



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION



GGs PROGRAMME HANDBOOK

HOMESTAY PROVIDER

Last updated October 20, 2025

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01 Introduction

We are incredibly grateful for your assistance and support to Geelong Grammar School (the School) as homestay providers, and we look forward to working closely with you.

This Handbook has been prepared to help you in your role as a homestay provider for the School. It provides information for you in relation to the responsibilities and requirements of the role of a homestay provider, together with expectations of students in your care.

Being a homestay provider can enrich your life, and the life of your family and the overseas student who stays with you. many of our homestay provider families report a strong relationship is built between the overseas student family and their family over the time of homestay and beyond, with opportunities available for the families to visit each other over the years.

02 School Contacts

Your School contact, in the case of questions, concerns, issues and emergency matters are as follows:

Name: Laura Shandley
Role: Legal Services and Overseas Student Manager
Mobile: 0499 331 746 (please call or text)
Email: lshandley@ggs.vic.edu.au

You will also separately receive details from me for contacts of your Overseas Student's Boarding House or Unit, including the Tutor's mobile number for use.

Please note that during exeat weekends and School holidays, the School is closed and an Overseas Student's Head of House and House staff are not able to be contacted. In those situations, my phone number should be called or texted for any matters.

In an urgent or emergency situation, where you are not able to make contact with myself or the Overseas Student's Boarding House or Unit for any reason, please contact:

Name: Bronwen Charleson
Role: Executive Director | Safeguarding and Legal Services
Mobile: 0428 399 228
Email: bcharleson@ggs.vic.edu.au

Finally, the School's **Kennedy Health Centre** is available outside of exeat and School holiday times, and may assist with any questions or concerns about a student's health or medical requirements. They can be contacted on +61 3 5273 9302.

03 The GGS Overseas Student Programme and the ESOS Framework

The School is approved by the Australian government to offer primary and secondary school courses to overseas students who are in Australia studying on a subclass 500 visa (a student visa). The GGS Overseas Student Programme supports these overseas students in their study at the School between ELC and Year 12. Overseas students at the School come from a variety of countries across the world, including China, Malaysia, Japan, Thailand, Vietnam, Indonesia, USA, UK, Germany, Austria, France, Hong Kong, and Singapore.

As an education provider offering courses to overseas students, the School must comply with legislation and regulations, called the Education for Overseas Student (ESOS) Framework.

The Framework ensures that the School meet nationally consistent standards in education delivery, facilities and services, and provides tuition fee protection for international students. This importantly includes standards on accommodation and care for overseas students aged under 18 years old and where they are not in Australia with their parents on a DHA approved relative.

04 School Campuses

Bostock House

Address: 139 Noble St, Newtown VIC 3220

Bostock House is one of our two primary school campuses, catering to students from Early Learning (ELC) to Year 4. Located in central Geelong, it is approximately a 20-minute drive from the Corio Campus. Please note: In 2026, Bostock House will relocate to the Corio Campus, into a purpose-built Junior School and Early Learning Centre.

Toorak Campus

Address: 12- 14 Douglas St, Toorak VIC 3142

Toorak Campus accommodates students from Early Learning (ELC) to Year 6. It is situated in the eastern Melbourne suburb of Toorak, approximately 20 minutes by car from Melbourne's CBD.

Timbertop

Address: 145 Grammar School Rd, Merrijig VIC 3723

Timbertop is our dedicated Year 9 campus, located near Mansfield at the base of Mount Buller, approximately 3.5 hours from Melbourne. All students board during the term, returning home for school holidays and one scheduled weekend per term (known as an exeat). Set in an isolated alpine environment, Timbertop offers a distinctive and transformative experience that many students describe as both challenging and unforgettable.

Corio Campus

Address: 50 Biddlecombe Avenue, Corio VIC 3214

Corio is our main campus, home to approximately 950 students across Middle School (Years 5–8) and Senior School (Years 10–12). Located on the outskirts of Geelong, it is around one hour from Melbourne by car. Students may attend as day students, weekly boarders (boarding during the week and returning home on weekends), or full boarders (boarding throughout the term with occasional weekend visits home).

