



Citipointe
Christian College

INTERNATIONAL

HOMESTAY HANDBOOK

CRICOS Provider Code 00996F
ABN 15 072 238 554
Christian Outreach Centre trading as Citipointe Christian College
and Citipointe Christian College International

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EMERGENCY NUMBER: 0412 304 375

For non-

Guests

A student must ask their homestay parents well in advance if they want to have a friend visit them in their homestay. Members of the opposite sex should not be in a student's bedroom at any time and the door to the room should always remain open while entertaining guests. The College strongly discourages homestay families from inviting or agreeing to host the parent of their homestay student. Visiting parents should make arrangements to stay at a hotel or with friends while in Australia. If a homestay family is asked to host the parent of their homestay student they should contact the Homestay Coordinator immediately.

Hairstyle

The College has rules

Girls: tidy, neat, above the collar and off the face; long hair to be tied back; conservative in colour

Boys: tidy, neat, above the collar and off the face; conservative in cut and colour

Boys should have a College haircut (short back and sides as described above) before the beginning of each

hairstyle and the wearing of the College uniform in general e.g. clean polished shoes, ironed clothes, no jewellery.

Holidays homestay host

Homestay is not term time only but includes holiday periods. For this reason, if the family is going away on holidays the student should go with them. Homestay hosts may not make alternative arrangements for the supervision of the student without the approval of the College. If you take your student with you, the student should not be expected to pay for accommodation or meals while away as accommodation and meals are covered by the homestay fee. Please email the dates your student will be away with you and the address of where you will be staying to the Homestay Coordinator before you go away.

Holidays homestay student

Forward planning is essential. Homestay parents should talk to their student early in the semester about their holiday plans so that flights are booked well in advance. Students are not permitted to miss school days when they go home for the holidays. The College asks that homestay parents supervise the booking of flights to ensure that the student is in class on the first day and the last day of each term. Students should not travel overnight so that they arrive back in Brisbane on the first day of term as this makes them too tired to engage in class activities. A copy of the flight itinerary must be given to the Homestay Coordinator as soon as the booking has been made.

Students should go home to their parents for the long summer holidays. If the student wishes to travel to specifying welfare, travel and accommodation arrangements. Permission for such travel will not be granted unless the College is satisfied with these arrangements. Homestay students are not permitted to attend Schoolies Week celebrations. At the end of Year 12, students should return to their home country promptly. If you know that a student is planning to violate these conditions, please notify the Homestay Coordinator immediately.

Students are responsible for arranging

iPad

A school iPad is for school work only. Students must not put games, music, photos or any apps on their iPad. Students

Medication

Homestay students fall under Australian health regulations. [Medicines and Poisons \(Medicines\) Regulation 2021 \(Old\)](#) requires the College to have a prescription for all medication in order for it to be administered.

The **Overseas Student Medical information** form must be completed by a medical professional prior to the

• All medication:

- Student details completed
- Medication administered as needed ticked (sometimes called PRN medication. This is for medication such as paracetamol)
- Doctor to complete page 6 and sign page 7
- Parent to sign form after doctor completion

When arriving with medications:

- All medication should be given to the Homestay Coordinator on arrival.
- Medication not listed on Form 06a will not be administered to the student and will be kept in
- Any vitamins or supplements will be checked by Health Bay and, if no prescription is required, they will be given back to the student to pass on to the homestay parent. The
Students should not self-medicate unless indicated by the doctor that that may do so.

If a student is ill or needs medication:

- The student will be taken to the doctor.
- Any prescribed medications listed on Form 06a will be given to the student as prescribed and shown to the doctor as a reference.
- If a student needs paracetamol or an antihistamine, the homestay parent can take the student to a pharmacy to purchase the medication and ask the pharmacist to add a
going to a doctor.

