

**PROCEDURE CARE GIVER RESPONSIBILITIES**

<b>P-12-1</b>	VERSION	2	ISSUE DATE	26 FEBRUARY 2004
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	APPROVED	PRINCIPAL		

<i>Statement / Action</i>		<i>Responsibility</i>
1	AIM	
1.1	It is vital that each Pittwater House pupil receive consistent support and guidance during their time in Australia. The following guidelines have been established in order to ensure Homestay parents and/or Care Givers have a clear understanding of their responsibilities toward the pupils in their care. The responsibilities of Guardians and pupils have been detailed on a separate document	
2	THE HOMESTAY FAMILY	
2.1	The Homestay Family should: <ul style="list-style-type: none"> <li>• be Australian residents</li> <li>• provide a stable family environment</li> <li>• be suitable for the age and gender of the student</li> <li>• have English as the main language spoken in the family</li> <li>• be able to provide age appropriate supervision for the student.</li> </ul>	
3	STUDENT ACCOMMODATION	
3.1	Requirements for student accommodation should include: <ul style="list-style-type: none"> <li>• a safe and secure environment</li> <li>• student to have own room</li> <li>• accommodation to be clean and comfortable</li> <li>• adequate heating and cooling</li> <li>• access to kitchen and laundry facilities</li> <li>• adequate bathroom facilities</li> <li>• adequate living areas</li> <li>• provision of meals</li> <li>• access to public transport</li> <li>• awareness of cultural differences</li> </ul>	
4	THE HOMESTAY PARENT / CARE GIVER IS RESPONSIBLE FOR THE PROVISION OF:	
4.1	Facilities	
4.1.1	A clean and comfortable bedroom.	
4.1.2	Comfortable bedroom furniture including: <ul style="list-style-type: none"> <li>• Bed</li> <li>• Study desk and chair</li> <li>• Reading lamp</li> <li>• Shelving</li> <li>• Wardrobe</li> <li>• Heating and ventilation</li> <li>• Appropriate power and lighting</li> <li>• Telephone and internet connections are desirable (these are to be maintained by the pupil)</li> </ul>	

	4.1.3	Clean, comfortable and private bathing and toilet facilities	
	4.1.4	Laundry facilities. The carer should assist the pupil to ensure that their clothes, particularly their school uniform, are clean, ironed and in good repair (this includes mending eg. ensuring lost buttons are mended, and hems are sewn)	
4.2		Meals	
	4.2.1	Meals which are healthy, tasty and of high quality. This includes breakfast and dinner on school days and breakfast, lunch and dinner on weekends.	
	4.2.2	Many families also provide healthy 'snacks'	
4.3		Arrival expectations	
	4.3.1	Provide an introduction to the local area including, bus timetables, location of school, location of local shops, banking and postal facilities.	
	4.3.2	Provide assistance getting to and from school on the first day. (Ensure the pupil has a very clear understanding of how they will travel to and from school each subsequent day)	
4.4		Guardian related expectations	
	4.4.1	Ensure the pupil contacts their guardian within 24 hours of arriving at their new homestay	
	4.4.2	Ensure pupil maintains weekly contact with their guardian	
	4.4.3	Maintain weekly contact between the guardian and homestay / care giver. Discuss any concerns with them. (The guardian must then relay this information to parents).	
	4.4.4	Confer with the guardian before giving permission for a pupil to stay overnight at a friend's place, or goes on holidays, or leaves the care giver's home for any length of time that includes overnight.	
4.5		School related expectations	
	4.5.1	Ensure pupils leave home in time so as not to be late to school	
	4.5.2	Ensure the pupil maintains consistent study practices appropriate to their year level and completes all homework	
	4.5.3	Ensure pupil dressed in a neat and tidy manner which shows respect for themselves, their uniform and their school.	
	4.5.4	Ensure the pupil maintains healthy sleep patterns. This involves ensuring that the pupil follows acceptable times for going to bed and waking (this is measured by what is a reasonable expectation for an Australian student of the same year group).	
	4.5.5	Maintain contact with the school by checking the student's diary weekly, any comments or concerns may be noted in the diary or discussed with a senior member of staff.	

	4.5.6 Attend Homestay / Care giver information evenings at the School	
4.6	Household Rules	
	<p>4.6.1 Establish a clear set of ‘household expectation” these should be written down. The rules should address such issues as:</p> <ul style="list-style-type: none"> <li>• Meal times</li> <li>• Availability of ‘snack’ food</li> <li>• Access to food in refrigerator and cupboard</li> <li>• Cleanliness</li> <li>• Noise levels</li> <li>• Use of appliances</li> <li>• Curfews</li> <li>• Phone / Internet use</li> <li>• Key use</li> <li>• Acceptable and unacceptable personal habits</li> <li>• Phoning to advise of whereabouts (notice if not home for a particular meal)</li> <li>• Visits by friends / family members</li> <li>• Cleanliness of bedroom</li> <li>• Bathroom use (in particular shower use)</li> <li>• Laundry procedures</li> <li>• Homework times</li> </ul>	
4.7	Legal Expectations	
	<p>4.7.1 Work with the school and guardian to ensure that the pupil has a working knowledge of Australian laws. In particular                      Alcohol and Cigarettes are not permitted for pupils under 18                      International pupils must pay the full transport fare (no student concessions)                      Driving/road rules (including pedestrian)                      Other offences (including drugs)</p>	
	<p>4.7.2 Homestay parents / care givers must be able to provide evidence of a ‘Working with Children’ police check.</p>	

**NOTES**

1. *The Pittwater House Schools Ltd delivers the Foundation Year Certificate (PTW) programme under licence agreement from the University of New South Wales.*

- *The Pittwater House Schools Ltd CRICOS Provider No. 00897J*
- *The University of New South Wales CRICOS Provider No. 00098G*
- *The CRICOS Course Code is 050714G*