05 Term Dates

Below is a table outlining the Start and End of School Term dates for 2025, and the Exeat dates for Corio and Timbertop campus, for your awareness. The School Term Dates (and special event dates) are also available here: <https://www.ggs.vic.edu.au/enrolment/ggs-term-dates/2024-2/>

2025 School Holidays and Exeat Breaks | Corio Campus* and Timbertop Campus

**For Corio Campus Students, where the end of term or start of exeat is 8.00am, the remainder of the day is designated as a travel day. Boarders may depart from 4.30pm on the previous day with prior agreement from their Head of House.*

	Corio Dates*	Timbertop Dates
Term 1		
Start of Term Arrivals	Wednesday 29 January: Year 10 students arrive by 12.00pm Thursday 30 January: All new Middle School and Year 11 & 12 students arrive by 12.00pm Thursday 30 January: All other returning boarding students arrive by 7.00pm	Wednesday 29 January: Students new to GGS to arrive from 9.30am to 11.00am Thursday 30 January: All remaining students (ie students who were in year 8 in 2024) to arrive from 9.30am to 11.00am
Mid-Term Exeat	Friday 7 March (2.00pm) to Monday 10 March (7.00pm)	Friday 7 March (8.00am) to Monday 10 March (4.00pm to 6.00pm)
End of Term 1	Friday 4 April (8.00am)*	Friday 4 April (8.00am)
Term 2		
Boarders return	Tuesday 22 April	Tuesday 22 April
Mid-Term Exeat	Saturday 17 May (after sport) to Tuesday 20 May (7.00pm)	Saturday 17 May (8.00am) to Tuesday 20 May (4.00pm to 6.00pm)
End of Term 2	Friday 27 June (8.00am)*	Friday 27 June (8.00am)

Term	Boarders	Monday 21 July	Monday 21 July
3	return		
	Mid-Term Exeat	Friday 22 August (3.40pm) to Tuesday 26 August (7.00pm)	Saturday 23 August (10.00am) to Tuesday 26 August (4.00pm to 6.00pm)
	End of Term 3	Friday 19 September (8.00am)*	Friday 19 September (8.00am)
Term	Boarders	Monday 6 October	Monday 6 October
4	return		
	Mid-Term Exeat	Saturday 1 November (8.00am)* to Tuesday 4 November (7.00pm)	Saturday 1 November (8.00am) to Tuesday 4 November (4.00pm to 6.00pm)
	End of Term 4	Thursday 4 December (8.00am)*	Friday 5 December (10.30am)

06 Who is a Homestay Provider?

A homestay provider is a person who provides care and accommodation to an overseas student when they are not able to be on campus / in their boarding house (for example at exeats, during illness or injury and on School holidays, if they are not flying back to their home country). Students must stay with their homestay provider, or another approved person during times they are not on campus.

This person may be someone nominated by a student's parents and who is known to the student – an older sibling, a grandparent, an aunt or uncle, or a family friend. In other cases, families may not know anyone in Australia and the School provides an independent homestay provider for the student. This is someone in the GGS Community and may be a School family, former staff or alumni or another community member.

Students aged under 13 years old may not be in homestay accommodation. If they are in Australia and enrolled at the School, they must reside with their parents or a DHA approved relative.

All students who require homestay while at the School must be full boarders at the Corio or Timbertop Campus; day overseas students or day overseas borders must be in Australia with their parents or a DHA approved relative.

07 Your Homestay Relationship

A Confirmation of Appropriate Accommodation and Welfare (CAAW) letter is issued where the Principal has undertaken responsibility for approving the accommodation, support and welfare arrangements for a student under 18 years of age who is not residing with a parent, legal guardian or DHA approved relative. In these circumstances, a homestay provider must also be appointed.

A homestay provider is *nota* legal guardian for an overseas student. Parents retain legal guardianship of their children and the School remains at all times responsible for the welfare and accommodation arrangements for that overseas student under the CAAW arrangements while they are in Australia.

A homestay provider supports the School in providing the care, support and accommodation for an overseas student when not in boarding.

08 Approval of a Homestay Provider

All homestay providers are required to be approved by the School, a process which includes the provision of student safeguarding documentation and an initial residential visit.

If you are nominated to be a homestay provider, or are a GGS Community member seeking to become a homestay provider, the School's Overseas Student Manager will provide further information on the requirements, including applicable policies and other documents, and will guide you through this process.

Homestay providers are monitored and supported on a regular basis to ensure they are meeting the needs and requirements of the School as outlined in the Homestay Responsibility Agreement and Homestay Provider Residential Check.

