student Co-ordinator will complete a Home Stay Site Checklist and Risk Assessment and will advise the Principal if there are any material changes to the risk assessment of the Homestay Accommodation.

7.2 Prior to the commencement of a Homestay appointment, Tintern will provide the Host with the emergency contact details of Tintern (which is a 24 hour emergency number) and the Overseas Student's parents.

7.4 Tintern will provide training for Hosts, the International Students Co-ordinator and other support staff involved in the Overseas Student program to ensure they have adequate knowledge of:

- (a) the Child Safe Standards;
- (b) Tintern's policies and procedures for managing emergency and critical incidents, and for verifying the student's accommodation is appropriate to the Overseas Student's age and needs; and
- (c) the ESOS Act, the National Code and the VRQA Standards.

8. RESPONSIBILITY FOR APPROVAL

8.1 The Principal of Tintern, their delegate as assigned by the Principal from time to time, is responsible for approving all Homestay accommodation.

8.2 To enable the Principal to approve Homestay Accommodation, the International Student Co-ordinator, or their delegate, will prepare a Home Stay Site Checklist and Risk Assessment during each site visit of any Homestay Accommodation. Following completion of this Assessment, the International Student Co-ordinator will make a recommendation to the Principal about the suitability of the Homestay Accommodation.

8.3 The Principal will consider the recommendation of the International Student Co-ordinator when determining whether to approve any Homestay Accommodation.

8.4 The International Student Co-ordinator is responsible for considering all requests submitted under item 9.6.

9. HOME STAY FEE

9.1 While Tintern does not involve itself in the payment of Homestay fees, it does recommend that a minimum fee of \$360 per week is deemed as an acceptable fee by Tintern.

9.2 The Homestay Fee should cover the services provided by the Host to the Homestay Student as specified in the Homestay Deed. This will ordinarily include provision of:

- (a) a separate bedroom for the student that is appropriate to the age and needs of the student, which will include:
 - (i) a bed;
 - (ii) a desk;
 - (iii) study chair;
 - (iv) bookshelf;
 - (v) chest of drawers;
 - (vi) bedside table;
 - (vii) cupboard space;
 - (viii) a desk lamp;
 - (ix) washing basket for dirty clothes;
 - (x) linen;
 - (xi) towel;
 - (xii) wastepaper bin; and
 - (xiii) adequate heating and cooling.
- (b) breakfast, lunch and a cooked dinner seven days a week. The Host will ensure the Homestay Student has access to fresh and adequate food to make their own breakfast and lunch;
- (c) facilities for the Homestay Student's laundry to be laundered at least once a week, including space determined by agreement between the Host and the Homestay Student;
- (d) access to an efficient internet system;
- (e) access to bathroom facilities;
- (f) a key to access the Homestay Accommodation; and
- (g) a key to access the bedroom described in item 9.2(a), if applicable.

9.3 It will also include:

- (a) water costs and reasonable measure of water usage to maintain personal hygiene;
- (b) cleaning and maintenance of home;
- (c) heating and cooling costs;
- (d) use of living areas both indoors and outdoors within the residence and property; and
- (e) support with transport to and from extra-curricular activities during the week and at other times if required.

9.4 If the Homestay Student is not residing at the property, the Host:

- (a) is permitted to charge the Homestay Student a holding fee of \$180 per week. If the Host charges this fee, they agree to maintain the use of the room exclusively for the Homestay Student and are not able to let the room to another individual; or

(b) can choose to sub-let the room to another individual, provided the Homestay Student and their parents provide written approval and notify the International Student Co-ordinator of their intention. Should the Host choose to sub-let the room, a holding fee cannot be charged.

9.5 Should the Host desire, they are able to request the Homestay Student pay to them a bond of no more than four times the holding fee. This fee will be retained by the Host, and will only be refunded to the Homestay Student once the property has been vacated and there is no damage to the property.

