
Guardianship, host family and parent partnership contract

Terms and Conditions 2025-26

We understand that the social, emotional and cultural aspects of coming to Varndean College for our International students is as important as the academic focus.

To this end, we have a full-time International team who provide:

- Support and guidance for every International student in terms of emotional support, welfare, information, academic queries and cultural support
- Where requested we arrange for accommodation with a Varndean Host Family, which also includes the team providing an overall guardianship service.

This contract shows the details and guidelines for the Host Family and Guardianship service. We ask that you as a parent, reads and signs the contract as your commitment to working with us to provide the best experience possible for your child, while they are with us.

1. College Guardianship services

- a) The College guardianship services are provided by the International team, who have a full-time office in the college.

This includes: allocating the host family, host safeguarding checks, annual visits to the host family, half-termly welfare check-ins with the students, accompanying the student to accident and emergency situations where needed, liaising with the natural parents or agents in cases of concern or emergency, authorising overnight travel arrangements during the stay and overseeing all accommodation enquiries.

The International team is available on a duty rota phone out of hours for emergencies.

- b) This is charged at £30 per week.

2. Accommodation Payment:

- a) £200 per week from 1 September 2025

This includes

- daily breakfast, help-yourself style with pre-agreed ingredients
- hot evening meal with the family
- light lunches on the weekend (students provide their own lunches from Monday to Friday)
- heating, minimum room temperature being 19 degrees centigrade
- laundry, once a week
- hosting and care and welfare

The payments include all term dates, and all half-term dates, but not Easter and Christmas holidays.

- b) The total accommodation invoice includes £50 per week room holding fee for the Christmas and Easter holidays.
- c) If the student wishes to stay with the host over Christmas and/or Easter they need to inform us at enrolment and we will place them with a family who wishes to host during the holidays.
The payment is £180 per week including guardianship.

- d)** For the half-term holidays, a full room rate is paid, regardless if the student goes home or stays with the host. This has already been included in the accommodation fees paid.
- e)** If for any reason the hosting position needs to end before the original date, the host will be paid 2 weeks' notice from the student's departure date from the host family.
- f)** If the host needs to stop hosting unexpectedly, they need to give two weeks' notice to give time for a new host to be found for the student.
- g)** If a student needs to return to their home country unexpectedly. i.e. for family reasons (but not for holidays), for longer than three weeks, the rate of payment for the room will be reduced to £50 per week until the student returns.
- h)** If the host family wishes to go on holiday, the student will be temporarily hosted elsewhere. For this period, the cover host only would receive payment instead of the current host.

3. Safeguarding and welfare

The College is committed to safeguarding and promotes the protection and welfare of all students.

Our Safeguarding policy is on our website <https://varndean.ac.uk/policies>

- a) All adults over 18yrs, living permanently in the house will be checked for an enhanced DBS every 4 years.
- b) The host registers the student at their local doctor's surgery within their 1st week of arrival.
- c) If the host, parent or student has any concerns about their student's safety or wellbeing, they must contact International office.
- d) The student cannot be left alone in the house overnight without an adult member of the household, under any circumstances.
- e) If the host family wishes to go on holiday, the International team arranges a temporary host, and informs the student's natural parents or agent as appropriate. Hosts are requested to keep holiday periods to a minimum while hosting one of our students.
- f) If a student wishes to have a sleepover, either in their host home, or at a friend's host family, then permissions are needed from the International office and the respective host families. The student informs the International team the plans three days ahead of the date.
- g) If the student wishes to go out for the day outside Brighton, they must let the host family know. Particularly if it is London. And they must be back before curfew.

4. Insurance

- a) We regret that Varndean College can't accept responsibility if a student causes damage or additional expense. This needs to be dealt with directly between the host family and the student's parents. We are happy to help if needed with communication.
- b) The student will be provided with a front door key and asked for its return when they leave.

5. Fire Safety

- a)** The host must provide a current, certified Gas Safe Certificate where applicable.
- b)** A smoke alarm must be fitted in the house.
- c)** Students must not smoke or vape in the host family home.

6. Room requirements

- a) One student is allocated per room.