Homestay Provider Requirements

For consideration as a homestay provider, you must the following requirements:

- You must be an Australian citizen or permanent resident, or have an appropriate visa for the period of homestay;
- You must be over 25 years of age (subject to the exercise of discretion by the Principal, but at least 21 years of age);
- You must hold a valid Australian driver's licence;
- You must live in the Melbourne/Greater Geelong area and be easily contactable by the School and/or the Overseas Student and their family; and
- You and your family must be able to meet the below housing and safeguarding requirements.

Property Requirements

You must also have the following available for the student in your home:

- A separate single room for their personal use, with clean linen and towels, adequate privacy, storage for their belonging (ie a wardrobe), a desk and study chair (or a study space available within the house);

- Access to a bathroom and toilet (it is preferred if this is their own bathroom, or is only shared with others of the same gender, but this is not a requirement); and
- Access to common areas of the home – living, kitchen dining, laundry and outdoor spaces.

Safeguarding Requirements

It is a requirement of the Overseas Student Programme that each adult person (18 years and over) who ordinarily lives in the Homestay Provider's household (or will be in the household while an Overseas Student resides in the home) provides evidence to the School of the following:

- A valid and current Working with Children Check (WWCC);
- National Police Checks (from both Australia and overseas, if required);
- Two student safeguarding references;
- A signed Student Safeguarding Policy and Code of Conduct; and
- That the primary homestay providers:
 - Sign the School's Homestay Responsibility Agreement; and Complete Bravehearts child safety training annually (which is provided by the School).

Initial and Ongoing Home Visits

The School will physically inspect all new homestay accommodation and will complete the Homestay Visit Residential Form with you while visiting.

Each ongoing inspection, which will take place every six months, will also be conducted physically.

The visits also provide an opportunity to connect and discuss the last 6 months of homestay with you, to confirm any changes in your home and to support you in any questions or concerns you have.

The School will be in touch across the year as these times arise and we thank you in advance for your kind assistance to arrange inspections with the School. School representatives are able to complete out of business hours inspections with you (at the start or end of day) if this is more convenient for you.

Household Changes or Moves

If any changes occur to your household across the year - including updated contact details,

change of address, new adult members of the household or your children turning 18 years old – please make contact with the Overseas Student Manager to provide these update details, and for us to discuss any visits or updated safeguarding checks which may be required on the basis of the change.

Household changes include if you have family or visitors staying in your home (even on a temporary basis), where that visit will cross over with an overseas student visit.

09 First Meetings

If you are an independent homestay provider (and you do not know the student or their family who will be in homestay with you) the School will facilitate information sharing and a meeting between your family and the overseas student and their parents. This will most likely occur through an initial collective introductory email, and then a video call between the Overseas Student Manager, the overseas student, their parents and the homestay provider family.

The initial meeting provides an opportunity for the overseas student and the homestay provider family to meet, become comfortable with each other and to learn more about each other – interests, likes and dislikes, family activities and other relevant matters. The homestay family may provide a video visit of their home and the space the student will stay in for the overseas student and their family. School, parent and homestay provider expectations should be considered and discussed as part of this initial meeting. These matters are considered later in this Handbook.

Future meetings and contact may then be arranged between the parties following on from this initial contact. Most parents and homestay providers build a direct relationship after the initial School arranged contacts, and contact each other directly moving forward around travel, visits, questions and other matters related to the overseas student homestay. The School remains available to assist at any time.

The types of information for sharing between the School, homestay provider and the student's family as part of the initial introductory email will include:

1. For the School:

- Emergency contact details;
- The Overseas Students House/Unit details and emergency contacts; and
- The relevant Health Centre's contact details;

2. For the overseas student (which will be provided with consent of the family):

- Their name, campus, house and year level;
- Their contact number and email address;
- Their nationality/home country and any relevant other cultural or religious information;
- Any relevant dietary, health or medical information;
- Their parents' names, home address and contact details (phone and email); and
- Any other relevant information about the overseas student.

3. For the homestay provider:

- Their names, home address and contact details (phone and email);
- Details of others living in the home (children and their ages, and other family members); and
- Details of any pets in the home; and
- Any other relevant information about the homestay provider family.

