



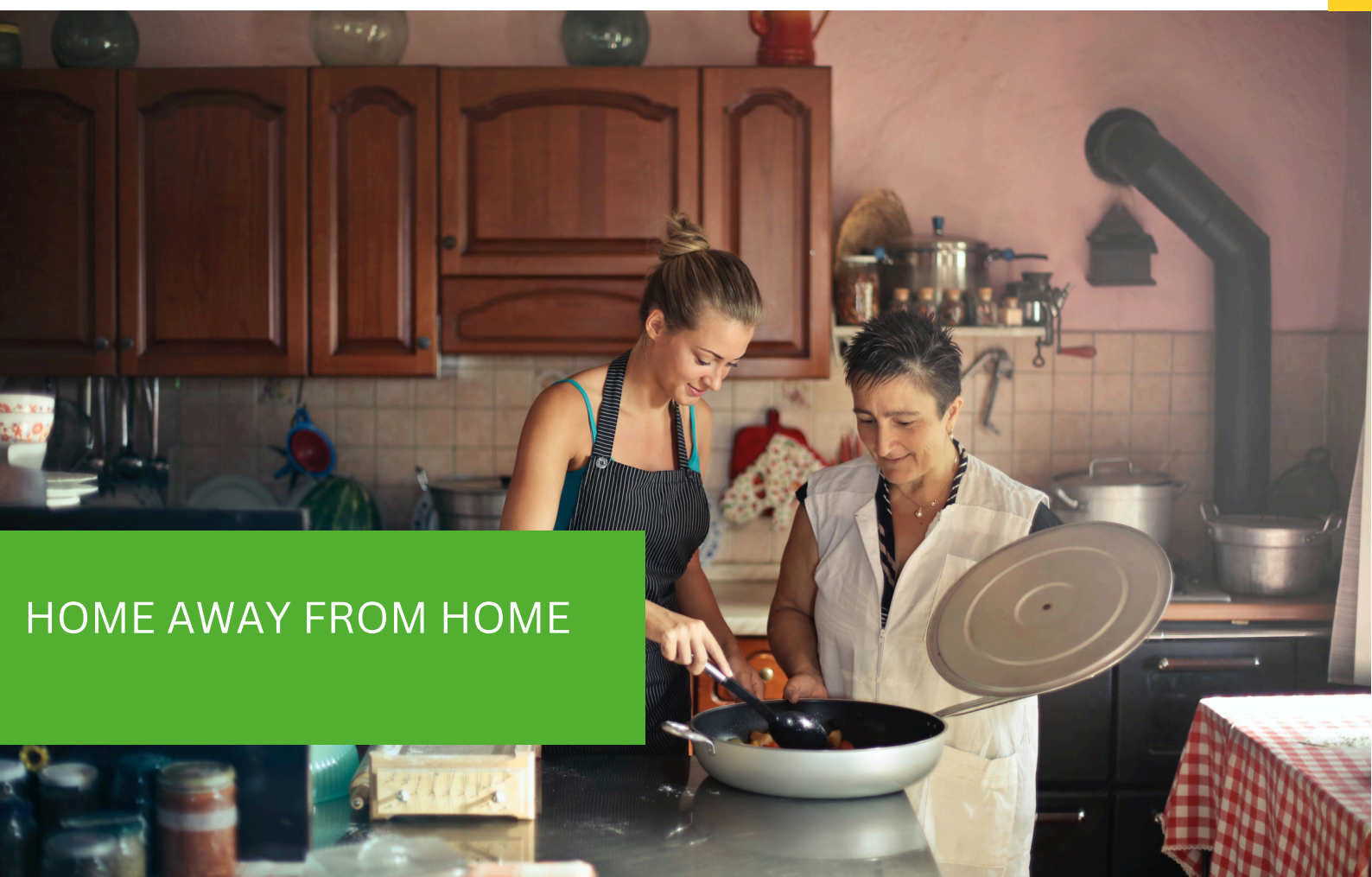
School of English

HOST RECRUITMENT INFORMATION

Explaining the recruitment process of homestays.

DEAR HOMESTAY APPLICANT,

Many thanks for your interest in becoming a homestay host for Lexis School of English. This brochure will inform you about what happens next. In addition we will send the Homestay Guidelines to help you navigate through the process.



HOME AWAY FROM HOME



School of English



How are homestay hosts selected?

Safety, proximity to the school and comfort are at the forefront of the selection process. The following procedures are generally followed to register a homestay host:

- Initial contact / Establishing suitability
- Inspection/ Homestay visit: A host's home is visited and inspected to ensure it meets the required standards. This includes being safe, clean, ensures privacy and having the necessary amenities.
- A background and security check is required on all adults in the home, when working with under 18s.
- Yearly gas safety checks and proof are required
- Placement of a student

Options:

- Single or Shared Rooms
- Bed & Breakfast (Breakfast Mon-Sun)
- Half board (Breakfast & Dinner Mon-Sun)
- Self-catering (full access to the kitchen)

What's included:

- Bed linen
- Towels
- Internet
- Laundry facilities

Initial Host Visit



We will look at your application and, if we think you are suitable, we will make an appointment to come and visit your home. Please allow approximately one hour for this visit to chat about our mutual expectations, answer any questions you have and have a look at the room/s. We will take photos to keep on record and to send to students who ask to see photos of their allocated homestay. Once a host has been accepted, a member of the Accommodation Team will make a routine visit every year to inspect the property.

