

## **Inlingua Malta – Guidelines for juniors and teens accommodated in host families - 2014**

At inlingua Malta we are committed to providing students from all over the world a truly exceptional experience when learning English in Malta. Staying in a Maltese Host Family with other students from different countries around the world is an integral part of your language learning experience. Acceptable behaviour together with total cooperation with your hosts is conducive to ensuring a pleasant stay within your host family.

For this reason inlingua Malta binds students staying in a Host Family to clear guidelines which need to be respected by students choosing this accommodation option.

**Please read the points below carefully and speak to a member of the inlingua team should you have any difficulty or questions regarding the rules and regulations. These guidelines must be signed and returned to us when making your booking so as to avoid possible misunderstandings.**

- Host Family accommodation is normally situated within a walking distance of approx 20 minutes from the school (maximum 30mins), however this will always depend upon availability. inlingua Malta will try its utmost to allocate students between 5 years and 14 as close to the school premises as possible and will confirm details prior to arrival. A host family profile will be sent prior to arrival. Please appreciate that this is subject to availability and early bookings will be given priority. Older students will be placed as close as possible but priority will be given to the younger ones.
  - Students staying within a host family booked through inlingua Malta for the duration of their stay must be a minimum of 5 years of age.
  - Students may book a shared/single room. Rooms are either single, twin, triple or quadruple. Students are placed by the school in shared rooms or single rooms with additional supplementary charges. Rooms may either be shared with other students of the same nationality or with students from other nationalities. Rooms may also be shared with students from other agencies or other organisations. Any changes to these points must be discussed and negotiated with inlingua Malta prior to arrival.
  - No single nationality placements are accepted for bookings during July and August
  - Students booking a shared room will be placed with a student of the same sex and any nationality.
  - No students are allowed to share a room with students of the opposite sex.
  - It is not guaranteed that there will be somebody at home at all times within the host family although this is usually the norm when hosting students.
  - Students on Full Board Basis will be provided with breakfast, a packed lunch and an evening meal.
  - Students on Half Board Basis will be provided with breakfast and an evening meal.
  - Beverages will only be provided by the Host Family during meal times.
  - Living with a family means integrating with a family. This includes eating and drinking the same food as the family.
  - Should a student have any particular dietary needs this should be communicated at the booking stage and this will need to be confirmed by inlingua Malta.
  - Breakfast provided by Host Families will include some of the following items such as fruit juice, cereal, fresh bread or toast, jam or marmalade and a hot drink such as coffee, tea, or hot chocolate.
  - Packed lunches will include two bread rolls (or 1 large one), fruit and a cold beverage such as water or fruit juice.
  - Dinner will be made up of a warm main course, a dessert such as ice-cream or fruit, and a beverage.
  - Students must ask the family before using the kitchen and the fridge.
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- Students should communicate their plans of the day especially when not coming home for dinner or coming home later than the stipulated curfew.

- Students under the age of 15 yrs will not be given a key to the host family's house.
- The curfew outside the organised programme for students **13-15 years of age is 22:00** , **16-17 is 00.00 unless otherwise stipulated in writing by the parent or guardian**. Host families are duty bound to inform inlingua Malta / group responsible when students break the curfew. It is not the responsibility of the families to control student's behaviour.
- Students are expected to keep their rooms and the host family's home clean and tidy at all times. Students are also to abide by the host family house rules.
- Furniture is to be respected and maintained and any damages will be borne by the student responsible.
- In the event that the room is not kept tidy, the host family will inform inlingua Malta immediately, who in turn will either inform the group leader/ parents or agent.
- Any damages due to negligence incurred by a student in the host family's home, such as stains, breakages and tears to soft furnishings must be replaced at the student's expense.
- Any valuables are the responsibility of the student and should be kept locked in the student's suitcase. inlingua Malta will not take responsibility for any personal items said to have gone missing from a Host Family. Students are advised not to carry valuables into a host family's home and any loss of personal items including money is at the student's own risk. Travel insurance is strongly recommended although not a mandatory requirement.
- Under no circumstances may students invite people over to the Host Family's home without the prior consent of the host family.
- No works, alterations or maintenance are to be carried out by a student staying at a Host Family. In the case of any malfunction, the student is to report this to inlingua Malta.
- Students who cause serious disturbances to the neighbours will be evicted. In these cases no refunds of their course or accommodation will be given.
- Students may not hang towels from balconies, may not play loud music, may not organise any parties at the host family.
- Students are to dress suitably and decently at all times when living at a host family.
- The Host Family and their home are to be respected at all times. Excessive noise or any other disturbances are strictly forbidden.
- inlingua Malta is entitled to inspect the student's room at the Host Family whenever necessary.
- All fees are to be fully paid in advance or as agreed to with the agency. .
- Families are not obliged to do the student's laundry however, our families provide the students with cleaning detergents. Clean bed linen and hand/bath towels will be provided to the Student by the HF and these will be changed once a week.
- Students booking a Host Family are to ensure that they have a clear arrival transfer arrangement with inlingua Malta. This will ensure that the student is met at the airport by our driver/an inlingua representative or host family member in the case of unaccompanied minors and taken directly to the home, or host family meeting point, where the student will be welcomed
- Families pick up students with 24 hr supervision up to 12 years of age upon arrival from a meeting point following an activity. Older Students make their own way home after activities.
- Students will be shown the way to the school and the meeting point for excursions on the first day
- Host families are only responsible for the safety of students for as long as students remain within the parameters of the programme. Should students break any of the rules the responsibility falls upon the accompanying group leader. **inlingua Malta will not accept any liability or responsibility for students who do not remain within the parameters of the programme**. As always inlingua Malta will assist the group leaders / teacher to deal with such situations in the most efficient way possible.
- In the event of extraordinary circumstances where emergency medical intervention is required inlingua Malta will endeavour to contact the agent/parent of the student and a responsible decision will be taken on the ground for the well-being of the student.



inlingua Malta is committed to offering quality Host Families to students following a course at inlingua Malta. Students will receive a Host Family Profile giving information about the family and distance to the school, when their application is confirmed together with our letter of acceptance. Should any student encounter any problems with their Host Family, inlingua Malta will do all it can to resolve the problem within 48 hours of receipt of a written complaint. A written complaint form can be filled in at our Reception desk.

I, \_\_\_\_\_ agree with the above mentioned terms & conditions.

(Name + Surname)

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Signature of Parent / Guardian

Date \_\_\_\_\_