

Cavendish School of English

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Dear New Host Family,

Thank you for your recent interest in becoming a host family for Cavendish School of English. The school caters mainly for German School Groups but also for individuals, and groups of international students. Most groups come with their own bus and this bus stays here with them. However, we do also have many individual students who will need to take public transport. If you are allocated an individual student we ask that you kindly give the bus number to the student and also show them to the nearest bus stop to your home. A bus timetable will be given.

On the day of arrival/departure, host families are asked to collect/drop off their students from a central point. These vary according to where you live. Sometimes the pick-up and drop-off points are at the school's address above. If a taxi is used, this must be at the **HOST FAMILY'S EXPENSE**. The school is not able to provide transport. On the day of arrival we ask that you provide a light snack along with an evening meal on that day. The day of arrival is always a free day, possibly the only free day, and allows time for both students and host families to get to know each other. We ask our students to advise of any food preferences, and our host families to familiarize students with the use of the shower facilities. Also, please give your name, address, and telephone number, (our students are a long way from home), in case of emergencies. Please try to remember that your students are in a foreign country with a new family, in a strange home. For this reason we do request, that where possible, you try to find time to speak to your students and make them feel welcome.

All school group students are given a map with a route clearly marked in a bright highlighted pen. This is the route the bus will take to pick up and drop off, both morning and evening. Please take the time to look at the map, never assuming the route will be the same, as it can change from week to week, ensuring that your student is fully aware of the nearest bus stop closest to your home arriving in good time for the first day. The collection time is usually around 7:45 am. Should you be allocated one or more of our individual students, we ask you to kindly show them to the correct bus stop where they will be able to get a bus to our school.

Please show your students to the nearest bus stop to your home on the highlighted route.

The pick up times are all clearly marked on the student's programme. A copy of the programme will be handed to you at the pick up point on the day of arrival. The usual time is about 7:45am. The students do not then return home until between 4:30 - 8:30pm, sometimes only having a short time to eat their evening meal and shower, before going back out for their evening entertainment. Depending on the evening activity the students may not return home until 10:30pm. If the students have a host family evening then our curfew times must be adhered to. The student's programme will consist of half a day of lessons and half a day of excursions, or a full day trip. At some point during their stay they will usually have a full day trip to London. On this day please give a larger lunch packet and drink and provide a light snack on the student's return. This will replace the normal evening meal. Host families can accommodate up to 4 junior students at any one time when space allows. It is very rare that we get a request for a single room. On the day they leave, host families are responsible for taking students to their drop off point, which will be stated on the programme, or should changes arise, a member of our staff will notify you. This can be as early as 7:15am.

Please make sure that any door keys issued to your students are returned prior to their departure, and that your students have all their belongings with them before leaving your home. Also, please take the time to check for any damages etc at this time, as it is easier to deal with any problems before the students return home to Germany.

We look forward to working with you in the near future.

Host Family Co-ordinator

Cavendish School host family guidelines

1. Homestays must be clean and tidy with no major decorating/refurbishments taking place.
2. Students must have daily use of bathroom and showers with constant use of hot water, which must be kept clean at all times, with no sign of mould or lime scale.
3. Clean Bedding and towels for use in the home must be provided regularly. Fresh on day of arrival please.
4. Sole responsibility of the host family to provide transport on day of arrival and departure to bus meeting point,(the school does not provide transport). If a taxi is used the expenses must be paid by the host family.
5. Families to spend quality time with students including them in conversation where possible. Adult supervision should be exercised where possible, particularly for younger students, and certainly at night.
6. A door key will need to be provided for students if the host family is unable to arrive home ahead of them.
7. Bedrooms to accommodate 2 students only at any given time, with a bed for each, (not a put-u-up). A maximum of 4 students per homestay Waterproof mattress covers must be used on all beds for hygiene purposes.
8. Bedrooms must have hanging space and sufficient space for students to dress.
9. Students should be provided with adequate food and drink, ie: Breakfast – cereal, toast with spread, fruit juice,tea or coffee, Lunch – 2 rolls/sandwiches with filling, piece of fruit, cake or biscuit, crisps and drink, Evening Meal – Hot wholesome meal, drink.
10. On the days that students go to London we ask that you give a larger than average lunch packet, providing a light snack on return. On the occasions that the students stay the night in London, we ask you to provide two lunch packets (avoiding fillings that are unsuitable to be kept in warm temperatures), giving a hot meal on returning home.
11. Meals should be taken with the family, or if not possible, then someone should be around to serve the meal maybe to discuss the days activities, encouraging interaction within the family, particularly on a free evening.
12. Students must have access to areas of the house including kitchen, bathroom, lounge, dining room and garden area – there must be a kitchen/dining room table for use at meal times.
13. Host families should have adequate insurance for guests staying in their homes, ie: to cover breakages, spillages, soiling, etc – the school cannot be held responsible for claims, which can sometimes be difficult to deal with once the student has left. Therefore, we advise that you check your home thoroughly, prior to their departure. Please note - the school will endeavour to assist, via emails to Germany, if a claim is required.
14. Students should not be allowed to use host family telephone or computers unsupervised. Only phone cards which are sold to our students by the school, are perfectly safe to use, at no cost to you.
15. Certain amount of washing to be included dependent on length of stay.
16. Curfew times must be adhered to at all times, (please see attached leaflet).
17. In the event of a student not arriving home by the appropriate curfew time, please call the emergency number at the bottom of the programme immediately, whereby you will be connected to a leader/teacher.
18. We have a zero tolerance policy in regard to bad manners and behaviour – please contact a member of staff at the school should you experience any problems, which will be dealt with at once.
19. On the day of arrival, we ask our students to advise the host family of any foods they like or dislike, to avoid waste (and hungry children!). This may be a good time for host families to make sure students know important contact details, ie: doctors, dentist, etc. In the case of an emergency please contact the school immediately.
20. In the unlikely event of a student being moved from your home, you will be paid for the number of nights the student has stayed. If students cancel, prior to arrival day, no compensation will be paid. However, we will try to find alternative replacements if at all possible.
21. By agreeing to host students you will automatically accept our terms and are obliged to comply.