9.6 Should the Host wish to charge any amount that varies by 10% of the fees and charges specified in this Policy, they must first request approval from Tintern and cannot do so until they have received written approval from Tintern.

10. DISSATISFACTION WITH HOMESTAY ACCOMMODATION

10.1 Complaints that cannot be resolved between the Homestay Student or the Host should be referred in writing to Tintern, addressed to the International Student Coordinator.

10.2 Where the Homestay Student's expectations are not met, Tintern will attempt to implement a suitable resolution. This may involve conducting additional home visits or meeting with the Vice Principal, the International Student Co-ordinator as well as communication with the Homestay Student's parents or Local Support Person.

10.3 If Tintern becomes aware a Homestay Student has an issue with their Homestay Accommodation, it will:

- (a) contact the Host to discuss the issue;
- (b) call a meeting with the International Student Co-ordinator and Homestay Student to discuss the issue further, focusing on what has facilitated the issue and strategies to resolve the issue;
- (c) document and implement strategies towards resolution; and
- (d) monitor the situation to ensure the Homestay Student feels safe and comfortable in their accommodation.

10.4 If the issue is not able to be resolved, the Homestay Student will meet with the Vice Principal and the International Student Co-ordinator to consider how to remedy the situation. This may include:

- (a) conducting a site visit;
- (b) changing the Homestay Student's arrangements; or
- (c) other possible remedies Tintern implements (suitable to the circumstance).

10.5 If a Homestay Student changes Homestay Accommodation three times, Tintern may initiate discussion as to the suitability of homestay for the Homestay Student. This may result in Tintern requiring:

- (a) the Homestay Student's parents to reside with their child; or
- (b) the termination of the Homestay Student's enrolment.

11. BREACHES OF THIS POLICY

Any breach of this Policy may result in withdrawal of:

- Disciplinary action, including up to termination of employment;
- Termination of approval as a Host; or
- Withdrawal of offer of enrolment or termination of enrolment.

12. APPROVAL

Policy Approved by: Tintern Grammar Executive

Date Approved: April 2022

Revision Date: April 2025

Review cycle: 3 years

Owner: Director of Admissions and Marketing

CHILD SAFETY CODE OF CONDUCT

CODE OF CONDUCT FOR BOARD MEMBERS, EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

All Board Members, Staff, Volunteers, Contractors and Home-stay Provider Companies and Home-stay Host Families of Tintern Grammar are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Tintern Grammar are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to the Tintern Grammar child safe policy at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused and/or are worried about their safety or the safety of another child
- promoting the cultural safety, participation and empowerment of Indigenous children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring, as far as practicable, that adults are not left alone with a child
- reporting any allegations of child abuse to Tintern Grammar's nominated Child Safety Officers who are the Director of Student Welfare Services and the Chaplain. Or you can report to a member of the Executive Team, and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to Tintern Grammar's nominated Child Safety Officers or a member of the Executive Team
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) is/are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and Volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Please note: Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors while a child is in the room unsupervised)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, regarding the adult's personal social activities)
- use inappropriate language in the presence of children

- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, because of culture, race, ethnicity or disability
- with the exception of situations where there are pre-existing family friendship groups OR where a staff member may be related to a school family, have contact with a child or their family outside of our organisation without a Tintern Grammar Child Safety Officer’s knowledge and/or consent. For example, babysitting is a problematic issue and is generally unacceptable, but may be acceptable in some situations - such as, where families are related. Child safety/ wellbeing and sound judgement are the guiding factors in such matters, and advice can be sought from a Child Safety Officer. Please note: accidental contact, such as seeing a school family in the street, or at a shopping centre or sporting event etc. is not inappropriate and does not require a Child Safety Officer to be contacted
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.
- work with children while under the influence of alcohol or illegal drugs
- shame or humiliate children
- photograph or video a child without the consent of a child or his/her guardian

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Tintern Grammar’s nominated Child Safety Officers or a Member of the Executive Team.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

Example only

HOMESTAY HOST DEED

This Homestay Host Deed is made between Tintern Grammar School (**Tintern**) and
(the **Homestay Host**)

This Deed sets out the terms and conditions for the accommodation arrangements of the Student during their time at Tintern.