Introductions

Homestay provider should consider providing the following information as part of the initial meeting:

- An introduction to your family and your home (including any pets and family members who may visit regularly);
- If you have children, their ages and where they go to School;
- What you enjoy doing as a family on weekend, holidays and evenings – this gives the overseas student and their family an insight into your lives;
- How your family connects – over meals, sport, family games or movie nights etc;
- Anything which may be of interest to the overseas student around your home – shopping centres, attractions, the beach may all be of interest to the overseas student; and
- Any travel or living overseas experience you have – particularly if you have travelled or lived in the overseas student home country.

Some questions to ask or think about as part of your initial meeting and communications with the overseas student and their family may include the following:

Student Preferences, Interests and Capabilities

- What are your food likes and dislikes, including any dietary requirements?
- What are your interests, favourite sports, music, movies, activities and subjects?
- What is your home life like, including family members and pets?

- Where have you travelled or lived, where would you like to travel or live?
- What languages do you speak, how confident do you feel in your English speaking?
- What would you like to know about our family and our home?
- Have you visited Australia (or Victoria) before?

Overseas student parent preferences

- Do you wish your child's homestay provider to wake your child by a certain time in the morning?
- Is there expectations on when you would wish them to have breakfast by in the morning?
- Is your preference for your child to engage with our family life? Or are you content that your child may use the time at our house as respite and rest?
- Is there any food you prefer us monitor the consumption of by your child (ie sweets or junk food, sugary drinks etc)?
- Do you want us to help your child shop for tuck? Are there any tuck foods you want to monitor purchasing of?
- Are you content for your child to participate in activities alongside our family; are there any activities you would prefer they do not participate in?

Communication and Visits

- What is the easiest way to communicate between families and overseas student – via WhatsApp or another app or communication platform?
- How will parents or the overseas student communicate homestay requests to the homestay provider, and when should they be communicated (timeframe prior to the visit)?
- How often is it intended the student will need homestay – only for exeats and emergencies, on other weekends (for Corio students), at the start and end of term, during school holidays (note – this is rare, and most students go home for School holiday breaks)?
- Will there be any periods of unavailability for the homestay family - where they may be on holidays or have other commitments? Early discussion of these allows for alternative arrangements to be made.

Transportation and Travel

- Will the overseas student's parents be travelling out with them at the start of the year to settle them into School (this is common for our overseas student families)?
- For Timbertop: will the overseas student's parents be travelling out with them at the start of the year to settle them into Timbertop. No bus runs at the commencement of the Timbertop year, as the expectation is all student families will transport them directly to

Timbertop? If not, is there an expectation the homestay provider may be able to assist?

- For flights, will the student have their own passport and ticket arranged, or will they need support to ensure they have them available before they go to the airport?
- Will the student fly as an unaccompanied minor, and if so will that require someone to be at the airport with them to hand them off to an airport representative or to collect them?
- Will the student be able to navigate the airport and wait alone for their flight, or do they require support until they go through security? This will be an assessment based on the student's age, maturity level and experience of travel – many of our overseas students are very confident travellers.

10 First Arrivals

Please regard the Overseas Student as though they are a member of the family/household, whilst giving due regard to different cultural backgrounds. Some things to think about when an overseas student first arrives in your home are as follows:

- Give them a tour of the home and introduce them to everyone who lives there.

This should include showing them their bedroom, the bathroom and toilet they will use, where they can study, the common areas of the home, and any areas they should not enter (other people's bedrooms, any private workspaces or garages which may have machinery etc).

- Provide any towels, and linen for their bed.
- Provide direction on how to use common household appliances – microwave, oven, washing machine, dryer, clothes line, heating or cooling, television etc (if they will use these items).
- Provide direction on any hygiene related house instructions (ie. which bins to use for food and perishable items, location of bins, and not to flush anything aside from toilet paper down the toilet).
- Show them where kitchen items are located – glasses, bowls, plates and cutlery.
- Show them where they may keep their own food, or where there is food for common consumption which they may eat as they wish.
- Provide them access to the internet and the Wi-Fi password.
- Go over main household rules and any expectations that have been previously discussed.
- If they have medication or health/dietary requirements, discuss these with them, including how and when they take medication.
- If they will have keys to your home, provide these to them and confirm they know how to access the house. If they will use a common set of keys, make sure they know where these are located, when required.
- Provide them details of what to do in an emergency (including for example how they should exit the house and where they should meet).
- Show them the local area, including public transport options and shops or parks which

they may be able to walk to for amenity or exercise.

- Make sure they have with them what is needed for their personal needs – this may include a correct charging cable for their devices, their debit or credit card to buy food, personal items or tuck, or a myki if they will use public transport.
- Ensure you have each other's contact details in case of an emergency or if you need to get in touch.