Students with asthma, allergies or who are anaphylactic:

- Require an action plan prescribed by a medical professional.
- The **Overseas Student Medical information** must be completed by a parent for any medication prescribed on the action plan e.g. EpiPen or antihistamine.
- The action plan and medication must be handed to the Homestay Coordinator on arrival.

Mobile phones

Every student in homestay should have a mobile phone with an Australian phone number. Homestay hosts should store the homestay student's phone number and the Homestay Emergency Number (0412 304 375) in their phone. Students should have their mobile phones switched on at all times, except at bedtime. Homestay parents should have their phones switched on when students are out so that they are contactable. If arrangements need to be changed, communication between the student and the homestay should not be by text but by a phone call.

Mobile phones should be used in moderation and it is not appropriate for a student to use a mobile phone at the dinner table, or anywhere in the presence of the homestay family.

Mobile phones at school

Students are required to hand their phones to their teacher at the start of the school day and the teacher will return them at the end of the school day. The student will need to ask the teacher for permission if they need to use their phone during the day. They should talk to each other and make friends.

Permission forms for camps, excursions, subject selection, tutoring, medical attention etc

Homestay parents should not sign any consent forms. The College will email all forms requiring a signature

Pets

International students may not be used to pets and may need to be introduced to them slowly and carefully.

Pornography

Access to pornography, on the internet or in any other form, is unacceptable and may result in the student's expulsion from the Homestay Program and consequently, the College.

Public transport

Students must not travel on buses or trains after dark. Arrangements to be picked up by the host family should be made well in advance if the student will arrive home after dark.

Female students should download the Shebah app on their mobile phones and use this service instead of Uber. Shebah is an all-female rideshare service.

For outings outside of Brisbane, the student must go with the host family.

Respect and obedience

Homestay students must respect and obey the homestay family rules. They must always speak respectfully to the host mother, the host father and the host children. They should be courteous and respectful at all times and must obey homestay parents' instructions and requests. Students should respect the privacy and property of the homestay family. Students are not allowed to enter the bedrooms of other family members without being invited to do so.

Safety

If your student walks to or from school, please teach them the following:

- Walk in groups of at least two to three
- Walk near the fence line rather than street kerb
- Do not talk to anyone you don't know under any circumstances even if they ask for direct

Transport to school

The host family should arrange transport to and from the College on school days. Preferably, the family should drive the student to and from school, at no cost to the student. Where this is not possible, the Homestay Coordinator

HOMESTAY FEES

FEES PAID BY STUDENTS

Homestay fees cover accommodation, food and supervision. All other expenses should be met by the student e.g. medical, dental, transport, phone, internet. Students pay homestay fees to the College one semester in advance. As most students go home for the long summer holidays, their homestay fees cover term time and short holidays only.

FEES PAID TO HOMESTAY FAMILIES

The College makes monthly homestay p

What will happen next?

If you report your concerns to a member of

CODE OF CONDUCT FOR INTERACTING WITH CHILDREN AND YOUNG PEOPLE

Values and principles

The Core Values of Citipointe Christian College are:

- Uncom

Program. The College demonstrates its commitment to providing information and training on how to identify risks of harm and disclosures of suspicions of harm to all stakeholders by:

- providing orientation for families and students involv

3.2. Critical Incident Committee

- a) The College has a Critical Incident Committee to assist the Principal in the prevention and management of critical incidents at the College, or off campus in the case of an overseas student for whom the College has undertaken welfare responsibilities.
- b) The Head of International is the overseas student critical incident team leader.
- c) The Critical Incident Committee may include:
 - I. the Principal
 - II. Heads of School
 - III. Heads of Year
 - IV. the College counsellor
 - V. Student Protection Officer
 - VI. Homestay Coordinator
- d) The responsibilities of the committee include:
 - I. risk assessment of hazards and situations which may require emergency action
 - II. analysis of requirements to address these hazards
 - III. establishment of liaison with all relevant emergency services e.g. police, fire brigade, ambulance, hospital, poisons information centre, community health services
 - IV. 24-hour access to contact details for all students and their families, emergency contacts]|[çã^ãÁ^ Á@Á ċ â^} ç Áæ ã Êæ^} • ÊQ { ^• çé Áæ ãá • Êæ^! • Êæ } • |æÁ çé-Êæ embassies and interpreting services if necessary
 - V. 24-hour access to contact details for all relevant staff members needed in the event of a critical incident e.g. College counsellor, welfare officer, legal services, College security
 - VI. development of a critical incident plan for each critical incident identified, including arranging emergency or alternative accommodation arrangements if necessary
 - VII. dissemination of planned procedures
 - VIII. organisation of practice drills
 - IX. regular reviewufc