DETAILS

Homestay address (Accommodation)	
Homestay Student name (Homestay Student)	
Student's parents' name	
Student's parents' email address	
Student's parents phone number	
Accommodation Period	
Dated	

GENERAL CONDITIONS

1. Accommodation

- 1.1 The Homestay Student intends to attend Tintern, and would like to reside with a local family during this time. The Homestay Host wishes to host to the Homestay Student during this time.
- 1.2 Tintern has high standards, consistent with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and the Victorian Registration & Qualifications Authority Guidelines for the Enrolment of Overseas Students Aged Under 18 (**VRQA Guidelines**), in relation to Homestay arrangements and overseas students. Tintern would like to ensure that the Homestay Host is aware of and complies with their obligations under this arrangement by formalising it under this Deed.

1.3 This Deed and any Annexures constitute the Agreement between Tintern and the Homestay Host.

2. Services

2.1 The Homestay Host agrees that they will provide to the Homestay Student:

- (a) a separate, individual bedroom for the student that is appropriate to the age and needs of the student, which will include:
 - (i) an inside lock;
 - (ii) a bed;
 - (iii) a desk;
 - (iv) study chair;
 - (v) bookshelf;
 - (vi) chest of drawers;
 - (vii) bedside table;
 - (viii) cupboard space;
 - (ix) a desk lamp;
 - (x) washing basket for dirty clothes;
 - (xi) linen;
 - (xii) towel;
 - (xiii) wastepaper bin; and
 - (xiv) adequate heating and cooling.
- (b) breakfast, lunch and a cooked dinner seven days a week. The Homestay Host will ensure that the student has access to fresh and adequate food to make their own breakfast and lunch;
- (c) facilities for the Homestay Student's laundry to be laundered at least once a week, including space and laundry detergent to hand wash delicate items. The responsibility for completion of laundry tasks will be determined by agreement between the Homestay Host and the Homestay Student;
- (d) access to an efficient internet system;
- (e) access to bathroom facilities with an inside lock; and
- (f) a key to access the Accommodation; and

- (g) a key to access the bedroom described in item 2.1(a), if applicable.
- 2.2 The Homestay Host will provide these Services to the Homestay Student for the duration of the Accommodation Period as specified in the Details.
- 2.3 The Homestay Host must reside at the home, which includes sleeping at the home, for each day of the Accommodation period, except for any period which:
 - (a) the Homestay Student is not residing at the Accommodation as the Homestay Student is:
 - (i) visiting their home country or;
 - (ii) on an approved travel holiday and is not living or sleeping at the premises; or
 - (b) the Homestay Host has notified Tintern of their intended absence in line with the Terms and Conditions of Providing Homestay Accommodation and Tintern has:
 - (i) approved the absence; and
 - (ii) made alternate arrangements for the Homestay Student.

This can only occur with approved leave from Tintern

3. Terms and Conditions

- 3.1 The Homestay Host agrees to abide by the Terms and Conditions of Providing Homestay Accommodation (**Annexure A**) at all times when providing the Services.
- 3.2 Tintern may vary these Terms and Conditions of Providing Homestay Accommodation from time to time, and will provide an updated copy to the Homestay Host if amended.

EXECUTED AS A DEED

EXECUTED by TINTERN GRAMMAR)
SCHOOL (ABN 24 693 089 021) in accordance)
with section 127 of the Corporations Act 2001)
(Cth):)

.....
Authorised representative

.....
Witness

.....
Full name

.....
Full name

TINTERN GRAMMAR

EXCELLENCE & CONFIDENCE, SIDE BY SIDE.