- b) The room needs to have at least:
- a full-sized single or double bed, not bunk beds
 - chest of drawers and/or wardrobe
 - a suitable desk for studying, with a chair and a lamp
 - good broadband connection in the bedroom
 - bed linen, towels and spare blankets
 - maintained at a minimum temperature of 19 degrees centigrade
- c) The room needs to be empty of all hosts' belongings, clean and in good state of repair.
- d) The student is expected to always keep their room clean and tidy. Host families will knock before entering to respect privacy. The student needs to allow host families to check their room periodically.

7. Meals and use of the kitchen

- a) The host is required to provide a healthy, wholefood diet.
- b) We ask everyone to sit together for an evening meal as a family with the student for a minimum of five times a week. Breakfasts and weekend lunches can be a help-yourself style, with clear guidelines of which foods are set aside for that.
- c) Hosts need to make the kitchen and food rules clear from the beginning.
- Where they can keep their own food – they will need a shelf in the fridge and a cupboard
 - Which food/drinks they can help themselves to and when
 - If they can cook in the kitchen, and if so when and how frequently. For parent information, many hosts do not allow the student to cook in their kitchens. It is also not usual in the UK to have a cooked lunch – it is more likely to be a salad or a snack meal, with the main meal in the evening.
- d) If the host cannot be home for the evening meal, they will let the student know what food is set aside for them.
- e) The student needs to tell the host the day before, if they will be out for the evening meal.
- f) We expect natural parents to let us know if their child requires any specific dietary needs, before we allocate a host. Not all hosts can provide specialist foods or provide for limited diets.
- g) If a halal, vegan, lactose free or gluten-free diet is agreed with us, then a £15 charge will be levied.

8. Bathroom use

- a) Clear guidelines of when the shower can be used to accommodate the whole family need to be agreed. Students need access to the shower at least once a day. If doing sport, maybe twice that day.
- b) The bathroom needs a lock on the inside, and privacy needs to be always respected.
- c) Agree where the student can keep their toiletries and towel.

9. Heating

- a) The host will explain the times the heating is scheduled for the household. As a note for parents, it is normal for UK houses to be heated for a certain number of hours a day, usually morning and evening. It is not on all day. Students need to bring warm clothes for the winter months. During a particularly cold season, the heating may be on a little longer. The student's room will be heated to a minimum of 19 degrees centigrade. It is important that your child brings warm clothing with them.
- b) Students need to understand the heating rules of the house and follow them.

10. Laundry

- a) Hosts will do the students' laundry for them once a week and provide a dirty linen basket for them.

11. Internet provision and use

- a) Students will be working on college assignments from home in the day and eves, so fast broadband is provided in the host family.
- b) Students will sign a correct internet usage contract with the college, which extends to the host family. If the host is concerned about unreasonable or unhealthy usage, they must let the International team know and the student will be asked to keep reasonable hours online.

12. Connecting with the student and arrivals

- a) Once the placement is confirmed, we ask the host to contact the student by email or google meet to introduce themselves and welcome them. We ask that the students and where possible their parents, meet the host online before the student arrives, to establish a connection and partnership.
- b) The International team sends the host and the student's family/agent a Landing Document, with the student's flight times, taxis booked, and student contact details, a few weeks before they arrive. We ask the host to track the flight to be aware of any delays, and to be at home to greet the new student.
- c) The student will arrive a day or two earlier than college start date. The host shows them around the local area, and how to get to college. If possible, they will bring them on their first Induction day.
- d) The host also helps the students get a UK SIM card where possible. The student and host must make sure to have each other's contact details.
- e) During the first few days, the host and student discuss the 'House rules' together, (see Appendix A) so that everything is clear on both sides and write down the agreements.
- f) We expect the host family to be friendly and include the student in their family life. We also expect the student to be friendly with the family, to join in, chat, have meals together and be sociable.

13. Supporting the student throughout their stay

- a) Hosts will receive a copy of the student's timetable and help them get to their first lesson of the day on time in the first few weeks.
- b) The college has a curfew of 10:00pm Sunday to Thursday and 11pm on Friday and Saturday. This still applies during half-terms and holidays. If the student breaks the curfew, the host must contact the student, make sure they are safe and get them home. If they can't contact the student, then they call the International duty number. It is the responsibility of the student to be home by curfew.

