

Thames Hightech Ltd

Template Homestay Agreement 2025/26

Registered address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

This agreement sets out the basic arrangements between Thames Hightech Ltd and the homestay in relation to the hosting of a student. It should be read together with the Homestay Handbook, Safeguarding and Child Protection Policy, Checklist for Homestay Accommodation and any student-specific arrangements.

1. Parties

Guardianship organisation: Thames Hightech Ltd

Main contact / appointed guardian: Yuhong Li

Address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

Telephone: 07538826068

Email: Andrew.li@thameshightech.com

Primary carer(s): _____

Address: _____

Telephone: _____

Email: _____

2. Student placement details

Student name: _____

Date of birth / age: _____

Gender: _____

Arrival date and time: _____

Departure date and time: _____

Room type: _____

Length of stay: _____

3. Fees and payment

Accommodation fee: £ _____

Rate (per night / per week): _____

Deposit (if applicable): £ _____

Payment date(s): _____

Any agreed transport or additional charges: _____

Unless otherwise agreed in writing, Thames Hightech Ltd will make payment in accordance with the agreed arrangements after receipt of the appropriate invoice or payment record.

4. Core responsibilities of Thames Hightech Ltd

Thames Hightech Ltd will:

- carry out relevant homestay suitability and safeguarding checks;
- provide the homestay with appropriate contact details and emergency contact arrangements;
- share relevant student information on a need-to-know basis;
- liaise with the homestay, parent(s), school and student as appropriate;
- support the homestay in safeguarding and welfare matters;
- keep records in line with safeguarding and data protection requirements.

5. Core responsibilities of the homestay

The homestay agrees to:

- provide a safe, suitable and welcoming home environment;
- follow the Homestay Handbook, safeguarding requirements and any student-specific arrangements;
- ensure that all required information about the household is disclosed honestly and kept up to date;
- notify Thames Hightech Ltd promptly of any concern, incident, illness, accident, behaviour issue or safeguarding matter;
- provide meals, laundry support and reasonable day-to-day care in line with agreed arrangements;
- maintain appropriate supervision and not leave students unsupervised inappropriately;
- ensure that household arrangements remain suitable for hosting the student.

6. Household information and suitability

The homestay agrees to inform Thames Hightech Ltd of:

- all adults living in the household;
- any regular overnight adult visitors where students may be present;
- pets, smoking/vaping, alcohol-related household issues or anything else relevant to suitability;
- any change in household composition, accommodation or circumstances.

The homestay understands that relevant DBS and other suitability checks may be required in accordance with Thames Hightech Ltd policy and safeguarding expectations.

7. Transport and additional services

Any transport provided by the homestay must be lawful, safe and appropriately insured. Additional services such as extra transport, shopping support, outings or emergency practical support must only be provided where agreed and may be chargeable if agreed in advance.

8. Safeguarding and conduct

The homestay agrees to follow Thames Hightech Ltd safeguarding policies, maintain professional boundaries, avoid inappropriate physical punishment or degrading treatment, and act in the best interests of the student at all times.

Any safeguarding concern must be reported immediately to Thames Hightech Ltd.

9. Documents and records

Thames Hightech Ltd may inspect and record relevant homestay compliance information, including but not limited to identity details, DBS status, gas safety information, insurance information and accommodation checks. Information will be handled in line with data protection requirements.

10. Start, review and termination

This agreement starts on: _____

Either party may terminate this agreement by giving _____ weeks' written notice, unless immediate termination is required for safeguarding, suitability, serious breach or other urgent reason.

Any variation to this agreement should be agreed in writing.

Signed for and on behalf of Thames Hightech Ltd

Name: Yuhong Li

Position: Director / DSL

Signature: _____

Date: _____

Signed by Primary Carer / Homestay

Name: _____

Signature: _____

Date: _____