

Minimum Requirements and Code of Practice for Homestay Hosts

The Manchester Central School of English is keen to ensure that both hosts and students get as much enjoyment and satisfaction out of the homestay experience as possible. We hope that clear, accurate information and a common understanding of requirements will help to guarantee that the student's stay is a success for all concerned. The Code of Practice has been created in order to provide hosts with clear guidelines regarding their role and responsibilities as a homestay provider.

Please read the following requirements carefully. If you are unsure as to whether you are able to meet one or more of these, please contact the Manchester Central School of English for clarification.

1. English should be the native language of at least one adult member of the household and should be the main medium of communication for the duration of the homestay.
2. The purpose of the homestay experience is to provide the students with as much exposure to English conversation as possible. Hosts should not provide accommodation to any other guests of the same language group during the homestay period, unless specifically agreed with the Manchester Central School of English.
3. Hosts should inform the Manchester Central School of English of any intentions to accommodate other guests of different language groups during the period when the Manchester Central School of English student is resident.
4. Hosts should accommodate the student within a private room of at least 70 sq. feet (approximately 6.5 sq. m.) containing the following:
 - 4.1 A comfortable full size single bed of a minimum of 3 ft. (91.5 cm) wide, or a double bed.
 - 4.2 Towels and bed linen (e.g. sheets and blankets or duvet).
 - 4.3 A desk/table and chair for study (or easy access to a suitable desk/table and chair if not available in bedroom)
 - 4.4 Chest of drawers / Shelf space for clothes
 - 4.5 Wardrobe / Hanging space for clothes
 - 4.6 Mirror

- 4.7 Window with curtains or blind
- 4.8 The room should be clean and tidy, and adequately lit and heated.
5. The student should be given adequate access to a bath / shower room.
6. Hosts should provide the student with clean towels and bed linen weekly. Hosts should launder a reasonable amount of clothes for the student weekly or allow the student access to a washing machine at no extra charge. The student should be given access to ironing and drying facilities.
7. The students are advised to take out insurance cover for their own valuables and personal possessions, but it would be helpful for hosts to provide them with a secure place for storage of important items, such as passports or flight tickets.
8. As adults, the students will expect a reasonable amount of independence. Hosts should provide the student with their own front door key.
9. Hosts should provide the student with breakfast and an evening meal every day during the week, and 3 meals on weekends and public holidays. For students under the age of 18, you will need to provide 3 meals every day. Meals should be nutritious and well balanced, and hosts and students are expected to eat the majority of their meals together. The Manchester Central School of English will endeavour to match the dietary needs of the student with those of the host family. The Manchester Central School of English will discuss any student's specific dietary needs or other special requirements with the host prior to placing them.
10. Hosts should ensure that they agree a policy regarding access to, and charges for, telephone use with the student at the start of the homestay period. The school cannot be held accountable for any student's telephone bill.
11. The aim of the programme is to maximise students' exposure to English and so enable them to improve their English language ability. Students should, as far as possible, be treated as part of the family and should be given the opportunity to share in family life and practise their English conversation. Hosts and students are expected to share the common living areas of the house (e.g. kitchen, dining room, living room).
12. Hosts should have a friendly and caring attitude towards their student and should act in their best interests.
13. Hosts should take adequate measures to ensure the safety and security of the student during their stay. Homes should be fitted with working smoke alarms and all hosts should be able to provide evidence of gas safety for any gas appliances in the home. Hosts are legally responsible for conducting their own

fire risk assessments and informing the student of fire safety measures.

14. Students are asked to advise their host if they are intending to be away overnight, for a weekend, or longer. In the case of unexplained absences, hosts should inform the Manchester Central School of English at the earliest opportunity.

15. In the event that the student becomes ill, hosts are asked to assist the student in obtaining medical treatment. The students should be referred to the host's GP if necessary. Hosts should always alert the Manchester Central School of English if their student is ill.

16. Hosts should ensure that they have insurance to cover them for any liability, in the unlikely event that the student should suffer an accident or injury during their stay. The school cannot accept any liability for claims, damages or costs, except arising as a result of the school's negligence. Furthermore the Manchester Central School of English strongly recommends that hosts make sure that their household insurance policy covers them for accidental damage to property, and remains valid whilst they are hosting a student in their home.

17. Students should not be required by their host to vacate their room at any point during the homestay period, unless in an emergency situation. The room shown must be the room used to accommodate the student, as agreed at the time of the most recent inspection visit

18. Hosts agree to allow a representative from the Manchester Central School of English to visit their home on a prearranged basis before and/or during the homestay period.

19. Once a homestay arrangement has been made, the Manchester Central School of English would expect hosts to make every reasonable effort to fulfil their obligation. In the event of problems, hosts are expected to work together with the Manchester Central School of English to resolve them quickly and efficiently.

20. Should a host be forced to break off the arrangement due to a change in personal circumstances, the school will endeavour to transfer the student to new accommodation within one week of being notified.

21. Should a student have a valid reason for wanting to leave their homestay accommodation and the problem cannot be resolved satisfactorily between the student, the host and Manchester Central School of English, the school undertakes to endeavour to transfer the student to new accommodation within one week of being notified.

22. The arrangement between the host and the Manchester Central School of

English covers only the period specified. Any arrangements made outside of this period between the student and the host family are the responsibility of those parties.