

Dear Host Family,

Thank you for your interest in becoming a host family for inlingua Cheltenham.

inlingua Cheltenham is a private language school and part of inlingua International, an association of language centres in 44 countries across the world. We take students from all countries from as young as 12 years old. Our students come to study general or business English and we run a summer programme in July and August.

As a school, we are accredited by the British Council and the Independent Schools Inspectorate and as a result there are certain requirements with which we must comply. The terms and conditions for hosting include such things as; all individuals over 18 must be DBS checked if you wish to host under 18's, the home must meet fire and safety regulations and your home will be re-assessed every 18 months. The complete list can be found in our host family information booklet (included).

Please complete the application form enclosed and return it to the school at your earliest convenience. Once received, we will then contact you and if you live within our catchment area, we will arrange a homestay assessment visit with you, usually within 7 days, to ensure you meet our homestay requirements.

Thank you for your co-operation and we hope to welcome you on board as a host family. Any information provided by you will be held in confidence, subject to the Data Protection Act 1998

Kind regards,

Caroline Nicholls
Accommodation Officer
inlingua Cheltenham

HOME STAY FAMILY APPLICATION FORM



Personal Details:

Title/Forename:	
Surname:	
Address:	
Home Telephone Number:	
Mobile number:	
Work telephone:	
E-mail address:	
Native Language:	

Host	
Name:	
D.O.B:	
Occupation/ Employment History:	

Host	
Name:	
D.O.B:	
Occupation/ Employment History:	

DBS Held: NO YES Year Taken:

DBS Held: NO YES Year Taken:

Children living away from home: NO YES

Children living at this address:	
Name:	
D.O.B:	
Occupation:	

Children living at this address:	
Name:	
D.O.B:	
Occupation:	

Other Adults living at this address:	
Name:	
D.O.B:	
Occupation:	

Other Adults living at this address:	
Name:	
D.O.B:	
Occupation:	

DBS Held: NO YES Year Taken:

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Do you have any pets? No Yes

Do you have wifi? No Yes

Does anyone in the household smoke? No Yes

Location:

How far is your house from the town centre:

How long would it take to walk from your house to the town centre:

Is there a frequent bus service: NO YES

Is there a bus stop near your house: NO YES How far

Accommodating students:

Please tick which of the following types of students you would be happy to accommodate:

Males Females

Short term (1-4 weeks) Long term (1-12 months)

Students over Christmas Smokers

Please tick which ages you would prefer:

Under 16 16-18 18-30 30-50 Over 50

Can you cater for:

Vegetarians Muslim Diet Self-Catering Gluten free/Coeliac

Please number how many rooms are available:

Single bedroom Twin Bedroom Double Bedroom En-suite Bedroom

Have you had students before: NO YES Where from:

Further Information:

Please provide information on your hobbies and interests:

We will also require the following documents from you;

Driving license and car insurance document (if you do not hold a driving license please provide your passport)

'Gas Safe' certificate for your boiler and/or gas fire

References

Please give the names and addresses of two people who can provide a reference for you. They can be a host family, a friend, a work colleague, etc. You cannot use family members.

Reference 1

Name:

Profession

Relationship:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>

Postcode

Telephone N°:

E-mail:

Reference 2

Name:

Profession

Relationship:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>

Postcode

Telephone N°:

E-mail:

Summary of our Conditions for Hosting Students

1. Provide a quiet place in the home with a desk or table where the student may study.
2. Allow students to utilise all communal areas of the house in the same way as any family member. Please ensure that these areas are always clean and tidy.
3. The students room must be in a good state of cleanliness and repair and have adequate heating and ventilation. The room should be sufficiently spacious with natural light (windowless rooms are not acceptable), equipped with a standard sized bed and mattress (camp beds, bunk beds, futons and sofa beds are not acceptable) and adequate hanging and drawer space for clothes. The room must allow for the student to keep their possessions and store their suitcase.
4. If you have more than 1 room, you must clearly indicate to the accommodation officer which room will be used for each student. You must also state the details of other students or guests who will be staying with you at the same time as an inlingua student.
5. Once a week you must clean the students room and provide fresh bed linen and towels. Please also provide a weekly laundry service to wash the students clothes.
6. Meals will be provided as agreed and will offer a varied and well-balanced diet, taking into account any reasonable dietary requirements expressed by the student. All students are expected to eat the same meals as other members of the family at the same times, unless timing issues occasionally prevent this. Please refrain from providing microwave meals to student. We have a suggested menu list on the back of the homestay handbook.
7. You may not host more than 1 student of the same nationality/mother tongue at the same time, unless requested by inlingua.
8. You may not host a student under the age of 18 at the same time as a student over the age of 18.
9. The host family must only use English to communicate with the students and must ensure only English is used by all family members when the student is present.
10. The host family must support the school curfew times for under 18's and ensure your student is home by 21.00 if under 16 and 22.00 if under 18.
11. If you intend on driving students at all in your car, the school must see your driving license and car insurance certificate before you do this. If you are hosting under 18's, you will normally be required to drive students to and from school on occasions.
12. If you lend a student your bicycle please inform the school and ensure proper safety precautions have been put in place.
13. You must show the accommodation officer an annual Gas safe certificate for your boiler and gas fire and undertake a fire risk assessment yearly.
14. To host students under the age of 18, all members of the host family over 18 must have a valid DBS certificate. It must be an enhanced check for the purpose of 'child workforce' and be within 3 years old.

When you have read and understood the host family information booklet we would be grateful if you would sign the attached slip and return it to the school. We regret that we will not be able to place students with families who do not do this.

To **inlingua** Cheltenham:

Dated

I/We agree to comply with the terms and conditions set out in the 'information for host families'. **inlingua** Cheltenham acts as a mediator between students and families and does not make any charges for this service. **inlingua** Cheltenham can accept no responsibility for students or their actions whilst they are attending the school.

Private Foster Carers and Host Family Consent form

We have a duty to make sure that Private Fostered Children are not placed with people who may harm them in any way. For this reason, we have to carry out extensive checks on anyone who applies to become a Private Foster carer or Host carer. We need to check that people are who they say they are, and that they have not committed any offences against children.

In order to progress your application, we have a statutory duty to make various checks. Please read the permission statement and sign below.

TERMS OF AGREEMENT FOR CONSENT TO DISCLOSURE OF INFORMATION

I/We hereby agree to Gloucestershire County Council making enquiries to any other Local Authorities, OFSTED, Area Health Authorities, Education, Police, CAFCASS, NSPCC and SSAFA concerning the above application.

I/We also give permission for information to be sought from Personal and Employer Referees and General Practitioners.

I/We understand that disclosure is not limited by the Rehabilitation of Offenders Act 1974 Section 7(2) (c): i.e. "spent" offences are disclosed.

I/We give permission for Gloucestershire County Council Children's Services or its agents, to request information about me in accordance with the Children Act 1989 Guidance. I understand that this will involve enquiries being made to Children's Services

Applicant 1.

Name: **Date of Birth:**

Previous Names:

Present Address:
.....
..... **Postcode:**

Signed:

Print Name:

Dated:

Please complete this form and return to inlingua Cheltenham

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Applicant 2.

Name: **Date of Birth:**

Previous Names:

Present Address:
.....
..... **Postcode:**

Signed:

Print Name:

Dated:

Please complete this form and return to inlingua Cheltenham