



INTERNATIONAL LANGUAGE SCHOOL

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Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK

CONFIDENTIAL

BISS HOST FAMILY REGISTRATION FORM

(Please complete all sections)

Thank you for your intention to become a host family for BISS Language School. We need a few details about your home and its occupants. All information is confidential. As appropriate and relevant, your family contact details will be given to students/leaders who have booked to stay with you, and these same details may be passed via their parents and school or other booking agency. If you have queries about the nature of the information, please don't hesitate to contact us.

1) Family Lead Contact:

Mr/Mrs/Ms/Miss First Name: Surname:

Address: Post Code:

Email Address:

Mobile Number: Home Phone Number:

2) All Family Members:

Please list all family members (including the lead contact) who live full time or part time in the house (e.g. include children at university).

Table with 6 columns: First name, Surname, Age, Date of Birth, Occupation, Relationship To Main Contact. Multiple empty rows for data entry.

Any interests/ hobbies the family is in to:

3) Accommodation for Students: (please tick or indicate number of rooms)

Triple Room Twin room
Double room Single room
Maximum number of student who can stay at any one time:

(NOTE: there must be maximum of 4 students under 18 per family except in an emergency. It is not permissible to mix students under 18 with students or other paying guests who are over 18).

4) Pets

We require an up-to-date note of any pets in your family so we can allocate students with allergies around this.

Do you have any pets? If yes, please specify:

5) Any Hosting Preferences (please tick, or indicate YES/NO)

Students: Females.....Males.....Either..... Party Leaders: FemaleMale Either

6) Smoking (*please delete/indicate as applicable)

BISS asks students NOT to smoke in host family homes and on school premises. For health and safety reasons we kindly ask host family members to also refrain from smoking indoors while BISS students are staying.

Does anyone in your household smoke (YES*/NO*)? If "YES" please confirm that they understand and will uphold the BISS rule on smoking concerning students and the host family: **I agree* / I disagree***

7) Dietary Requirements

Can you cater for: (please tick/ specify)

Vegetarians Vegans Food Allergies

8) Payment

We usually pay all our families via direct bank transfer. Please could you fill out your bank details:

Bank Name: Sort Code:
Account Number: Name of Account Holder:

(Our reference on your bank statement will be BISS SCHOOL)

9) Availability to Host (please tick/specify)

Only during the summer: All year round: Other (please describe):

10) Driving (*please delete/indicate as applicable)

We ask that you come to meet and pick up your students and bags on arrival (usually at Dorothy Stringer School , Loder Road) and drop them at school on departure day. There is a £5 per student charge for each taxi drop or pick up.

YES I am* / NO I am NOT*able to pick up/drop off students in my car.

If YES I confirm that I have a valid current driving licence and MOT/insurance for my vehicle. If I am unable to pick up/drop off at any time I agree to notify BISS in writing in advance of each occasion so that alternatives can be arranged.

11) Annual Gas Safety Certificate

Do you have a valid Gas Safety Certificate?What date was it issued?

(By law, if you have gas appliances at home, you will need to have a valid, annual Gas Safety Certificate to host students or have lodgers staying with you. When we visit we will ask to see your Gas Safety Certificate).

12) Safeguarding Children and DBS Check

BISS is committed to Safeguarding Children and raising awareness of Safeguarding amongst staff and partners.

Current regulations require at least one resident adult per host family to

- a) have a valid enhanced DBS/CRB check (which we will ask to see when we visit), AND
- b) to have completed some basic Safeguarding Children Awareness Training and email us the certificate or some other evidence of Safeguarding Children Awareness (this could be a declaration or a certificate from work).

Do you have a valid enhanced DBS Check? Name: Date: Number:

Have you undertaken basic Safeguarding Children Training and shown evidence of this to BISS? Yes*/No *Date:

13) Any Other Notes (use separate page if needed)

14) DECLARATION

- a) **I have read and understood BISS's "Safeguarding Policy & Procedure", and BISS's "Code of Conduct Guidelines for Staff & Homestay Providers" with "Electronic Contact with Under 18s & Internet Use Policy".**
- b) **If I accept students from BISS into my home, I agree to the conditions as set out in the BISS Welcome & Information Letter.**
- c) **I confirm that I, and all member of my household, are fit to act as hosts to young persons, and there is no legal reason for any of us not doing so (additional DBS disclosures may be requested).**

Signed:..... Date:.....

Full Name: (IN BLOCK CAPITALS)