

ACTIVE LANGUAGE LEARNING

ACCOMMODATION SECTION

2025

January 2025

This is a live document with continuous necessary updating where required.

ACTIVE LANGUAGE LEARNING

Homestay Recruitment Policy

2025

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Recruitment of Homestay Providers

Active Language Learning

1. Sources of New Providers

- Most providers are recommended by current hosts or friends.
- Some walk in with enquiries at the school.
- For Summer School, if needed, a leaflet drop is organised in targeted local areas.

2. Initial Application and Meeting

- Prospective hosts (host father/host mother) receive or are emailed an application form.
- Our Accommodation Administration Team makes contact
- During this meeting, the Accommodation Manager:
 1. Reviews the application form.
 2. Explains the types of students the school receives.
 3. Outlines the school's procedures, expectations, and standards.

3. Home Visit and Final Decision

- Within two weeks of the initial meeting, the Accommodation Manager visits the provider's home.
- After the visit, the Accommodation Manager decides whether to accept or reject the application.
- If the home does not meet the required standards, the provider is informed of the deficiencies and given an opportunity to address them.

4. Induction of Homestay Providers

1. Terms and Conditions

- Before hosting any students, each provider must review the Terms and Conditions printed on the back of the Homestay Registration Forms.

7. Next Steps

- Once the induction process is complete, providers can begin hosting students.
- The Accommodation Manager remains the primary point of contact for any questions or concerns regarding student placement or homestay arrangements.

Conclusion

This document ensures that potential homestay providers understand the school's expectations, the application process, and the standards they must maintain to create a safe and positive environment for students.

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Homestay Placement Policy

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Homestay Student Placement Policy

Active Language Learning

1. Purpose

The purpose of this policy is to outline the procedures and standards for placing students with homestay families, ensuring a safe, welcoming, and culturally enriching experience that supports the academic and personal goals of our students.

2. Scope

This policy applies to all students enrolled in Active Language Learning who opt for homestay accommodation, as well as to all approved host families providing accommodation.

3. Placement Objectives

- Provide students with a safe, comfortable, and supportive home environment.
- Promote cultural exchange and English language practice.
- Ensure all placements comply with child protection and health and safety standards.

4. Host Family Requirements

All host families must:

- Be Garda-vetted (if in Ireland) and undergo a full home inspection by a member of the accommodation team.
- Provide a clean, private room with adequate storage and study space.
- Provide breakfast and dinner (half-board) during the week, and three meals on weekends.
- Integrate the student into family life and provide a supportive atmosphere.
- Notify the school of any issues or changes in circumstances that may affect the student.

For students under 18:

- A responsible adult must be present overnight in the home.
- Students must not be left alone overnight under any circumstances.
- Families must follow Active Language Learning's **Junior Student Protection Policy**.

5. Student Matching Criteria

Students are placed based on:

- Age, gender, dietary needs, allergies, and medical conditions.
- Language background (to promote English use at home).
- Preferences regarding pets, children, or smoking.
- Availability and proximity to the school (within 15-20 minutes walking or by public transport).

Where possible, no two students of the same nationality or first language will be placed in the same homestay.

6. Placement Process

1. **Application Review:** Student submits accommodation preferences and requirements via the school's booking system or form.
2. **Family Matching:** The accommodation officer matches the student with a suitable, approved family.
3. **Confirmation:** Family receives student profile, and student receives homestay details (name, address, family background, house rules).
4. **Arrival Support:** Students are advised to contact the host family before arrival. Group leaders (if any) are encouraged to stay nearby.

7. Monitoring and Feedback

- Students will be checked in with within the first 48 hours and again after the first week.
- Regular feedback will be collected via surveys and informal check-ins.
- Host families receive ongoing support and may be re-inspected as needed.

8. Problem Resolution

Any concerns raised by either student or host family will be handled promptly and confidentially. The accommodation officer will:

- Assess the situation and mediate where possible.
- Move the student if the situation cannot be resolved.
- Document all incidents and outcomes for safeguarding and quality assurance.

9. Termination or Changes

The school reserves the right to:

- Remove a student from a homestay without prior notice if the safety or wellbeing of either party is at risk.
- Discontinue using a host family if they breach policy standards or safeguarding requirements.

10. Review

This policy is reviewed annually and updated in line with safeguarding, accreditation, and legal guidelines.