SIGNED SEALED AND DELIVERED by)
_____ in the presence of:)
)

Homestay Host

.....
Witness

ANNEXURE A

TERMS AND CONDITIONS OF PROVIDING HOMESTAY ACCOMMODATION

1. Performance, variations and completion

- 1.1 The Homestay Host must complete the Services in accordance with this Deed.
- 1.2 Tintern may, by written notice to the Homestay Host, vary the description of the Services by providing written notice to the Homestay Host.

2. Notification

- 2.1 If the Homestay Student is unwell and cannot attend classes, the Homestay Host should advise the Student to take the necessary steps required to advise Tintern, including contacting their Local Support Person, to notify them of the absence. Unexcused absences may impact the student's visa compliance.
- 2.2 The Homestay Host must notify Tintern immediately by emailing the International Student Co-ordinator if:
 - (a) the Homestay Host has serious concerns for the Homestay Student's safety.
 - (b) the Homestay Student is not at the accommodation as arranged and in accordance with communicated expectations. The Homestay Host should also contact the International Student Co-ordinator, and may also be required to notify the Police, depending on the severity of the situation. Tintern can assist the Homestay Host in determining whether to contact emergency services if they are unsure.
 - (c) the Homestay Student has committed a theft, damaged property, caused an injury, or engaged in violent or threatening behaviour or any other behaviour which makes any person in the Accommodation feel unsafe.
 - (d) the Homestay Host is unable to provide the Services due to an unexpected event. This might include if there is a death in the family or a natural disaster.
 - (e) the wellbeing needs of the Homestay Student are deemed beyond mainstream expectations as advised through Tintern's student development support team.
- 2.3 The Homestay Host must provide immediate written notification to Tintern in the event of any one or more of the following:
 - (a) there is a change in the living arrangements at the Accommodation. This might include, but is not limited to, changes such as:
 - (i) people residing in the home; or

- (ii) regular visitors to the house, including other family members, friends or home help;
 - (iii) other students residing in the home; or
 - (iv) a person who resides in the Accommodation has committed a criminal offence
- (b) the Homestay Host intends to be away overnight for any period during the Accommodation Period.
- (c) the Homestay Host has any concerns about the Homestay Student or the living arrangements. This might include if they suspect the Homestay Student is homesick, has wellbeing issues or is struggling with their school work.
- 2.4 The Homestay Host must provide four weeks' written notification to Tintern if the Homestay Host intends to move to another residence.
- 2.5 The Homestay Host acknowledges and agrees that they will not permit any person to reside in the Accommodation without prior written approval from Tintern.

3. Suitability of Accommodation

- 3.1 The Homestay Host agrees to allow Tintern to verify that the Accommodation is appropriate to the student's age and needs. This may include, but is not limited to:
- (a) allowing Tintern to conduct a site visit of the Accommodation prior to the Homestay arrangement being approved in order to determine suitability of the Accommodation, during which the Homestay Host will allow an employee of Tintern to access the Accommodation and conduct an assessment;
 - (b) allowing Tintern to conduct a site visit at any time, including but not limited to two site visits per year and/or every six months, in order to determine ongoing suitability of the Accommodation, during which the Homestay Host will allow an employee of Tintern to access the Accommodation and conduct an assessment;
 - (c) the Homestay Host providing a guarantee that they are meeting the Service provision under this Deed when requested by Tintern;
 - (d) responding to any survey, online course, questionnaire, checklist or other written request from Tintern with the intention of assessing the suitability of the Accommodation and to meet compliance requirements prescribed by the National Code and VRQA Guidelines;
 - (e) meetings between the Homestay Host and Tintern as required by Tintern.

- 3.2 If the Homestay Host becomes aware at any point that the Accommodation may not be suitable, they will notify Tintern as soon as possible and allow Tintern to conduct investigations as required to determine the ongoing suitability of the Accommodation.
- 3.3 The Homestay Host acknowledges and agrees that it will not, at any time, allow more than three overseas students, including the Homestay Student, to reside at the Accommodation.
- 3.4 Where Tintern determines on reasonable grounds that the Homestay Host needs to make an adjustment to the Accommodation to better suit the student's age and needs, the Homestay Host must expeditiously implement Tintern's request.

