
**Accommodation Contract with Parents
for students staying in a Varndean registered Host Family
Terms and Conditions 2025-26**

Living happily with a Host Family is a very important part of the student's UK experience. The following are the terms and conditions that the host family, the natural parents and the student agrees to:

1. Accommodation Payment:

- a)** £200 per week from 31 August 2025 (plus £30 per week guardianship fees see point 2)

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 2 weeks at Easter holidays and 2 weeks at 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 additional payment is £180 per week; which is made up of the balance of £150 owed for the room (£200 per week - £50 holding fee already paid), plus the additional £30 guardianship fee per week.
- 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, deducted from your account, and you will be refunded the remaining balance.
- 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.
- i)** The host family is only required to host the student. If a member of their family visits the UK, then they must stay elsewhere, for example in a hotel or a B & B, but not in the host's home. Your child may stay with you during your visit. The host family would still be paid.
- j)** If your child is on a two-year programme with us, and they wish to continue living with the same host in their second year, they will be asked to clear the bedroom and pack up their belongings for storage over the summer holiday period, leaving the room free for the host to use as a family. The host will be asked if they can store the student's belongings over the summer period. This will cost £25 per week storage fee.

2. College Guardianship for students in our host families

- a) Included in your fee invoice is £30 per week additional to accommodation fees
- b) The College guardianship services include: 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 the student and host family for emergencies.

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) If the host has any concerns about their student's safety or wellbeing, they must contact the International team.
- c) The student cannot be left alone in the house overnight without an adult member of the household.
- d) 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.
- e) If a student wishes to have a sleepover, either in their host home, or at a UK Varndean student friend's host family, permissions are needed from the International office and both host families. The student informs the International team the plans three days ahead of the date.
- f) If the student wishes to stay with a friend who is unknown to the college, in addition to the procedure outlined in e), we also ask for the natural parents' permission.
- 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.
- h) While the students are in the UK, sponsored by Varndean, they are not allowed to stay in hotels or Airbnbs unless they are 18yrs old and have their natural parents' permission. The name and address of where they are staying, and the dates they are there, must be given to the International team at least three days before the holiday.
- i) The college has a curfew of 10pm 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.

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. Natural parents will be expected to pay for any damages. 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, so your child will always have their own space and privacy.
- 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 provide the cleaning equipment. 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 the host family showing the student which food is allocated.
- c) Evening meals are usually provided between 6pm-7pm and no later than 7:30pm. We understand this is often earlier than other cultures.
- d) 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.
- e) If the host cannot be home for the evening meal, they will let the student know what food is set aside for them.
- f) The student needs to tell the host the day before, if they will be out for the evening meal.
- g) 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.
- h) If a halal, vegan, lactose-free or gluten-free diet is agreed on offer of a place, then a £15 charge per week will be levied. Specialist foods in the UK are more expensive.
- i) Students are asked not to eat cooked meals in their bedrooms. Snacks are allowed, all food debris, and dirty dishes need to be cleared up daily.

8. Bathroom use

- a) Clear guidelines of when the shower can be used to accommodate the whole family, will be agreed with the host family and students. 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. Health, medicines and UK health care systems

- a) It is essential that all parents let the International team know of any health care needs the student may have and of any medications they are taking, before they land in the UK.
- b) Parents have paid for UK National Health Service treatment as part of the Student Visa. This covers local Doctor's care and emergency hospital care. It does not cover long-term specialist care or dentistry. The host family will help the student register at the local Doctor's surgery, in the first week of stay.
- c) If the student has an emergency illness and needs to go the local doctor (GP) or in an emergency the local hospital's Accident & Emergency department, then the host family or a member of the International team will go with them.
- d) If the surgery is closed and it isn't an A & E issue, the student can go to the NHS walk-in clinic near Brighton Station <https://www.practiceplusbrightonstation.nhs.uk/walk-in-services>
- e) If the student or a member of the host family has covid, then they will need to stay in your home according to the latest government guidelines. The College policy is the student stays at home until s/he has a negative result.
- f) If the student needs dental care, they need to register with a local dentist as a private patient.
- g) If a student needs ongoing or complicate medical care, Varndean will request they return home to their natural parents for their treatment or recovery after a period of maximum three weeks.

13. 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 if 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, taxi booking (if applicable), 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.
- 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.

14. Supporting the student when they leave

- a) The International team in the office, and the host family, need 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 the student pack, and check their room is clear before they leave. Students need to have enough suitcases to take their belongings home!

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

After many years' experience, we have found these rules to be helpful in making 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.

16. 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:

Siobhan Winney, Host Family Co-ordinator

Working hours:: 9:00am – 5:00pm Mobile: 07561 707904

Shaun Clark, Assistant International Manager:

Working hours: 8:30am – 4:30pm Mobile: 07747 442060 or office: 01273 508011

Or please 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.

16. Academic Year dates

<i>Arrival</i>	<i>Students fly in Sunday 31st August</i>
Autumn 1 Term	Mon 1 Sept – Fri 24 Oct
	Induction week Mon 1 – Mon 8 Sept
	Teaching starts Tue 9 Sept
Half-term holiday	Sat 25 Oct – Mon 3 Nov : <i>Most, but not all, students go home</i>
Autumn 2 Term	Tue 4 Nov - Wed 17 Dec
Xmas holiday	Thu 18 Dec 2025 to Sun 4 Jan 2026
	<i>Students are expected to return home for Christmas. But some need to stay due to distance from home, and we check with the host family if you are available</i>
Spring 1 Term	Mon 5 Jan – Fri 13 Feb
Half-term holiday	Sat 14 Feb – Sun 22 Feb: <i>Most, but not all, students go home</i>
Spring 2 Term	Mon 23 Feb – Fri 27 Mar
Easter holiday	Sat 28 Mar – Sun 12 April
	<i>Students are expected to return home for Christmas. But some need to stay due to distance from home, and we check with the host family if you are available</i>
Summer 1 Term	Mon 13 April – Fri 22 May
Half-term holiday	Sat 23 May – Sun 31 May: <i>Most, but not all, students go home</i>
Summer 2 Term	Mon 1 June – Fri 19 June 2026 – <i>Short year students fly home Sat 20 Jun 2026</i>
	Mon 1 June – Fri 10 July 2026 – <i>Students returning for a second year fly home on Sat 11 July 2026</i>

Student Agreement for living with host families



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. Keep reasonable hours on the internet, and stay quiet if awake late in the evening. If your family are living in a country with a very different time difference to ours, please be mindful to not speak too loudly late at night or in the early hours*
- 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) *Go with the host family to register with the local doctor (GP).*
- 18) *Agree that if my parents or friends visit UK while I am here, they cannot stay with the host family. I agree to let the International team know if they are coming, and ask them if I can go and stay with them during their visit.*
- 19) *I understand all the rules are the same during half-terms, holidays and study leave days.*
- 20) *Keep the front door key safe. 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. Give my front door key back when I leave the programme.*

22) *Talk to the International team if I need help with anything throughout my stay in the UK.*