

Accommodation & Host Family Policy

****In this policy, the abbreviation of EDA will be used for Emil Dale Academy*



1. Aims

At EDA we welcome students from all over the UK and beyond, which means that accommodation does become a key consideration for many when coming to train with us. This policy clearly outlines responsibilities and what you can expect when searching and agreeing the right accommodation choice.

2. Definitions

- Host House/Family – A local family/individual who has a spare room or rooms to rent in their home to a student/s, in some cases laundry, transport and meal provision can be provided. (Recommended for students under 18 as an introduction to independent living).
- Private Rent – A property owned by a landlord, you sign a contract and pay to live in their property alone or as part of a house share.
- Landlord – The owner of the property.

3. Scope

This policy applies to all students who have a need for accommodation whilst training at EDA.

4. Policy

This policy sets out clearly the roles and responsibilities of both students, host families and EDA when searching for and deciding on a choice of accommodation during your time training at EDA.

Choices of accommodation

- Host accommodation
- Living alone in privately rented accommodation
- Privately renting in a house/flat share

5. Responsibilities/considerations

5.1 Students who want to live in host accommodation

A host family is similar to living with a resident landlord but is a bit more like a home away from home.

Host families can include meals and food, assist with washing or help with travel. These aren't a requirement of our host families, so all may not offer this, but it is a possibility. They can provide a bit more support for those leaving home for the first time, being a more reassuring option than lodging.

The majority of host families only have one spare room so it is more common that they only can host one student.

We would recommend host families as the first choice for 16 - 17 year olds as they give a good base and taster of independence for this age range. It can also be a struggle to find a landlord who would be willing to rent their property to anyone under the age of 18. This being said, a host family is still an available option for students of all ages.

Prices for this can range between £80 - £125 a week depending on what your host is including and their location.

If you choose host accommodation, EDA would need to be informed by 1st July (before the September entry) at the latest, by emailing info@emildale.co.uk.

Students/ prospective students will be required to provide the following information in order for EDA to support the process of looking for a host family:

- Do you have any allergies to animals?
- Do you drive or will be driving when you're at Emil Dale Academy?
- Would you like to have more of a family style accommodation (i.e. someone to potentially help with meals/do your washing etc) or lodging (i.e. living independently in someone's house)?
- Do you have a bicycle or scooter?
- Would you be going home at weekends or would you like accommodation for the full term?
- Depending on the location and what the host includes, they can cost around £400 - £600 a month. What would your budget per month be?
- Would you prefer to live in a house with or without young children?
- If you are a Degree or Gap Year student, is a host family a temporary option for you until you find a house share or are you looking for the full academic year?

Students and their families will be responsible for agreeing the terms and conditions with their host accommodation.

It is expected that all students positively represent EDA inside and outside of college, ensuring all EDA behavioral expectations are adhered to at all times.

EDA will not be able to take any responsibility for the success of your chosen accommodation; once introduced it is down to the student and their family to make the living arrangement a success.

Our role is to help search for a host family solution for students.

EDA will support the student by:

- Advertising locally to encourage host families to come forward.
- Providing details of known Host families that could be an option for you.
- Ensuring Host family members over 18 who will be living at the property you choose, provide an up-to-date DBS check.
- Ensuring Host families provide all of the necessary information needed to allow students to make an informed choice.

EDA are not responsible for agreeing terms for accommodation whilst you train with us; this is a private arrangement between host family and student/students' family.

EDA will act as a guide/point of reference with local information/knowledge to aid your search.

It is our aim that all students find accommodation to meet their needs and we will always do our best to share all the information you need to help you to make an informed decision.

5.2 Students looking to house/flat share

A house share or flat share are great options if you are ready to live independently with your friends or fellow students, a similar set up to student halls, just in a flat or house. They are usually joint tenancies, so make sure you choose people you get on with and trust to live with.

It is recommended to set up a joint bank account to manage the payment of bills easier. Prices for this can range between £450-£650 a month, depending on how many people you live with and the style of the property.

EDA have a Facebook page specifically for those who are looking for flat or house share styles of accommodation. Here you can find other Emil Dale students, either new or current students who are looking for something new. We use this page to post any properties that have come our way and we can then give you details of how you can get in touch with them if you are interested.

EDA have an Induction Day in July where new students take part in a 'Speed dating' session; this is an opportunity to meet your year group face to face and spot potential people you would like to live with.

It is likely as a house/flat share that you won't secure a property until the Summer, likely to be in July/August. This doesn't mean you can't get yourself ready; here are some recommended actions that could aid your preparation.

- Register with local estate and letting agencies as well as setting up a profile on [rightmove.co.uk](https://www.rightmove.co.uk) (other students have used local letting agents, Connells, Your move, Taylors, D&J lettings and Homes in Herts).
- Do some research about where you would like to live and what sort of property
- Most letting agencies and landlords advertise on websites like [rightmove.co.uk](https://www.rightmove.co.uk), [zoopla.com](https://www.zoopla.com) or [primelocation.com](https://www.primelocation.com), so you might want to set up alerts when something fitting your brief becomes available.
- Take a look at [spareroom.com](https://www.spareroom.com) as this can show you rooms that can be a bit cheaper than a house or flat share.
- Keep an eye out on Facebook pages.
- If you search spare rooms in Stevenage, Hitchin, Letchworth, Luton, Biggleswade, you can find some lodging accommodation and occasion house shares too.
- Read through our Housing Guide for useful information, tips and advice on how to plan, the different options available to you, where to look, moving in and rental scams and more!

EDA will support you by:

- Advising students and their families of local estate agents to contact.
- Sharing information on our EDA Facebook Group of any private landlords with vacancies that have let us know they have availability.
- Providing a social forum to allow students to find potential house mates to share with.
- Providing a Housing Guide for students and their families to ensure they know all of the options available to them and any local knowledge.

EDA are not responsible for finding or agreeing terms for rented accommodation whilst you train with us, this is a private arrangement between landlord/agency and student/students' family.

EDA will act as a guide/point of reference with local information/knowledge to aid your search. It is our aim that all students find accommodation to meet their needs and we will always do our best to share any local knowledge we have to help you to make an informed decision.

5.3 Students looking to live alone

If you are looking to live independently but can't afford to privately rent alone, lodging is an option for you. It is essentially living in the same house as your landlord. The rent for this tends to include the bills and can be a cheaper option in general.

It can also be on a more flexible basis too as opposed to a fixed term contract.

There can be some disadvantages to consider though, like potentially not being able to have friends over or the use of areas of the house.

In legal terms you would be classed as an 'excluded occupier' this means that you can be evicted easier. Prices for this can be between

£400-£550 a month, depending on the style of property.

When renting in the Private sector, in the majority of cases you will be asked to provide a financial guarantor who must be living in the UK. This is usually a parent/guardian who is prepared to pay the rent if you are unable to.

If you cannot provide a guarantor, you may be asked for 3 months rent in advance, and sometimes this is more. Alternatively, you could pay housinghand.co.uk or ukguarantor.com to act as your guarantor. You will normally be asked to provide a reference from a previous landlord, or if this is your first time renting a character reference from a school or workplace would be requested.

If looking to privately rent alone, it is likely that you won't secure a property until the summer, usually July/ August. This doesn't mean you can't get yourself ready, here are some recommended actions that could aid your preparation.

- Register with local estate and letting agencies as well as setting up a profile on rightmove.co.uk (other students have used local letting agents, Connells, Your move, Taylors, D&J lettings and Homes in Herts).
- Do some research about where you would like to live and what sort of property
- Most letting agencies and landlords advertise on websites like rightmove.co.uk, zoopla.com or primelocation.com, so you might want to set up alerts when something fitting your brief becomes available.
- Take a look at sparerroom.com as this can show you rooms that can be a bit cheaper than a house or flat share.
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6. Information for Host Families

As a host family, we would be looking for you to house a student or students aged between 16-23 who study full time with us at EDA.