4. Safety

- 4.1 The Homestay Host must provide a safe environment for the Homestay Student.
- 4.2 The Homestay Host must take all steps necessary to protect the safety of the Homestay Student from risks to safety while living in the accommodation.
- 4.3 Without limitation to its other obligations under this Deed, the Homestay Host must in providing the Homestay environment:
 - (a) comply with any directions of Tintern in relation to occupational safety of the Homestay environment;
 - (b) cooperate with Tintern in completing a risk management plan of the Homestay environment; and
 - (c) complete such safety training and/or induction on providing a safe Homestay environment as Tintern directs.

5. Child Safety

- 5.1 Tintern is committed to the safety and wellbeing of its students. Tintern has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.
- 5.2 The Homestay Host must read, understand and apply Tintern's policies and procedures relating to child protection and safety and be proactive in reporting any concerns or identified risks to students. This includes undertaking the online Child Safe mandatory testing at any time when requested by Tintern.
- 5.3 The Homestay Host agrees to attend any training sessions run by Tintern in relation to child safety.
- 5.4 Any Reportable Incident or concern in relation to the Services must be immediately reported to Tintern as soon as the Homestay Host is aware of the incident. The Homestay Host can contact Tintern by calling 03 9845 7777 during normal office hours or the after-hours emergency number 03

9845 7769. Tintern will notify the Homestay Host in writing if this contact number changes.

5.5 The Homestay Host acknowledges that:

- (a) Tintern is committed to promoting and protecting the interest and safety of children. Tintern has zero tolerance for child abuse.
- (b) Tintern, all employees, volunteers, workers, parents, Homestay Hosts, contractors, associates, and members of Tintern community are responsible for the care and protection of children and reporting information about child abuse in accordance with their obligations.
- (c) If the Homestay Host has any concerns about child safety, they will report the concerns to Tintern.

6. Working with Children Check

6.1 The Homestay Host must ensure that each person over 18 years and older who resides in the Accommodation has a current Working With Children Check. This includes any adult over the age of 18 who:

- (a) stays overnight in the Accommodation for any length of time, including but not limited to one night; or
- (b) visits the Accommodation on a consistent or regular basis.

6.2 The Homestay Host must provide Tintern with a copy of all checks prior to the commencement of the Services and when any new person intends to reside in the Accommodation.

6.3 Any person residing in the Accommodation must produce evidence of their Working With Children Check when requested by a duly authorised School employee.

6.4 Notwithstanding the Homestay Host ensuring that a Working with Children Check is held by all people required by these Terms and Conditions to hold one, Tintern may make all reasonable enquiries about persons in the Accommodation, where it believes on reasonable grounds it is necessary to do so for the purposes of child safety.

7. Cost

7.1 The Homestay Host agrees that School has no financial relationship with the Homestay Host under this Deed or for the delivery of the Services.

7.2 All payment between the Homestay Host and the Homestay Student is to be arranged between the Homestay Host and the Homestay Student's parents and is outside of the remit of Tintern. The Homestay Host will directly invoice the parents or guardians of the Homestay Student, and indemnifies Tintern against any payment or charge provision of the Services.

8. Issues with Service

- 8.1 If Tintern discovers that the Services may be not performed, incomplete or otherwise not in accordance with this Deed and/or any standards which apply to the performance of the Services, Tintern may give the Homestay Host a notice requiring it to amend the Services.
- 8.2 If the Homestay Host does not comply with the notice under clause 8.1, Tintern may, at its sole discretion, terminate the Deed in accordance with clause 12.2.
- 8.3 The Homestay Host must cooperate with Tintern in relation to the investigation and resolution of any complaints arising from the performance of the Services.