11 Student Safeguarding

Student safeguarding is a fundamental responsibility of the School, and a responsibility that is shared by its community, including homestay providers. The School has zero tolerance for all forms of child abuse.

If you believe an overseas student has been harmed in any way, or is at risk of harm, please immediately make contact with the School (through the School's Emergency Contact details). If required, please also call 000 in an emergency. If you see or hear any concerning behaviour (by a student, staff member or member of your family) this must also be immediately reported to the School for further investigation.

The School will support you to ensure these matters are promptly managed and records kept in accordance with the School's obligations.

Child Safe Standards Requirements

The obligation for all School volunteers to be aware of their responsibilities to children, student safeguarding information sharing, reporting obligations, and record keeping obligations arises under the Child Safe Standards.

Further details are set out below. If you require further information on any of the below, please speak to the Overseas Student Manager or the School's Safeguarding and Legal Services Team at safeguarding@ggs.vic.edu.au.

Student safeguarding

By taking on the role as a volunteer at our School you are committing to supporting safe learning and living environments and supporting a culture where student's rights, needs and interests are met, where students are safe and feel safe, and their voices are heard. Student Safeguarding is a fundamental responsibility of all and as a volunteer you commit to prioritising the safety of students and maintaining a zero tolerance of all forms of student abuse.

To support your awareness of the School's student safeguarding framework and your obligations as a homestay provider and a community member, the School will:

- Discuss the School's commitment and expectations around student safeguarding with you;
- Provide you with the Student Safeguarding Policy and Code of Conduct, and Homestay Responsibility Agreement, for your reading and signing;
- Provide you with e-Learning opportunities to further your understanding of student safeguarding; and
- Be available for you to contact in the case of any questions or concerns in connection with student wellbeing, safety or safeguarding.

At any time, if you are uncertain about any of the above, please speak to a School employee, and they will be able to assist you to better understand the School's expectations. The above will support and protect you in your role as a volunteer, as well as supporting students and ensuring all adults who interact with them in the School environment model consistent safe behaviour.

For further information, or for a copy of the Student Safeguarding Policy and our Code of Conduct for Volunteers, please contact School's Safeguarding and Legal Services Team at safeguarding@ggs.vic.edu.au.

Reporting obligations

The School Council Directors annually endorsed for publication the School's updated strategy and policies for student safeguarding, which include policies related to reporting requirements for School Community Members, including those who are Mandatory Reporters.

The School's Student Safeguarding Framework is comprised of the following policies:

- Student Safeguarding Strategy
- Student Safeguarding Policy
- Student Safeguarding Codes of Conduct
- Mandatory Reporting Policy
- Reportable Conduct Policy
- Obligation to Protect Policy
- Obligation to Disclose Policy

The current Student Safeguarding Framework is located on [the School's website](#).

If you have a concern about student safeguarding or consider at any time you are required to make a report under any of the School's safeguarding policies and procedures, please make contact with the Overseas Student Manager or the School's Safeguarding and Legal Services Team at safeguarding@ggs.vic.edu.au to provide you assistance and to support to ensure the relevant student is appropriately safeguarded. The School takes all student safeguarding concerns and reports seriously, and will investigate each report made.

Record keeping obligations

The School's Record Management Policy provides guidance to all School Community members (including volunteers) on the creation, storage and retention / disposal of records created as part of their role. It is not expected that as a volunteer you will be required to create or manage any records as part of your role, however you should be aware of these processes as part of your volunteering role with the School.

In summary, the School's Record Management Policy details:

1. Records are created by the School regarding all School functions and activities including governance, operations, finances, Student and School Employee management, and the handling of incidents complaints and investigations. Records should be created and maintained in appropriate formats, with file titles which support accessibility and retention decision making.
2. Records should be stored in secure managed locations, to they ensure cannot be lost, damaged, altered or tampered with over time. The majority of School records will be maintained on School systems appropriate for the relevant record management (for example Hive). 'Cloud' storage services, other than those provided by the School, should not be used.
3. In the case of physical documents, files should be stored in a locked desk or filing cabinet when not in use.
4. When physical records are no longer required for current business use in an area of the School, a request should be sent to the Safeguarding and Legal Services Team to assess the material for storage requirements.
5. The School provides access to records, including student records in accordance with its Records Access Procedures, located on [the School's website](#).

