**New Student Arrival Checklist**

**All Students**

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| We have exchanged phone numbers |  |
| We have made sure that our student has our address |  |
| We have made sure the student knows how to access local amenities (shops, pharmacy, taxis, GP etc) |  |
| We have introduced our house rules and answered any questions the student may have |  |
| We have gone through the Homestay Risk Assessment |  |
| We have shown the student around our hose and talked to them about which rooms they are welcome to use, how and when to use the bathroom, etc |  |
| We have provided the student with the WiFi password |  |
| We have explained laundry and cleaning arrangements |  |
| We have explained what leisure time options are available |  |
| We have discussed meal times and any special dietary requirements, likes and dislikes |  |
| We have discussed any medical conditions or medications (if applicable) |  |
| We have given the student a key and explained its use (if applicable) |  |

**Young Learner / Super Juniors**

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| We have talked to the student about curfew times (if applicable) and behaviour expectations |  |
| We have made sure that the student has contacted their family to let them know they have arrived |  |
| We have made sure that the student has an InTuition student card and that they know to carry it at all times |  |

**Homestay Risk Assessment**

It is advisable to run through these basics with each student upon arrival. This is particularly relevant if your student bedroom is an attic conversion. Please add any other hazard or information relevant to your home situation.

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| **Safety Information** | **Tick as applicable** |
| First Aid Kit – identification and location |  |
| Fire Detection device(s) |  |
| Fire escape route(s) identification – including any door or window opening instructions |  |
| Location of emergency light or torch |  |
| Instruction on how to call emergency services |  |
| Catering equipment |  |
| Trip hazards: uneven or poor condition of floor/carpets, low ceilings |  |
| Garden ponds, swimming pools, other water hazards |  |
| Shower unit |  |
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