



## Host Family Guidelines

The primary role of the Host Family is to ensure the student staying with them is well looked after and treated as a member of the family during their stay. The family must be friendly and interested in the students they host.

- We ask that the student is provided with a comfortable bed, good supply of bedclothes and a change of bed linen on a weekly basis. Camp beds should not be used.
- The student will need to access to study facilities in his/her room (desk and a chair) or has access at all times to another room with facilities conducive to study.
- The students' laundry should be washed and dried at least once a week.
- The student must have free access to a bathroom and bath/shower facilities on a daily basis.
- Homes offering accommodation should be kept clean and well maintained throughout.
- The home must have adequate heating, lighting and ventilation. Please bear in mind that some of our students will take some time to acclimatise to our grey, cold and wet climate; please do be patient with them!
- The student should be provided with two varied and well-balanced meals per day (breakfast and dinner). On weekends / Sundays it would be nice to invite them to have lunch with you and your family. If you are not in a position to do so, please ensure that they are given the opportunity to prepare their own lunches in the kitchen using their own supplies 7 days per week.
- We advise students to inform us if they have any special requirements but generally they are expected to fit into the normal household routine. Students should not help themselves to your food supplies unless you specifically allow them to.
- You can accommodate up to 3 students, however, in most cases only one student of any particular mother tongue may stay at any given time. There is a maximum of 2 students allowed per bedroom.
- Please ensure that the student knows some basic directions and points of interest such as how to get to the bus stop to town, where the local shops are etc.
- It is not your responsibility to provide the student with social activities; however it would be kind to include them on any family outings etc. The college arranges social activities every Wednesday and one large trip once per month. On these days the students may be late home. Please ask the student to inform you what trips they will be attending.

- All homes will be different, however students are also asked to follow your household rules and treat your home with respect. You are not obliged to allow the students have friends over, however please be clear about your own rules on this from the start.
- Our student welfare is of utmost importance to us and as a result Host Family standards are maintained by ensuring that periodic visits to all Host families are carried out to assess suitability.
- We will be rolling out Garda Vetting for new Host Families in line with best practice.

Finally, you are required to invoice the college for all students staying with you, quoting the student name, student number, duration of stay and room type. I have a template invoice and instructions which I would be happy to send you should you require. Please note that completed invoices should be sent to our dedicated accounts department only.

If you have any further queries regarding IBAT College, or if any of the above is unclear, please do not hesitate to contact me.

Yours Sincerely,

**Eloa Lima** | English Language Admissions

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