For further information, or if you seek a copy of the School's Record Management Policy, please contact School's Safeguarding and Legal Services Team at safeguarding@ggs.vic.edu.au.

Information Sharing

The School expects that you must treat information on students, families and School Employees you access as part of your role as confidential and must not use, copy, record or disclose the information except for the purpose intended when shared with you. The School has information sharing obligations, which take into account confidentiality and privacy, but also address situations where information is required to share with a third party for a specific purpose.

If any person makes a request from you for personal or sensitive information on a School student, family or School Employee, please direct this enquiry to your volunteering contact at the School or to the School's Safeguarding and Legal Services Team at safeguarding@ggs.vic.edu.au. They will assess and respond to the request in line with the School's policies and procedures.

The School addresses information sharing to external organisations generally in line with the following guidelines:

1. Any information shared to an external organisation which provides support to the School or to a Student (ie a medical practice, allied health professional, psychologist) will be either by consent of the student / their parents, be in accordance with a contract between the School and the provider, be in accordance with the School's legislated or permitted reporting requirements or otherwise be permitted by the School's Privacy Policy.
2. The School may share certain confidential information with other authorised organisations and services to promote the wellbeing or safety of children. This occurs through the Child Information Sharing Scheme (CISS) and the School's engagement with CISS is managed via the Safeguarding and Legal Services Team. Outside of School nominated persons, no person is permitted to share confidential information within the Scheme on behalf of the School.

12 Emergencies, Health Insurance, Medical and Medications

The School will provide you with details on any dietary, health and medical conditions of the overseas student in your care, including if they are taking any medications (and if so what the requirements are while they are in your care).

If an overseas student becomes unwell or is injured while in your care, please contact the student's parents and:

- During Term time contact the School's Kennedy Health Centre on +61 352 73 9302 for advice and assistance; and
- During exeat and School holidays contact the Overseas Student Manager via the School's Emergency Contact details.

During term time, if a student is with you while unwell or injured, or will not return to School when anticipated on the basis of the illness or injury, you will also need to provide updates to the Students Head of House or Head of Unit, so they are aware and can provide support or advice as necessary.

In an emergency, please contact 000 or take them to an emergency room or urgent care clinic as required and appropriate. Please also make immediate contact with the student's family and the School (via the School's Emergency Contact details).

All Overseas Students have Overseas Student Health Cover, which includes ambulance coverage. You should not hesitate to seek emergency medical care for an Overseas Student where required.

If a critical incident arises with the Overseas Student, please contact the relevant authorities immediately followed by the School (via the School's Emergency Contact details) and the Overseas Student's parents.

13 Use of HIVE

The School utilises HIVE as its learning management system.

As a homestay provider you will have limited access to the system (in addition to any other accesses you have as a parent of the School) to be able to see news and other items related to the overseas students. This enable you to stay involved and aware of School events, trips and activities across the year.

14 Use of Reach and Leave Requests

The School utilises the Reach leave management system for its leave requests for boarders. If a student wishes to leave campus for the weekend, or at exeats and school holidays they will input their leave request (date, times, destination, host and travel arrangements) and the Reach system provides this notification to parents, the host, the homestay provider, the Overseas Student Manager and the Head of House, who all must approve the request.

You will receive an email from the Reach system which details the leave request made, even if you will not be the host for the visit. Homestay providers are required to approve all leave requests for an overseas student, even where the overseas student is not residing with them for that leave time.

If you will be the host of the overseas student's visit for that break, please confirm the details are correct prior to approving (i.e. that you are available for the visit, and that the times and days and travel arrangements are appropriate – will you be required to drop off or collect the student, or will they travel to you by public transport or taxi). The student or their parents should have asked your consent to the visit prior to making the request.

If you have any concerns about the leave request – that you are not available, that the travel arrangements will not work, or if the student is indicating you will go to their house but they have indicated they will go elsewhere – please immediately contact the Overseas Student Manager so arrangements may be made to update or decline the leave request as required.

Overnight Visits

If a student wishes to visit another person overnight while they are with you (even if they are a School friend or a relative) this will need to be approved by the School. If this is the case, please contact the Overseas Student Manager to discuss this request, or ask the overseas student to do so.

