

Annex 6: Host family charter

A Student mobility programme gives pupils the opportunity to spend 5 weeks up to one semester in a school abroad. Staying in a host family is part of the intercultural experience and facilitates the pupil's integration in the foreign country and culture.

This charter provides guidelines for the relationship between the hosted pupil and you as a host family by outlining your role, responsibilities and rights in this respect. To certify that you have read and understood the provisions outlined in this charter, you must sign the charter in your capacity as a representative of the host family.

The pupil that you will be hosting receives pocket money from his/her parent(s)/guardian(s) as well as means contributing to costs incurred during the stay, such as costs linked to local transport or learning materials. The transfer to the pupil is organized and secured by the pupil's parent(s)/guardian(s). Furthermore, he or she will be covered in terms of medical care and personal liability during the stay through insurance provided by the parent(s)/guardian(s).

Role:

Being a host family is not just about providing board and lodging. You also have two further important functions in relation to the well-being of the pupil and the success of his or her stay.

Facilitator:

The stay in a host family constitutes a very important part of the pupil's learning process. Through daily interaction with host parents and siblings, the pupil acquires valuable insights into cultural differences as well as proficiency in a foreign language. It is therefore important that the pupil is not treated as a guest or lodger, but is integrated into family life to the greatest extent possible.

Parental authority:

The pupil is a young person who may have little or no prior experience of the culture and attitudes of your country. He or she will consequently need your help in relation to many aspects of daily life. This also means providing clear guidelines for his or her behaviour, what is acceptable and what is not, as a parent or guardian would do.

Responsibilities:

By signing this charter, you as a host family agree to

- welcome _____ (name of pupil) into your home for a duration of ____ weeks/months.
- provide him/her with suitable board and lodging free of charge.
- integrate him/her to the greatest extent possible into family life.
- inform him/her about household rules.
- inform him/her about customs and help him/her to integrate into the culture and mentality of your country.
- help ensure that the pupil attends school on a regular basis, including ensuring that adequate transportation facilities between the school and home are available.

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- ensure that the pupil is not left alone overnight (e.g. at weekends or holidays). If this implies significant extra costs, you should agree on them in advance with the pupil's parents. If you travel abroad with the pupil, make sure that you have taken into account the possible insurance and liability implications.
- help ensure that the pupil observes the rules of conduct for pupils of the host school.
- contact the pupil's mentor in the event of any problems.
- agree to keep all personal data concerning the pupil confidential.
- not terminate the stay of the pupil abruptly and unilaterally without a prior attempt at mediation (except in the cases outlined below under 'rights').
- follow the procedures described in the Guidance on crisis management in emergencies.

Rights:

During his/her stay in your family, the pupil will be under your authority, but you are also part of a team. The host school has appointed a mentor for the pupil, to whom you can turn for information, advice or just to discuss any aspect of the pupil's stay in your home. The mentor will also try to mediate in cases where problems between you and the pupil have reached a stage where you — or the pupil — deem that outside intervention is required.

Where this is not sufficient, you have the following rights:

- in the event of a serious breach of rules by the pupil (as defined defined by the schools), you can ask for the termination of the pupil's stay in your home immediately and require that the host school arranges alternative accommodation or repatriation.
- in the event of irreconcilable personal differences between you and the pupil, and where mediation has been tried and not brought a solution acceptable to you, the host school must provide for alternative accommodation or repatriation of the pupil within a maximum of 3 days.
- in the event of death, illness or any other serious incident occurring in your family, you can ask the host school to provide urgently for alternative accommodation or repatriation of the pupil (normally within up to 3 days).

I/We, the undersigned, hereby declare that I/we have read and understood the guidelines in this charter.

Agreed and accepted by:

Place:

Date:

Name in capital letters:

Signature:

Name in capital letters:

Signature: