



Irish College of English

Award Winning School Established 1992

International Student Host Family Stay Charter Guidelines for Students & Families

Host Family Coordinator – Ms. Loraine Grehan – 00353 1 845 3744

Emergency School Phone Number: 00353 85 7065937

(To be used only in a real emergency and not for enquires etc)

Home stay accommodation is not the same as staying in a guest house or in a hotel, it is a stay with a friendly welcoming family where students are treated as members of the family and have the opportunity to speak English and interact with an Irish Family. Students should join in family life as much as possible and behave with respect and courtesy to the host family at all times. Junior students should always respect the authority of the adults in the household. Students are placed in carefully selected families and these families reflect the diversity in Ireland with a range of different ethnic backgrounds and includes families /single people, young and old, with and without children.

Host families will have house rules which they will tell students at the beginning of their stay, these rules will include information on the use of the kitchen , bathroom, laundry etc.

It is the Irish College of English Policy that:

Meals

- Meals are provided by the host family in accordance with normal family life and household routine and should be varied and nutritious.
- Breakfast normally consists of cereal, toast and juice, lunch is a packed lunch which should be varied and normally consist of sandwiches, a drink, fruit and a snack. Dinner will be the normal family evening meal.
- We advise students to inform their host families if there are any foods they cannot eat, but in general students are expected to fit into the normal household routine.

Tidiness & Manners

- Please remember that students are living with the host family as part of the household and therefore should keep their bedroom clean and help the family clear up after dinner etc.
- Families should provide towels, and change bed linen once a week and will also do a students laundry once a week.
- In Ireland, it is customary to say PLEASE and THANK YOU, when asking for or receiving things, and families maybe offended if you don't use these polite terms.

Use of the Bathroom / Kitchen etc

- Students should have access to have one shower a day in the host family, but should be careful of the time they spend in the bathroom and the amount of hot water they use as homes are often busy, and students should be aware of others needs. It is also normal to clean the bath/shower/wash basin after each use.
- Students shouldn't take food from kitchen press etc, without permission.
- Students should respect the use of communal areas including the living room, TV room and must not take over any space that is normally shared by other members of the family.
- Should a student damage or break any item, their parents will be asked to compensate the family where appropriate, (in certain instances household insurance may cover some of the cost).The Irish College of English takes no responsibility for any such damage.

Smoking/Alcohol

- Smoking is not allowed in the family home, unless the family state differently.
- Students under 18 years of age or those attending school / summer programmes are not allowed to consume alcohol, whether it is inside the home or outside the home and should not enter pubs. This is regardless of what is permitted in their own homes or home countries. Such use of alcohol or drugs will result in expulsion from the programme.



Telephone Calls

Students must ask permission to make out going telephone calls from the host family home. The student must pay for all telephone calls. We recommend that students buy a pre paid telephone card. Students should ask their own families/friends to call their host family house at a reasonable time and limit the length of call.

Going to School/Coming Home

- Students can walk to school, or alternatively they can take a bus and use their bus and rail pass if wish. Families are only expected to help students find the school on the first day and will not drive students to school or collect them after school.
- Students need to fit into the family routine, in some families parents work and will not be home before 5pm, students should check this with the family.

Home Supervision

- If a family, for any reason, will not be at home with the students in the evening or be away for the night. The school should be informed and the family should arrange for a responsible adult minder for the student. In no circumstances should a student be left to look after themselves, regardless of the freedoms they have in their own country. This is in order to protect the student, the family and the family home.
- Students attending a youth programme/under 18 years of age, should not stay out overnight unless ICE receives written notification with parental permission in advance.

House Key

- It is up to the discretion of the host family whether they give students a key to the home. We would recommend that any student on a Youth Programme does not receive a key to the home.

Free Time

- Students have free time most evenings, where they are not taking part in ICE activities. We advise parents of Junior students pre departure to set their own limitations and not allow them to leave the local area during this time. Students are not permitted to go to the city centre at night, or attend discos/other such events not arranged by ICE.
- ICE advises students' parents regarding these rules, so students should be aware of limitations, for their own safety.
- If a student is going to miss an evening meal, they should inform the family in advance. Permission for such absences is at the host parents' discretion.
- Sunday is a day where students can choose to spend the day with their host family or with friends.

Curfew

- All students attending a Youth Programme must be home no later than 10pm each night.
- **It is the host family's responsibility to ensure that students are home and safe by 10pm, if a student is not home, the host family must inform the school by using the emergency phone number. Students who disobey this curfew rule will be expelled.**
- Students attending an Adult programme should inform host family of any late night home arrivals.

Medical Emergencies

- Host families should deal with any emergencies in the same way they would with a member of their own family. This may require phoning the police/ambulance or doctor.
- There is an out of hours emergency Northside service called – **D DOC**, it opens Mon – Fri 6pm to 8am and 24 hours on weekends and bank holidays. With this service, you can talk to a nurse or doctor or if deemed necessary arrange to be seen by a GP. The number is **1850 22 4477**.
- The Irish College of English should be informed of any such emergencies.
The school emergency no. is 085 7065937. This number should only be used for emergencies and not for other enquiries.
- European Students should have a European Medical Insurance card with them, this will cover both hospital and private practice visits and some prescriptions.
- Students from outside the EU should arrange private medical insurance for the duration of their stay.
- All medical costs and associated costs should be covered by the student where insurance does not cover costs. Students should have sufficient funds to cover necessary visits to doctors/dentists etc.

Problems with Host family Stays

While it is unlikely that you have any problems during a home stay, here are some recommendations in the event of a problem:

- First of all, talk and discuss any problem and try to find a solution between student and host family
- If the problem continues or you feel you cannot deal with the situation call the Irish College of English Host Family Coordinator, who can offer advice.
- It is important to look at any problem from both perspectives to find a solution.
- In the event that either the Host family or the Student is unhappy with the arrangement, the Irish College of English will, where possible & appropriate, place the student in alternative accommodation.

Please note:

At the Irish College of English we organize a home stay booking service to facilitate students wishing to study at our school. We have policies in place to ensure that host families are of a proper standard and we receive feedback from students on each host family stay, this feedback along with an inspection by our host family coordinator allows us recommend families to students. The Irish College of English accepts no responsibility for any instances occurring during the home stay for damage or loss incurred etc.

We hope students & host families have an enjoyable experience