Holidays and Unavailability

If you intend to go on holidays, meaning you either cannot host an overseas student for a

particular time, or the overseas student will be left without adult supervision in your home, please notify the Overseas Student Manager regarding your plans with as much notice as possible to allow alternative accommodation arrangements to be made.

The School understands that unexpected unavailability (ie for family emergencies etc) does occur. In those circumstances, please contact the Overseas Student Manager as soon as possible by phone or email.

15 Travel Considerations

From School Campuses

On exeat weekends and at the start and end of School Term, the School operates bus services for boarders as follows:

- For Corio campus, to locations in Melbourne and to Tullamarine Airport;
- For Timbertop campus, to locations in Geelong, Melbourne and to Tullamarine Airport.

Information is provided by the School prior to each exeat or school holiday period. If you live near one of the locations, it may be most appropriate that your overseas student takes that bus service to the location, and you are able to collect them from the location on arrival.

Senior School (Years 10 to 12) are also permitted to take public transport (the VLine) to and from Corio Campus.

Middle School students are not permitted to use public transport to and from the School, on the basis of their age and safeguarding concerns. Middle School overseas students may take the Middle School bus to Toorak campus, which departs daily at the start and end of each School day during Term time.

For students departing or arriving campus outside of these times, alternative arrangements may be required to be made. This may include you collecting the overseas student in your car from their campus, or the School arranging a taxi or private car service to transport the overseas student.

For International Travel

If an overseas student is staying with you for the start or end of term, you may be requested to assist to transport the student to or collect the student from the airport (Avalon Airport or Tullamarine). You are entitled to charge for this additional support, please see *16 Fees for Homestay* for further information.

Generally

If you are requested to collect or drop off the overseas student to any location, this should fit in with your availability, including your family considerations. If you are not available at the relevant time, alternative arrangements may be made (including a taxi or private car service). Please note that families are advised that consideration of your family and work commitments is important in making flight arrangements. Flights which go out very early in the morning, or during the day on a weekday may make it difficult for you to support transport.

16 Expectations of an Overseas Student in Homestay

School Expectations

You must provide a safe and welcoming family environment for your Overseas Student to live in. Homestay providers provide accommodation, care and support for students while they are not in boarding, however they are not expected to be a 'parent' for the overseas student.

Despite this, it is appreciated that many homestay providers have their own children, who may be a similar age, or may have raised their own children and it is natural to take on that type of role in caring for an overseas student in your home.

Collective parents and homestay provider agreement on expectations and understanding around matters such as involvement in household activities and meal times, when and where a student is able to go out, study while in homestay, curfews, use of devices and other similar matters ensures the comfort of all involved. These decisions will take into account the parental expectations for an overseas student, but also the operation of the homestay provider home.

Decisions should take into account the age, reliability and maturity of the overseas student – likely more supervision and less freedom of movement and travel would be expected for a Middle School student as compared to a Senior School student. This means that decisions may change over time, as they student increases in age and confidence. In some cases, the expectations determined for a homestay student may be different to what they expect for their own child, or what their expectations were for their child at the same age.

Homestay providers should also take into account the nature of boarding and the School environment (ie where students from Years 7-9 may share dorms/units of up to 16 students, and Year 10 students share dorms of 4 to 6 students). Exeat and end of Term is an important chance for rest and relaxation for students. While ordinarily a homestay provider may not wish their own child to sleep late across the weekend or be at home, an overseas student may require that time to rest and recover from the busy Term. Where a family may discourage use of mobile phones and devices across the weekend, for an overseas student (particularly at

Timbertop) the use of devices is an important connection to their family and friends overseas.

Please remain mindful of these circumstances in your care arrangements for and supervision of a student.

Collective Expectations

Some matters for discussion between all parties may be as follows:

- What responsibilities will the overseas student have while in homestay?

To clean up after themselves in the home, to strip their bed and put their towels in the laundry at the end of their visit, and to keep their room neat and tidy would all be expectations which align with the School's expectations for students in boarding.

Please do not expect your overseas student to be available for babysitting or household jobs that would be considered unreasonable (assisting with meal preparation and clearing away and keeping a clean and tidy room would be considered reasonable).

- At the Corio Campus, the School removes phones from Students from Years 7 to 11 (and devices from Students from Years 7 to 10) prior to bedtime. At Timbertop, students do not have access to phones or devices at any time while at Timbertop.

Is there an expectation that students will be permitted to have their phones and devices overnight while in homestay?