14. Supporting the student when they leave

- a) The host needs to know the flight times and exact leaving date of the student with at least two weeks' notice.
- b) We ask the host to help them pack, and check their room is clear before they leave.

15. Covid-19 related considerations

- a) The host family agrees to host the student throughout the required period, even if there is another spike of Covid-19, with all the attendant implications on their family and working life.
- b) If the student needs to self-isolate either on arrival from abroad, or during their stay, then the host must support them. Self-isolation means the student stays in the home and garden only. There are no restrictions on the host family themselves.

- c) If a member of the host family becomes ill with Covid-19, the host family informs the international office who will inform the parents. The host will self-isolate and make arrangements for the cooking for the student. We will not be able to move the student out to another host family.

16. Support and partnership between Varndean College and natural parents.

Over the year we have found these rules to be helpful to make the host family situation work well. We ask that parents respect the rules and support us in trying to make the placement work well for both the students and the host family.

17. Privacy Statement

Your personal data will be processed in accordance with the Data Protection Act 2018 . We will only use the information you have provided to support our host family placements. Our Host Family Privacy Notice and our Data Protection Policy are both available on Varndean College website <https://varndean.ac.uk>

Contact details:

Mandy Rose, International Students Manager:

Working hours 9:00am - 5:00pm: Mobile: 07759 835326 or office: 01273 546646
aro@varndean.ac.uk

Shaun Clark, Assistant International Manager:

Working hours: 8:30am – 4:30pm Mobile: 07747 442060 or office: 01273 508011
scl@varndean.ac.uk

Siobhan Winney, Host Family Co-ordinator

Working hours: 8:30am – 4:30pm: Mobile: 07561 707904

The whole team is available to email on: international@varndean.ac.uk

Emergency out-of-hours duty mobile: 07756 875874 4:30pm – 8:30am

Accepting the Terms and Conditions

Please can the student's parents download this page 5, fill in your details, sign and date it and email it back to us either directly or via your agent to international@varndean.co.uk.

Please print:

Name of student: _____

Name of parent 1: _____

Signature: _____

We all look forward to welcoming your child to Varndean College.

Appendix A for parent information:

During the Induction week, we talk to the students about how to live with the Host Family well. We will ask the students to sign this simple version of these rules:

Student Agreement re living with the host family



I agree to:

- 1) *Be sociable with the family, join in, chat and be friendly with the host and the children.*
- 2) *Keep my room clean and tidy. Allow the host family to check my room.*
- 3) *Clean up after myself in all the shared spaces in the house, including the bathroom and the kitchen.*
- 4) *Only cook in the kitchen if my host family allows it.*
- 5) *Make my own lunches during the week. Shop for my own lunches and snacks and agree with the host where I can store it in the kitchen and fridge. I will keep all my perishable food in the kitchen, not in my bedroom. I understand I need to buy my own snacks.*
- 6) *Let the host family know the day before, if I am going to be out for the evening meal.*
- 7) *Keep reasonable hours on the internet, and stay quiet if awake late in the evening.*
- 8) *Respect the host family heating rules. Bring warm clothes to wear both inside and outside during winter months.*
- 9) *Put dirty laundry in the wash basket to be washed once a week.*
- 10) *Make my bed every day. Replace the used sheets and make the bed up with fresh sheets each week.*
- 11) *If I want to have friends visiting during the day and evening to the Host Family house, I will ask permission from my host first.*
- 12) *Take responsibility to be home by the curfew times of 10pm Sunday to Thursday and 11pm Friday & Saturday. I understand this is the same during half-terms, holidays, and study-leave days.*
- 13) *Give my host family my mobile number and stay in contact at all times when I go out. If I am late for any reason, I will let them know.*
- 14) *Let my host family know if I am out for the day in any place outside Brighton, particularly London.*
- 15) *Ask the International office for permission to sleep over with a friend, at least three days before.*
- 16) *Talk to my host family if I need anything or am worried about anything.*
- 17) *Talk to the International team if I need help with anything.*
- 18) *Go with the host family to register with the local doctor (GP).*
- 19) *I understand all the rules are the same during half-terms, holidays and study leave days.*
- 20) *Keep the front door key safe. Give my front door key back when I leave the programme. If I lose the key I will tell the Host Family and the International office straightaway.*
- 21) *Pack up my room and leave it clean and empty when I leave.*