



THE KOORALBYN INTERNATIONAL SCHOOL PROCESS FOR PRIVATE HOMESTAY ARRANGEMENTS FOR INTERNATIONAL STUDENTS

Private Homestay arrangements for International Students approved by the Kooralbyn International School (TKIS) meet Queensland legislative requirements for student protection as well as Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The following process is followed when approving a private homestay arrangement request for an International Student:

- I. A written request and consent from the parent(s) is required with the following details of the homestay host:
 - I. Name of host(s);
 - II. Home address;
 - III. Home phone and mobile numbers;
 - IV. Email address(es); and
 - V. Relationship with the parents and the student.
2. The potential host family is required to write a letter accepting the responsibility of hosting the student as per parent's request.
NB: Duty of Care and Welfare responsibilities still sit with TKIS.
3. If the student is under 18 years of age, all members of the household 18 years and over will be required to apply for a Blue Card through TKIS and complete the school's Volunteer and Other Personnel form, unless they are blood relatives.
NB: Please note that the private homestay arrangement will not be approved without receiving a positive notification of the Blue Card for each member of the hosting household 18 years and over.
4. If the student is over 18 years of age, all members of the household over the age of 18 will be required to complete the school's Volunteer and Other Personnel form.
5. A home visit is scheduled by the Deputy Principal and the Admissions Coordinator to inspect the host's home and assess the living situation. At this stage a homestay visit checklist below is completed and photos taken.
NB: Please note the student must have access to own bedroom with storage and study area.
6. Written recommendation with the completed checklist, photos, and letters from the parents and potential host is submitted to the Interim Principal for approval by the Deputy Principal and the Admissions Coordinator. Once approved, PRISMS will be updated and student and parent(s) informed.
7. Once approved, the Deputy Principal will meet with the student every 6 months to review living arrangements.



Homestay Visit Form 2025

Host Family Details

Family Name/s: _____

Student(s) in homestay: _____

Address: _____

Visit Date: _____ Time: _____

Staff Visiting: _____

Family members present during visit: _____

☐ ESI Homestay

☐ Private Homestay

HOUSE DETAILS	Evident	Not sighted	Not Evident	N/A
Family were accommodating in arranging visit time				
Family were welcoming and appeared open to discussion				
The general safety of the residence is to standard (e.g. stairs)				
If there is a swimming pool, it is gated				
Size of bedroom is adequate				
Room includes all basic necessities (bedroom door which allows privacy, bed, study desk, window, storage space/wardrobe)				
Please note any additional bedroom facilities eg fan, walk in wardrobe, ensuite				
Bedding etc is provided by homestay family				
Bathroom and toilet facilities are adequate and allow privacy				
Student has access to:				
1. Kitchen				
2. Common areas (Lounge, Dining, Family Space, if relevant)				
3. Outdoor area				

List of chores International Student is involved in:

General comments about the student’s behaviour in the house and efforts to participate as a family member, including how much time they spend in their bedroom: Any concerns raised by homestay family:

Any actions following homestay visit:

PHOTOGRAPHS OF STUDENT ROOM (taken on the day of the visit and attached here)

Staff Signature: _____ Date: _____

FOLLOW UP MEETING WITH STUDENT 2 WEEKS AFTER PLACEMENT – TO BE CONDUCTED BY THE DEPUTY PRINCIPAL / ADMISSIONS COORDINATOR

General notes from meeting with student:

Any concerns raised by students:

Any actions to take place following the visit and meeting:

Staff Signature: _____ Date: _____

SUBSEQUENT FOLLOW UP MEETINGS WITH STUDENT TWICE A TERM AFTER PLACEMENT (BEGINNING AND END OF TERM)
– TO BE CONDUCTED BY THE DEPUTY PRINCIPAL / ADMISSIONS COORDINATOR

General notes from meeting with student:

Any concerns raised by students:

Any actions to take place following the visit and meeting:

Staff Signature: _____ Date: _____