Agreement to comply with the Risk Management Strategy

It is a breach of Citipointe Christian College International's Risk Management Strategy for any person to whom this

welfare arrangements before a student is placed in an approved arrangement, and at least every six months thereafter, covering

- i. Guidelines for selecting, screening and monitoring each family and ensuring the enrolment at the College
 - ii. Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
 - iii. Orientation program for families new to provision of homestay services
 - iv. Compliant homestay risk management strategy, reviewed annually, undertaken by the College
- c) Blue cards as required for adults living in the homestay, other than overseas students, or who otherwise have regular contact with the student.*

No card, No start accommodation services, unless an exemption applies.

HOMESTAY STUDENT CONTRACT & CODE OF CONDUCT

The College has a number of rules to keep students safe in Australia and to assist in building good relationships with the homestay family. These rules need to be read carefully and obeyed. If the homestay rules are not obeyed, you will not be able to live in a Citipointe homestay and this could put your enrolment at the College at risk.

- You must respect and obey the homestay family. You must always speak respectfully to the homestay mother, the homestay father, the homestay children and their guests. You should be courteous and
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- You must ask permission well in advance from your homestay parents before going out and inviting friends to visit. You must let your homestay parents know where you are going, who you are with and when you will be home.
- You must not change your plans at the last minute . you must be home at the time previously arranged with your homestay parents.
- You must not travel on buses or trains after dark.
- For outings outside of Brisbane, you must go with your homestay family.
- Boyfriend/girlfriend relationships are not permitted. You should always go out in a group and not as a couple.
- You should not go into the city unless accompanied by a responsible adult with the approval of your homestay family. Queensland Police have advised us that there are gangs who target international students and therefore it is not safe for students to go into the city alone.
- You should join in with family activities and family outings and attend church every Sunday with your homestay family. This will help reduce homesickness and help you get to know Australian culture. It will also help you develop your English skills. When at church, you must stay in the meeting with the homestay family and not go outside or to the foyer. You should not use your phone or EarPods in church.
- You must not drive a car without the written permission of your parents and the College.
- You must not travel in a car when another student is driving without the written permission of the College.
- You must not have body piercing, tattooing or hair colouring done while in Australia. If female students wish to have their ears pierced, they must obtain written permission from their parents which should be emailed to the Homestay Coordinator before they have their ears pierced. Only one small plain stud or sleeper in the bottom of each ear lobe will be permitted. Male students are not permitted to have any piercings.
- You must not smoke, drink alcohol, take drugs, gamble or access pornography in any form.
- You must pay for all personal, medical, dental and entertainment expenses (e.g. anywhere that has an admission fee).
- A condition of a Student Visa includes permission to work part-time with limitations during study periods. The Principal has set a rule for Student Visa holders at Citipointe Christian College and Citipointe Christian College International that students can only work during holiday periods and not during term time. This is to ensure that you are mainly focused on your studies.
- You should inform the Homestay Coordinator of your travel arrangements at the beginning of each term. You must be at school on the first day of each term and the last day of each term.
- You should talk to the Homestay Coordinator if you have any problems you cannot resolve easily with the host family.

I have read the homestay rules carefully and I promise to obey them.

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