References

We will require two character references about you before you can join the register. One of these should be someone you know in a professional capacity (it can be a colleague) and the other one should be a personal character reference given by someone whom you have known for at least two years (not a family member). Please ensure that you nominate two people on your application form and include their name, and contact details (email address and telephone number), as well as their relation to you. You will need to confirm that they are willing to provide a reference for you. The college will then get in touch with them to ask them to complete a reference form. Their references will be kept completely confidential – although they may of course choose to share it with you.

DBS (Disclosure & Barring Service) Certificates

After the visit, if you're accepted and decide to continue with the process of hosting, we will ask you, and any other household member aged 18 or over, to complete a DBS application form. A DBS certificate is required by law for anyone working with children, whether on a paid or voluntary basis. The cost of the main applicant's DBS check will be covered by Lexis School of English and you have to carry DBS checks for any other over 18 members of the household. Any future certificates required throughout your time as a Homestay Host for Lexis will be incurred at your own expense. Certificates will need to be renewed every 3 years.

DBS certificates are now sent to the applicant directly, rather than to the organisation requesting the certificate. Once you have received the certificate(s), we would ask that you send a clear copy of the certificate. Please keep the original in a safe place.

Please note that a DBS certificate is required for any permanent member of your household who is aged 18 or over, or semi-permanent household members. This might include non-resident partners, older children or parents who visit the property regularly, particularly those that stay overnight.

DBS Update Service

If you are part of the DBS update programme, you may be exempt from completing another DBS check. Please get in touch with us for further advice. For further information about the Update Service, please read through the guidelines on the DBS website:

<https://www.gov.uk/dbs-update-service>

Gas Safety Certificate

You will also need to get a Landlord's Gas Safety Certificate. This should cover ALL gas appliances within the property. You can use any engineer who is listed on the Gas Safety Register (<http://www.gassaferegister.co.uk/>). This will be at your own expense and is a yearly requirement.

Fire Risk Assessment

When having paying guests, you are required by law to provide a fire risk assessment. This will be done on an annual basis when your revisit inspection takes place. We ask that you display an emergency exit poster with details of the fire escape route in your home. You can also check here: [Home Fire Safety Checker](#)

Please don't hesitate to contact the school if you need help with any of the above certifications.

Cultural Exchange

After completing all the steps outlined above, you can expect your first international student/s arrival (although no student placements are ever guaranteed). The student/s will become a member of your home and we are confident you will both benefit from this extraordinary experience.



BEING A HOST IS MORE INVOLVED THAN HAVING A LODGER STAY WITH YOU.

Lexis School of English works to British Council guidelines in recruiting new hosts and we look for Homestay Hosts that will not treat their student as a paying guest, but rather as 'one of the family'; from having the opportunity to sit and chat with you at meal times, to spending time sharing a TV programme or a board game. These occasions are invaluable for students to practice their English conversation skills and newly learnt words. We also ask that you take an interest in your student's attendance and progress. You will receive a text message if your student misses a lesson without authorisation. This should not mean that the student will take over the normal routine of the host family, but rather that the host integrates them into the normal daily routine of the household.

We are looking for hosts who will provide a warm welcome and will be willing to help their student settle into life in London. All of our students provide feedback on all aspects of their stay and accommodation here and we will naturally give priority to Homestays that receive the best feedback. If you feel that you are unable to provide this level of care and support, this may not be the right time for you to be hosting international students from Lexis School of English.



WHY CHOOSE US



School of English

We're a School that Cares About Quality Education

01

At Lexis School of English, we're passionate about helping students improve their English skills in a welcoming and supportive environment. We focus on providing high-quality lessons that make a real difference, and we believe this translates into a great experience for both our students and their hosts. By partnering with us, you're welcoming students who are genuinely here to learn and grow, and we make sure they're well-prepared for their stay with you.

We're Here to Support You Every Step of the Way

02

We understand that hosting a student is a big responsibility, and we're committed to making the process as smooth and enjoyable as possible for you. From the moment you first get in touch we provide clear guidelines, help you with any questions, and offer ongoing support throughout the student's stay. We want you to feel comfortable and confident in your role as a host, so you can focus on creating a positive experience.

It's a Chance to Connect and Share Cultures

03

One of the most rewarding parts of hosting a student is the opportunity to learn about a new culture and share your own. Our students come from all over the world, bringing different perspectives and stories with them. For you, it's a chance to form meaningful connections and enrich your life through cultural exchange. Whether it's enjoying a meal together, sharing local traditions, or simply having a conversation, it's an enriching experience that can leave a lasting impact on both you and your guest.

MORE QUESTIONS?

DO NOT HESITATE TO CONTACT THE ACCOMMODATION TEAM.

020 8356 9802

INFO@LEXISLONDON.COM

WE LOOK FORWARD TO WORKING WITH YOU.



PHOTO GALLERY





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