Usually, we try to place students aged 16/17 with a host family as we try to reserve house/flat shares for students who are a bit older, thus more mature.

We are a private college based on Wilbury Way in Hitchin, training students from ages 16+ in musical theatre disciplines to become professional performers.

We have students that apply to us from all over the UK and Europe, with many students relocating to the area.

We hand pick our students who spend over 30 hours a week with us – we do not want to work with undisciplined or badly-behaved people, and as such you can rest assured that we would expect them to maintain that behaviour and discipline when living away from their own homes/families in your property. The students go through a stringent audition process which not only includes reviewing their skills in acting/singing/dance, but also an interview where we, as a team, get to know the student and establish whether they have the right attitude to be representing our college.

When searching for the right fit of student for your house/family we require the following information when you apply,

- What is the best contact number to reach you on?
- Do you have a preference as to male or female students?
- Where is your property located, please include a postcode?
- We are based on Wilbury Way in Hitchin - would the student need to use public transport to get to us? If so, are there local bus/rail links nearby?
- What size is the room (i.e. a single or double)?
- Are you looking to include anything such as meals, WIFI, washing? (Please note, none of these are essential - if you want the student to feed themselves and do their own washing this is absolutely fine!)
- Students will most likely return home during college holidays - would you still expect them to pay rent for the room during these periods?
- Are you DBS/CRB checked? If not, are you willing to do so? this is requirement for any members of your household who are 18 and over.
- Please, could you suggest what price you're looking to obtain & send a picture of the room(s) that you are looking to rent out?
- Are you offering accommodation for the full week or just weekdays?
- Please confirm who is living in your home, including their name, age, and occupation (if under 18, we do not require their name).
- Is there anything else you think we should know (i.e. any pets)?

EDA will search for suitable Host houses for our students based on the information you and the student provide, once we have put students in touch with host families, it is then your joint responsibility with the student and their family to agree terms and conditions of your living arrangement. **EDA will not be able to facilitate this agreement, this will be done privately between you.**

EDA require any members of your household over 18 to have a DBS check, this will need to be paid for by you and provided in advance of a student moving in, we will be able to facilitate the process of you obtaining this, should you require assistance.

We will receive requests from students who require a host house/family by 1st July, at this point we will start to make contact with Host Families who have applied, to place our students for the start of the autumn term in September.

Prices paid for Host housing usually range between £80 - £125 a week depending on what you provide and your location, however this is your choice and to be privately agreed with the Student and their family.

We have a document with frequently asked questions in the appendix to provide you with further support and information.

Document Review

| Version Number | Date of Issue | Review Date | Author | Changes Made/ detail |
|----------------|---------------------------------|---|-----------|-----------------------|
| 1 | 17 th August 2021 | (the next July date) So July 2021 | C. Oliver | 1 st Draft |
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List of appendices

1. Accommodation Information for Landlords/Host Families with Rooms/ Flats/ Houses to Rent.
2. An example of a Room Rental Agreement between Landlords and Students when they share the same house (Lodging)

Appendix 1

Emil Dale Academy – Accommodation information for Landlords/Host Families with Rooms/ Flats/ Houses to Rent



Thank you for getting in touch regarding hosting an Emil Dale Academy student for our academic year 2021 - 2022.

We are a private college based on Wilbury Way in Hitchin, training students from ages 16+ in musical theatre disciplines to become professional performers.

We have students that apply to us from all over the UK and Europe, and this year will have an intake from students as far as New Zealand! With many students relocating to the area, we are seeking host families/ landlords to offer housing for our students to live in.

Firstly, it is important to stress that we hand pick our students who spend over 30 hours a week with us – we do not want to work with undisciplined or badly-behaved people, and as such you can rest assured that we would expect them to maintain that behaviour and discipline when living away from their own homes/families in your property. The students go through a stringent audition process which not only includes reviewing their skills in acting/singing/dance, but also an interview where we, as a team, get to know the student and establish whether they have the right attitude to be representing our college.

