

A STUDENT IN YOUR HOME



We very much appreciate the hospitality that you are offering to our students. Living with an English family is a very important part of the students' stay. If you need help at any time, please do contact your Local Organiser.

About this leaflet

We hope that this leaflet will give you some practical information about hosting our students. Our courses have been accredited by The British Council for many years and the guidelines that follow are in line with British Council requirements. In asking you to sign our EJO Host Family Agreement, we will be asking you to confirm that you will follow these guidelines.

Students staying in your home

Please remember that there may only be one student of the same first language staying with you at any one time, a maximum of four at any one time and no more than two sharing the same room. All students staying in your home should be of a similar age (within a three year age range), the same three-year age range applying if a student is sharing a twin-bedded room with a young member of your family.

Your student's room

We ask you to provide clean and comfortable bedrooms of suitable size with adequate lighting, heating (where necessary), supply of blankets/duvets, a change of towel and bed linen once a week, sufficient wardrobe and drawer space for clothes and a table and chair for doing any coursework that teachers may set. This can be in another appropriate area in the house if there is insufficient space in the bedroom.

Arrivals and departures

We will let you know when and where your students will arrive and we ask you to meet them at the arrival point. The same applies on departure days when we ask you to accompany them to the departure point. If you are not able to do this yourself, please arrange for another host family, or pay for a taxi. If you are not taking your students yourself, please make sure that your Local Organiser knows the arrangements you have made.

The course

Please accompany your students to the tuition premises on the first day of the course and make sure that they know exactly how to get to the course and back again. Students under 18 may not cycle to school unless our Local Organiser tells you that EJO has permission in writing for them to do so. Students will write your name and address on their student cards on the first morning of the course. Please do your best to make sure that they always carry their cards with them. If there is any day when you find that you will have to be out when your students return home, please give them a key or make other arrangements for them to get into the house. However, a responsible adult must always be at home when students who are under 16 return home. You should always be at home overnight when hosting students.

We expect students to attend all their classes and to take part in excursions and activities. We ask you to contact your Local Organiser or the Course Director immediately if there appears to be a problem relating to your students attending the course.

Programme information

It is sometimes important to let you know about changes in the day-to-day course programme and about any spare-time activities arranged for your students. This information, together with any messages from the Course Teacher, should be found on the last page of your students' course ring file. Please check this page for messages at regular intervals.

Group leaders

Many of our students come in groups accompanied by a leader. Group leaders are always either the clients who recruit the students who come on our courses or the representative of our clients. We always endeavour to treat them with consideration and respect. You may have some contact with your students' leaders during the stay.

Evening outings

Students under 13 may not go anywhere unaccompanied. Students of 13-17 years may go out unaccompanied if you are certain that they have written permission from their parents or group leader. 13-14 year olds must be home by 9.00 pm. 15-16 year olds may go out in the evenings until 10.00 pm and 17 year olds may go out until 11.00 pm but should bear in mind the times of the last buses. However, you should know where your students are going and encourage them to stay in as much as possible. Students of 18 years and over may go out when they wish, as long as it does not inconvenience you. No student under 21 may spend a night away from home unless you know that we have written consent from their parent or guardian. In general, young adults over 21 may spend nights away if they leave their address. Sometimes, however, parents do not want this and you would be notified in these cases.

Should you have any concerns at all about your students in relation to these guidelines, or feel that your students are insufficiently mature to be given the degree of freedom assigned in this section of the notes, please contact your Local Organiser. We ask you to collect your student at the end of the disco or other programmed evening activity each week as part of your commitment as a host family or to arrange for them to be collected by another EJO host family.

Baths/showers

Please make sure that students have the same access to the bathroom as other members of the household. They should be able to have a hot bath or shower every day. It is important to explain the arrangements for the disposal of sanitary towels to the girls; they are often too shy or too lacking in vocabulary to ask.

Meals

As members of the household, our students have meals with their host family. This is an important part of the stay. Please be as flexible as possible as regards any food preferences your students may have but make sure that they have a nutritious and balanced diet. We will hope to be in a position to let you know in advance if there are any particular dietary requirements. Continental students appreciate bread and water with their meal. Please make it clear to your students that you expect them to have their meals at home (with the obvious exception of packed lunches) and that they should be punctual for them. If there is an occasion when a group leader is arranging a special outing which will involve your students in being late for, or missing, a meal, they should give you plenty of warning.

