



Students in Host Families Procedure

1. Once a student has filled in the Application Form with accommodation requirements the student is interviewed by the Student Welfare Manager. If this is not possible an email request is sent and any reports are studied to ascertain the special requirements of each student.
2. The age of the student is of prime importance. If a student is under 16 a host family is chosen with great care and the Social Services are involved. If the family has not been visited recently a new appointment is made and a visit takes place.
3. If a student is under 18 there are considerations concerning other students in the house, especially if the host family take males and females.
4. If a student requests a change of accommodation they are welcome to approach the Student Welfare Manager at any time for an informal meeting. The reasons are requested. If there can be a resolution to any difficulties the host family is contacted and a solution is sought. If, after a week or so, the problem remains then a new host family is sought.
5. The Student Welfare Manager may be informed by a Personal Tutor, a Tutor or another member of staff that there are difficulties between a host family and a student. Where this is the case, the Student Welfare Manager investigates and initiates any necessary follow-up.
6. When a student is placed with a host family it is made clear that the student should be treated as a family member. When there are family outings in the evenings or at the week-ends the student should be invited along.
7. All the host families at Oxford International College are carefully selected for their cultural sensitivities. This is relevant for dietary, language and religious concerns. If a student has a disability this is also taken in to consideration. Host families are expected to understand medical diets such as Diabetic or Gluten-free. They should also be willing to accommodate the choices of vegetarians.
8. When a student starts at Oxford International College they are given a booklet outlining all the recreational possibilities in Oxford. The Student Welfare Manager will help the student to identify recreational activities to suit each personality. The SWM will also help to introduce like-minded students so that organised group outings can take place. This may be to the ice rink, bowling, cinema, theatre or excursions to restaurants, for example.