- Will the overseas student be permitted to go out while in homestay – to visit Geelong or Melbourne, have an appointment, or to see friends? If so, can they take public transport or a taxi, or should they be driven to the location? Does the parent need to provide approval to the homestay provider on each occasion?
- A curfew time for the overseas student to be back in their homestay.
- Privacy in the home – if a door is closed for any reason, the person should knock and await confirmation that they are allowed to enter the room, or that the room is empty. This includes bedrooms and bathrooms.
- What engagement does the homestay provider anticipate that the overseas student will have in the family – involvement in mealtimes and family activities, sports, visits outside of the home, trips etc?
- Is the overseas student able to cook their own meals in the house and/or order food or takeaway from a food delivery service or restaurant?

- Should the overseas student be studying or completing homework while in homestay (this may be a case by case questions, taking into account any School expectations for study for the student for that period)?
- Will the student need support from the homestay provider in other areas – this may include how to use their debit or credit card in Australia, or to buy a myki and how to use public transport?
- May the homestay provider take photographs of the overseas student (with their consent) while they are in homestay, for memories and to provide to the parents?

It is recommended that homestay providers not post the overseas student on their social media, but it is appreciated that students and the homestay providers children may develop friendships and post collective photographs on their own social media by joint consent.

Students should not take and post photographs or video of their homestay provider home on social media, or of any person without their express consent.

- Payments for food and personal items. The fee payable to homestay providers is to cover meals, board and utilities for the student's stay at the home.

The School's expectation is that the overseas student will pay for all of their own personal items (including public transport costs, clothing, tuck, toiletries, and personal snacks and food) which they buy while in homestay, and that they will pay their own costs for all activities and experiences they attend with a homestay provider. A homestay provider should not be expected to pay those costs.

Disagreements Around Expectations

The School encourages open conversation between families about expectations. There are times that there may be disagreements or concerns.

Please contact the Overseas Student Manager to discuss this and any support which may be provided. In some cases, the Overseas Student Manager may be able to assist in a compromise between all parties, or may provide the School's approach to such issues (while students are in boarding) to identify reasonable expectations moving forwards.

Behaviour Expectations

The School expects that students continue to meet the requirements of the Students Behaviour

Rules while they are in homestay, which includes broadly that the student model their behaviour on the three guiding principles of respect, safety and positive engagement.

Homestay providers are not expected to and should not provide discipline to an overseas student. Any minor issues or concerns which arise as to behaviour or expectations being unmet may be addressed between a homestay provider and the overseas student (and their parents as required), however for more significant or ongoing issues or concerns, these should be raised immediately with the overseas student parents and the Overseas Student Manager for management.

Confidentiality

During the course of providing homestay, you may have access to information relating to the overseas student and their family, which may be confidential or private.

You must treat this information as confidential and must not use, copy, record or disclose the information except for the purpose intended when shared with you. You must not tell or give this information to other GGS Community members (except to employees on a need to know basis). This confidentiality obligation extends beyond the term of your engagement with the School.

Storage of Equipment

Overseas students (particularly those transitioning from Middle School to Timbertop, and Timbertop to Senior School) will often have a significant amount of equipment (skiing and camping) which cannot be taken home over the summer holidays. The School may arrange storage of this equipment for overseas students, it is not expected that a homestay provider is required to do so.

If there is a need for storage at the School, please contact the Overseas Student Manager.

17 Fees for Homestay

Some homestay providers choose not to seek a fee for their assistance to an overseas student; this may be because they are a friend or family member.

For homestay providers who seek a payment for their support, the following are available as options:

- You may negotiate and arrange the payment (what it is and how it is paid) directly between yourself and the overseas student family. In this you may set your own fees (provided they are reasonable) for each night of accommodation for the student, and for any travel. The School does not assume any legal liability or responsibility for fee negotiation or payment arrangements between the family and you, if you choose this option.
- The School offers a system whereby the School will make payment directly to a homestay provider for homestay accommodation (and travel) of a student, at rates set by the School. These amounts are then on charged to the student, through the student account.

Please let the Overseas Student Manager know if this is your preferred approach to payment of homestay fees. The Overseas Student Manager will provide you a copy of the School's rates directly.

18 Policies

- Homestay Provider Policy
- Homestay Provider Responsibility Agreement
- Homestay Provider Engagement Procedure
- Homestay Provider Residential Visit Form
- Student Safeguarding Policy
- Student Safeguarding Code of Conduct