DBS Checks

The British Council has stated that an enhanced disclosure for the 'Children's Workforce' must be processed for the **main care giver** in any home stay where there will be under 18's accommodated. This will be the case in all language schools for the coming year.

If the main care giver already has an enhanced disclosure that is in date (less than three years old), and the check has been made for the Children's Workforce, this can be accepted for the purposes of hosting under 18's. We must see the original copy and note the relevant information, so please bring your original certificate into the school at your convenience.

For those who do not already have the relevant enhanced DBS, we will be processing applications. Unfortunately we cannot allocate students to families for March 2015 onwards unless an enhanced DBS has been processed and checked by a member of our accommodation team.

The Process

We will contact you once your application form enclosed has been submitted back to the school to arrange a visit to you. Provided the visit was successful, the following options apply in order to process a DBS for the main caregiver if you do not already have one. Please let the visiting staff member know how you would like to proceed, or alternatively call the team on 01202 770070 to enquire about applying for a DBS.

The DBS application form can either be submitted online using a unique login for each applicant generated by the team at Cavendish School, or a hard copy of the application form can be sent to you. We will send application forms and login details to you on request. If the online option is chosen we will need the first and last names of the main caregiver and a valid email address to generate a login.

The price for an enhanced disclosure to be completed by Cavendish School is £57pp. Bank transfer information will be sent along with relevant application forms or log in information. Payment will need to clear in the school's account before an application can be completed. Once the application form has been submitted online by you, or the paper form completed, relevant ID must be brought into the school for verification by a member of the accommodation team. If you have opted to fill out a paper application form, this completed form needs to be brought back to us at the same time.

The DBS certificate will be sent directly to you once processed and will need to be brought to us so we can view and note relevant information. All other members of the household 16 years old or above **must** sign and date the enclosed Children's Act document and return to the school.

Fire Safety

The 'Regulatory Reform (Fire Safety) Order 2005' deems anyone who provides accommodation responsible for taking steps to protect their guests. Enclosed is a template for a fire risk assessment which needs to be completed by each host family. Results of your self assessment will be vital in informing any guests of important information about hazards, fire exits and escape routes in your household. This information must be relayed to any guest staying in your property on arrival, so any risk of fire is minimised. The results of the risk assessment should be reviewed regularly.

A copy of this fire risk assessment needs to be sent back to us at Cavendish School so we can keep this on record. In case of a fire, it is always recommended that a copy of this is kept away from your premises so it is safe and you can show it to the fire inspector, if required, to show appropriate steps have been taken to ensure the safety of guests.

The main steps required for the fire safety assessment are as follows:

- Assess your fire risk and work out how to keep people and your premises safe.
- Make a plan for how to improve fire safety measures in your premises.
- Keep a record of your assessment and use it to carry out regular reviews.

HM Government. 2008. *Do You Have Paying Guests*. [ONLINE] Available at:

www.gov.uk/government/publications/do-you-have-paying-guests

If you would like an electronic copy of the fire risk assessment please call us at the school, and we can e-mail you with a copy which can be e-mailed back once complete if you would prefer.

Further Reading and Information regarding Fire Safety can be found at the below websites:

www.legislation.gov.uk/ukxi/2005/1541/contents/made

www.gov.uk/government/publications/do-you-have-paying-guests

Host Family Name:

.....

Host Family Address:

.....



Risk Assessment – Record of significant findings			
Step 1: Risk	Step 2: Who	Step 3: Action taken	Step 4: Review (who and when)
Eg. Loose connection to a plug; may trigger a spark Eg. Naked flames – real fire	All occupants in the event of a fire All occupants	Check the connection and if necessary replace the plug Is there a fire guard? Any soft furnishings close by etc.?	Joe Black, Sept 2014 Joe Black, Sept 2014

It is the responsibility of those providing accommodation for paying guests to be compliant with the Regulatory Reform (Fire Safety) Order 2005 through completing a Fire risk assessment form. This assessment form should be reviewed at least annually or when there has been significant change to the accommodation.