Please provide a packed lunch for your students on each weekday and also at weekends if your student is out on an excursion. A leaflet giving guidance on packed lunches is available. You may find the following suggestions helpful: Bread rolls prove to be more acceptable than sliced bread and can be filled with cold meat, cheese, egg or salad. It is advisable to avoid salad in very hot weather. In addition, each lunch should contain a drink, some fruit and one other item such as a packet of crisps.

What you may expect of your student

Apart from good manners and good behaviour, you may expect your students to make their own beds, keep their rooms tidy and help with clearing the table. However, you should not expect them to do housework or act as baby-sitters. You should expect your students to leave the bathroom and toilet in a clean condition.

Laundry

We will appreciate your doing some of your students' laundry as part of our arrangement.

Language

Your students may sometimes find it difficult to understand you even though they may have been learning English for some time. They may also sound abrupt in the way they express themselves if they have not yet learned the subtleties of expression in English which will enable them to communicate politely. We ask for your understanding in these cases. Please encourage your students to speak English in your home and help them as much as possible.

Illness

Should one of your students become ill, please let your Local Organiser know. We may then ask you to take the student to your family doctor who will usually accept a guest staying in your home as a temporary patient. Whether or not the student will be asked to pay for treatment will be at the discretion of the practice. Students from EEA countries who have brought their European Health Insurance Card with them are entitled to treatment under the National Health Service. Students will have to pay for any dental or optical treatment. Please let your Local Organiser know before a student takes any prescribed medication.

Religion

Some students will want to know the nearest place of worship appropriate to their religion, together with the times of services. Please help them by providing this information.

Meeting young people

Students look forward to meeting young people in this country. We would value your help in giving them opportunities to do so by introducing them to neighbours' teenagers or taking them to any relevant groups you are involved in locally.

Money

Some students may ask you to look after some of their pocket money. If you are willing to do this, we strongly recommend that you keep a record in which each transaction is signed for. You sign (with date) for any amounts entrusted to your care and students sign (again with date) for each amount taken by them. Students come with sufficient pocket money to cover fares, entrance fees, stamps and other items of personal expenditure. On no account should you lend money to your students.

Telephone

EJO cannot accept responsibility for family telephone accounts. Your students should only use your telephone with your permission and they should reverse the charges, ask for an ADC call (Advise Duration Call) for which a charge is made or keep a note of the time and reimburse you for the call. If you are concerned about students using your telephone without permission please lock the telephone or make an arrangement with BT for call barring, a relatively inexpensive service, where available. All of this being said, use of the family phone is becoming less of a concern as more and more students are now bringing their own mobile phones. Please encourage students to ring their parents to confirm their safe arrival at the beginning of the stay.

Damage

Please report any accident or damage caused by students in your home to your Local Organiser immediately so that it can be thoroughly investigated before the student leaves the country. You should always check your students' rooms 24 hours before their departure and again just before they leave. In the unlikely event of damage occurring whilst students are in your home, EJO may be able to pursue claims on behalf of host families, although it has no legal liability to do so. We recommend that you let your insurance company know that students are staying in your home so that, should damage occur to the house or its contents, you can claim from your own insurers. Not informing the insurance company could invalidate the policy. Informing insurance companies about visiting students can also protect families in the unlikely event of a liability claim made by a student against the hosts.

British law and your student

We obviously expect all our students to act within the law. Under age drinking of alcohol, the use of drugs and taking items from shops without paying for them are unfortunately all too common these days. Discrimination is against the law. If you have any concerns about the student staying in your home, please let your Local Organiser know immediately.

Gas safety regulations

It is now a legal requirement for anyone hosting international students to have all gas appliances inspected and serviced annually by a CORGI registered engineer and to hold a current Gas Safety Certificate. Please let your Local Organiser have a copy of your current certificate for our files.

Tax

Please remember that you are responsible for your own tax affairs.

Visits from returning students

Should any of your students approach you in subsequent years and ask if they may stay with you again, please let your Local Organiser know. You will appreciate that any such visit should be arranged through the partner organisation that made the original introduction.

Thank you for acting as one of our host families. It is you above all whom your students will remember after they return home

Accredited by the

