



HOST FAMILY GUIDELINES, TERMS & CONDITIONS 2025

HOST FAMILY GUIDELINES, TERMS & CONDITIONS 2025

Thank you for hosting with IELA. Our Host Families are an integral part of our team, and we deeply value the pivotal role their hospitality plays in the success of our students' experiences.

Host family accommodation offers students the opportunity to stay with a friendly and welcoming Irish family, becoming part of the household. This immersive experience allows students to practice English and engage with Irish culture in a meaningful way.

We carefully match students and families based on preferences, interests, and proximity to the student's allocated school.

Our host families reflect Ireland's diversity and include a broad mix of households: traditional families with children, couples without children, single adults, retirees, and more.

Each student is assigned a dedicated Student Co-ordinator to support both student and host family throughout the placement.

IELA CHILD SAFETY POLICIES

We have strict policies in place to ensure host family homes are of high quality and provide a safe and supportive environment:

- IELA complies fully with the Children First Act through Tusla (Child and Family Agency), protecting both students and host families. More information can be found via the Child Protection Agency.
- All IELA staff have completed the **Children First Training Programme**.
- Garda Vetting is completed for all host families.
- IELA follows the **HSE Child Protection Policy** to ensure the safety and well-being of all students.

GENERAL INTRODUCTION

- Please confirm your availability before accepting a student booking.
- Only one student per nationality is permitted unless otherwise requested by IELA. Inform us if you are hosting students through other organisations.

- IELA will schedule a home visit to carry out quality assurance checks and provide further information.
-

HIGH SCHOOL PROGRAMME DATES

IELA offers High School programmes nationwide, allowing international students to experience life with a local host family during the academic year (September to end of May/early June).

Hosting options include:

- Temporary Hosting (1 – 4 weeks)
 - Full Year: September – June
 - Term 1: September – December
 - Term 2: January – June
-

PAYMENT RATE & SCHEDULE

- Hosting rate is agreed in advance between IELA and the Host Family.
 - Payments are issued on the 23rd of each month (may take 2-3 business days to appear).
 - Payment ceases on the day the student leaves the host home due to termination.
 - No payment is made if the host family goes on holiday during the hosting period.
 - Christmas and Easter breaks are not included; refer any queries to IELA.
-

ARRIVAL/DEPARTURE

- Host families are responsible for airport transfers unless otherwise arranged. Details will be provided in advance.
 - Do not make independent arrangements with the student or their family regarding travel.
 - Assistance with airport transfers may be requested for an agreed fee.
-

MEALS

Meals should be consistent with the family's normal routine and cater to any dietary needs communicated by IELA. Students should:

- Be provided with breakfast (e.g., cereal, toast, fruit).
 - Receive a nutritious lunch (e.g., sandwiches, salad, fruit, snack).
 - Join the family for dinner.
 - Ask permission before taking extra food/snacks.
-

HOST FAMILY RESPONSIBILITIES

Host families should:

- Communicate directly with IELA on student matters.
 - Provide Wi-Fi, clean bedding, towels, and weekly laundry.
 - Share contact numbers and public transport directions with the student.
 - Provide a private bedroom with a desk, lamp, and storage.
 - Ensure rooms are heated during winter and bathrooms are accessible.
 - Bring students to school on the first day and ensure regular, punctual attendance.
 - Encourage homework completion and monitor academic progress.
 - Set clear house rules, including curfews and internet access.
 - Inform IELA of any issues or purchases made on the student's behalf.
-

STUDENT RESPONSIBILITIES

Students must:

- Respect household rules and shared spaces.
 - Purchase personal toiletries and not request money from host families.
 - Maintain cleanliness and assist with small household chores.
 - Not smoke, vape, or consume alcohol or drugs.
 - Comply with curfews and overnight stay rules.
 - Accept financial responsibility for any damage they cause.
-

HOME SUPERVISION

- Host families must inform IELA if they will be away overnight or during key times.
 - A responsible adult must be present if the host is unavailable.
 - Students may not babysit or stay out overnight without IELA and parental approval.
-

HOUSE KEY

Granting students a key is at the host family's discretion.

FREE TIME & CURFEWS

- Students must be home for dinner and follow agreed curfews:
 - Under 14: 20:00
 - Under 16: 21:00
 - Under 18: 22:00
 - Weekend travel requires parental consent and IELA's approval.
-

INSURANCE

Host families should notify their insurer of student hosting.

PROBLEMS WITHIN HOST FAMILY

- Discuss issues with the student first, then notify IELA if unresolved.
 - IELA will relocate students if necessary.
-

EARLY TERMINATION

- Minimum 7 days' notice is required for early termination.
 - Payments cease the day the student leaves.
 - IELA may terminate placements without notice if terms are breached.
-

MEDICAL EMERGENCIES

- Treat students as you would your own in emergencies.
 - Please call emergency services, then inform IELA.
 - EU students should bring EHIC cards; non-EU students must have private insurance.
-

MISCELLANEOUS

IELA is not liable for damages or loss incurred during the placement.

Do not contact students' natural parents directly; all communication **must** go through IELA.

CONTACT INFORMATION

Email: info@ielaireland.com

Phone: +353 876788039 (9:00 – 18:00)

Emergency (Out of Hours): +353 876788039 (18:00 – 09:00)

HOST FAMILY DECLARATION

I confirm that I have read and understood **IELA's Host Family Guidelines, Terms & Conditions** and agree to comply with them.

Signed: _____

Print Name: _____