9. Damages and indemnity

- 9.1 The Homestay Host acknowledges that any damage caused to the Accommodation will be the liability of the Homestay Student, and the Homestay Host will not ask or expect Tintern to make payment for any damage caused to the Accommodation by the Homestay Student.
- 9.2 The Homestay Host indemnifies Tintern against any claim, expense, liability or loss arising out of or in connection with personal injury or death or loss of, or damage to, any other property including, without limitation, Tintern's property arising out of or as a consequence of the performance of the Services, but the indemnity shall be reduced proportionally to the extent that the act or omission of Tintern or its agents or other contractors contributed to the claim, expense, liability, loss, injury, death, or damage.

10. Insurance

- 10.1 The Homestay Host will provide Tintern with a copy of the insurance policies before the Accommodation Period commences, upon each renewal and when reasonably requested by Tintern.

11. Confidentiality and privacy

- 11.1 The Homestay Host must treat this Deed and all information provided by Tintern or on behalf of Tintern as confidential and must not disclose its existence, the information contained in it or its subject matter to any third party without the prior written consent of Tintern except:
- (a) for the purpose of performing the Services; or
 - (b) to comply with any applicable law, the rules of any securities or stock exchange or an order of a court or tribunal.
- 11.2 The Homestay Host must:
- (a) collect, use, disclose, store, retain and dispose of Personal Information obtained in performing the Services in accordance with the Privacy Act and Tintern's Privacy Policy;

- (b) comply with any notice or other direction given by Tintern which Tintern considers necessary to enable it to comply with its obligations under the Privacy Act or Tintern's Privacy Policy;
- (c) protect all Personal Information obtained during the course of performing its obligations under this Deed against misuse and loss and from unauthorised access, modification or disclosure;
- (d) at the request of Tintern, either return to Tintern all Personal Information accessed or received by the Homestay Host in connection with this Deed, or permanently destroy or de-identify all such Personal Information and certify that this has been done to the satisfaction of Tintern; and
- (e) ensure that other people residing in the Accommodation are made aware of, and comply with, the obligations under this clause 11.2; and
- (f) promptly notify Tintern if the Homestay Host becomes aware of a breach or possible breach of this clause 11.2.

12. Suspension and termination

- 12.1 Tintern may, acting reasonably, suspend all or part of the performance of the Services at any time for any period by notice to the Homestay Host. The Homestay Host must comply with such a notice and may only recommence performance of the Services when required by notice from Tintern.
- 12.2 In the event that the Homestay Host breaches this Deed, Tintern can terminate the Deed at its sole discretion.
- 12.3 If the Homestay Host wishes to terminate the Services under this Deed, they must provide Tintern with two weeks' written notice of termination.

13. General

- 13.1 The Homestay Host cannot assign, transfer, or dispose of their rights or obligations under this Deed without the prior written consent of Tintern.
- 13.2 If any provision of this Deed is unenforceable, then that provision (or relevant part) may be severed without affecting the enforceability of any other provision.

14. Definitions

In this Deed, unless the context otherwise requires:

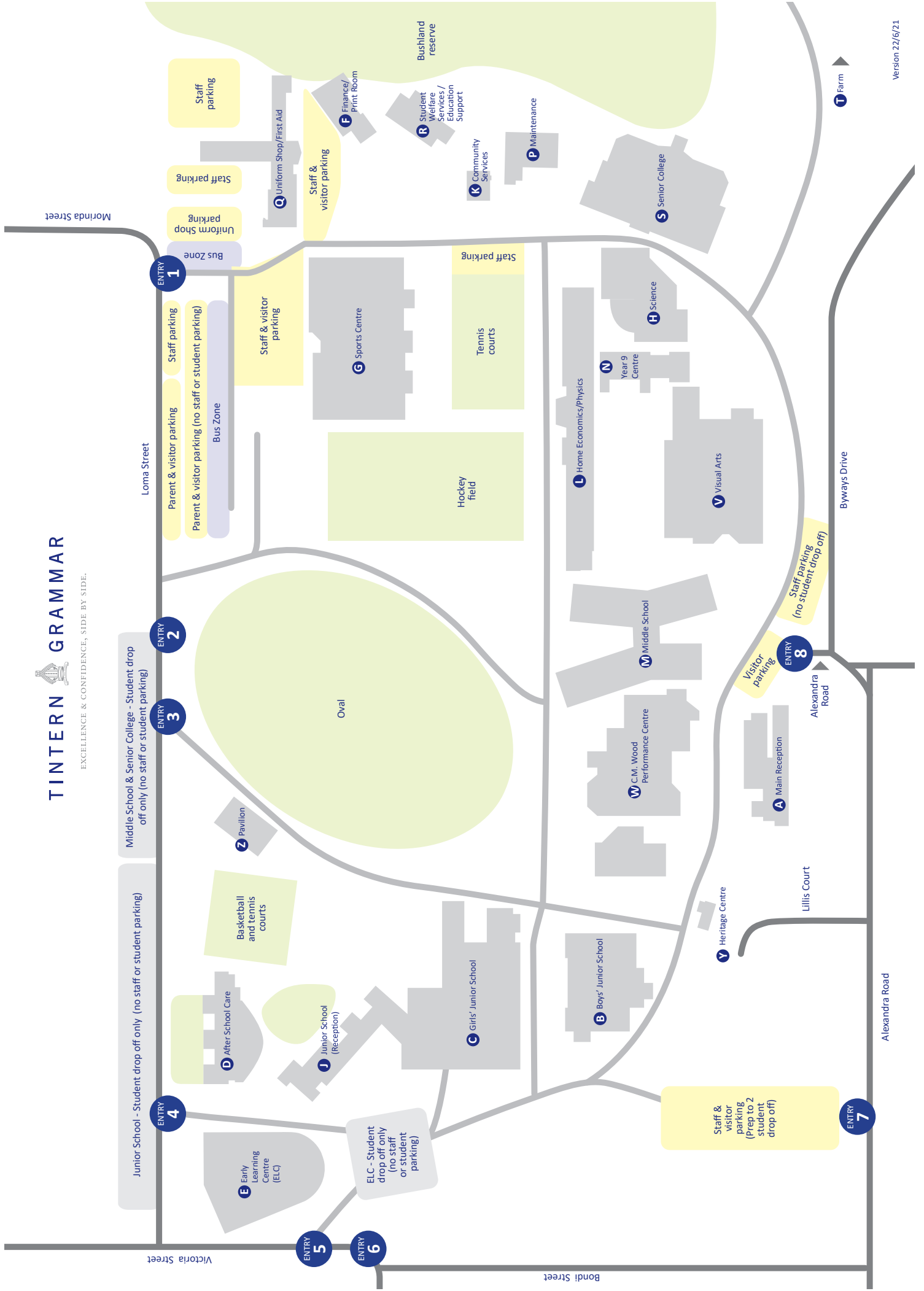
- (a) **Deed** means the General Conditions, the Annexures to this Deed and any other documents attached to this Deed.
- (b) **Services** means the performance of the services identified in clause 2 of the Deed.

- (c) **General Conditions** means these general conditions for the supply of the Services.
- (d) **Personal Information** has the meaning given in the Privacy Act.
- (e) **Privacy Act** means the *Privacy Act 1988* (Cth).
- (f) **Reportable Incident** means an incident that is required to be notified to Tintern or another authority by a School policy or otherwise by law or is otherwise of such a serious nature that Tintern needs to be notified. Such incidents may include, but are not limited to, injury to a child, allegations or suspicion of an abuse or child sexual abuse incident at Tintern and if emergency services are called for any reason.
- (g) **Working with Children Check** means the check required to conduct child related work within the meaning of the *Worker Screening Act 2020* (Vic).

TINTERN GRAMMAR



EXCELLENCE & CONFIDENCE, SIDE BY SIDE.





TINTERN GRAMMAR

tintern.vic.edu.au

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