Adapted from the publication 'Do you have paying guests?' HM Government 2008 www.gov.uk/government/publications/do-you-have-paying-guests

[illegible]

What type of house do you live in?:

House: ☐ Bungalow: ☐ Flat: ☐ Garden: ☐ Detached: ☐ Semi Detached: ☐

Total number of bedrooms in house Total number of toilets in house

Do you have a (please circle):

Car:	Yes / No	Television:	Yes / No
Central Heating:	Yes / No	Satellite/Cable TV:	Yes / No
Bath / shower over bath:	Yes / No	Musical instrument:	Yes / No
Shower Cubicle:	Yes / No	Computer for Students Use:	Yes / No
Parking (Students use):	Yes / No	E-mail Facilities (student use):	Yes / No

Number of beds in students rooms: (please circle as appropriate)

Bedroom 1:	Single (3')	Double	En-suite	Wash basin
Bedroom 2:	Single (3')	Double	En-suite	Wash basin
Bedroom 3:	Single (3')	Double	En-suite	Wash basin
Bedroom 4:	Single (3')	Double	En-suite	Wash basin
Bunk:	2ft 6'	3'	En-suite	Wash basin

Please indicate if you are available for: (please circle)

Short Stays Throughout The Year:	Yes / No	Summer Only:	Yes / No
Longer Stays Throughout The Year :	Yes / No	Christmas:	Yes / No

How many students can you comfortably accommodate at one time?

Can you accommodate married couples?

Are you registered with other schools?

Source of any other paying guest, if any

Holiday dates (if known)

(please contact us with your holiday dates as soon as you know them)

Those families selected for inclusion on our register should note that whilst we will endeavour to fill the accommodation available, we couldn't guarantee to do so as this is dependant on the number of students applying to the school at any one time.

I have read and understood the leaflet 'information for host families' and agree to the conditions therein.

Signed: Date:

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ALL PERSONS AGED 16 YEARS OLD AND OVER LIVING IN YOUR HOUSE MUST READ AND COMPLETE THIS FORM

As a result of the Children's Act 1989, we are obliged in certain circumstances to notify the Social Services Department that you wish to provide accommodation for our students.

We have to inform you that the following people are **NOT** permitted to accommodate children.

- 1. Anyone who has had a child removed from his or her custody by order of a Court.**
- 2. Anyone that has been convicted of an offence against a child.**
- 3. Anyone cautioned under the Nurseries or Childminders Act 1948 or the Children's Act 1989**

You will no doubt appreciate that the Act provides a necessary element of protection for all students who are potentially at their most vulnerable away from their own families and possibly with only a limited ability to communicate in English.

The Social Services Department has confirmed that any such information passed to them will be treated with the strictest confidence and will only be used for the above purpose.

All adults (age 16+) living at the host family address are required to sign below.

I (We), the occupier(s) of the address below have read the above information and confirm that there is no legal reason why we should not accommodate foreign students of any age and that we have no objection to verification of this being obtained from the Social Services Department.

HOST FAMILY ADDRESS

FULL NAMES: (BLOCK CAPITALS)

SIGNATURE:

DATE:

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References

Please ask 2 persons who are well-known to you (excluding family members) to complete the following:

Referee's name:

Address:

Tel No: **Date:**

Dear Sir/Madam,

Re:

(Name and address of prospective host family)

I am writing to confirm that I have personally know the above-named person for !! Years and to my knowledge can see no reason as to why this family should not be deemed suitable to accommodate juniors under the age of 18.

Yours faithfully

.....
(Referee's signature)

Referee's name:

Address:

Tel No: **Date:**

Dear Sir/Madam,

Re:

(Name and address of prospective host family)

I am writing to confirm that I have personally know the above-named person for !! Years and to my knowledge can see no reason as to why this family should not be deemed suitable to accommodate juniors under the age of 18.

Yours faithfully

.....
(Referee's signature)

Student Rates for 2019

From	To	Student Rate
01 January 2019	09 March 2019	£11.50 per student per night
10 March 2019	11 May 2019	£12.00 per student per night
12 May 2019	22 June 2019	£12.50 per student per night
23 June 2019	20 July 2019	£15.00 per student per night
21 July 2019	10 August 2019	£16.50 per student per night
11 August 2019	24 August 2019	£14.50 per student per night
25 August 2019	26 October 2019	£12.50 per student per night
27 October 2019	31 December 2019	£12.00 per student per night

The rate for leaders is the same as juniors, plus £0.50 per night.

Curfew Times

The following curfew times apply when students are on a free evening. They do not apply when students are on an organised activity with us.

Age	Time
12 and under	Only under adult supervision
13 - 15	21:30
16 years	22:30
17 years	23:30
18 and over	Please talk to the student and arrange a convenient time for you.

Cavendish School has students arriving from January through December. In winter months we always give priority to those families who stay loyal to us in the summer months.

On return of your completed registration form, a member of our Accommodation Department will contact you to arrange an informal visit to establish detailed records of your accommodation being offered and answer any further questions that you may have. Please see our Home Stay guidelines.

We look forward to hearing from you in due course.

Yours faithfully,

Home Stay Co-ordinator