Below we have some FAQ's which may answer any initial questions and address any initial concerns you may have about hosting any of our students:

What age are the students?

The majority of students looking for accommodation are aged between 16 – 23.

Generally, we aim to place anyone under the age of 18 with a host family and reserve any flat/house shares for students who are a bit older and thus more mature.

Do most of your students stay around at the weekends?

This really does depend on the student(s) and how far away "home" is – if their home is just over a daily commutable distance they may choose to go home at weekends. However, we would assume that the majority of students would need to stay at weekends.

Do they have a code of behaviour that is expected of them?

Yes - we audition all of our students, and this includes an interview round - we train for 30 hours + a week with these students and discipline, professionalism and politeness is critical in the expected behaviour of students. This would extend to how they behave with their host families. We have a 6 week probationary period where if a student's behaviour or performance is not sufficient in the first 6 weeks then we will ask them to leave the course. Thereafter we have a "three strike-out" policy. We also will regularly check up on them with you - we would arrange at least a phone call every 6-8 weeks and would ideally like to be able to pop in and see them at home with you.

Could I meet them beforehand?

It is very likely any student would want to come and meet you prior to starting the course and therefore moving in - however, this may not always be possible for example a person currently living abroad might only be available to talk to on the phone or via skype/zoom, but someone more local should be able to come and meet you beforehand.

What if we don't get along?

You can put a clause in your tenancy agreement that any bad behaviour has a notice period of asking them to leave. Usually, people put 1 month and give written notice to ask a student to leave the property. We can provide a sample tenancy agreement so you can add/remove/amend the clauses and add as much detail as you like. For example, you can go down to the detail of saying "You cannot use the washing machine after 9pm" if you wanted to - you can be as specific as you want, it is your home.

I don't want lots of other people coming round, would that be a problem?

No not a problem at all - I would expect the student to ask your permission if they wanted to have someone visit them, and only in exceptional circumstances have someone to stay (for example if their sibling came to visit!)

How do they get on your course / is it fee paying?

As briefly mentioned above, they do indeed have to audition for us - they take part in 4 rounds - acting, singing, dancing and an interview. The course is private, so they do pay a fee.

How long are the terms and therefore how long will they be with us in the year?

Our term dates for the academic year are:

Autumn Term

20th September 2021 - 10th December 2021

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Spring Term

10th January 2022 - 5th April 2022

Half Term 14th February 2022 - 25th February 2022

Summer Term

19th April 2022 - 8th July 2022

Half Term 30th May 2022 - 3rd June 2022

How much do people normally charge?

It does depend on the room you have available and what you would include (i.e. cooked meals or washing) - the going rate would be between £80 - £110, which normally includes the room / use of a bathroom, use of cooking facilities, provision of some sort of breakfast (usually tea/toast/ cereal), use of washing facilities and Wi-Fi. If it is a very small room, we would suggest charging £75-£80, and if it is a large double then up to £110 depending on what you are including. Also please consider if they need to travel to Hitchin (if you are not in Hitchin), as obviously this is an additional cost.

You can also specify if you want the student to be restricted to certain rooms of the house through your tenancy agreement i.e. if you do not want them to use the living room.

You can also make specific arrangements with the student if you want to/ they want you to provide certain things i.e. if you want to provide dinner, if you want to provide a TV

Do the students pay when they are not there?

Generally, in host families, people do not charge for the room if the student is not there.

In flats/house shares, the tenant is usually expected to pay for a standard term (6 or 12 months for example).

Do you have any students with special needs?

Due to the nature of the course, we usually do not have any students who have mobility-restricting disabilities. We do have some students who may have various learning needs or social considerations but as the course itself is very social, we would have no qualms about those students living with a host family or in a flat-share.

What is Emil Dale Academy's involvement in the tenancy?

We will put you in touch with the student(s) but we do not get involved in the "nitty-gritty" of your tenancy agreement with the student – we provide a template for a contract but you can amend this as you see fit for what you want to provide/what you want to charge. The student will pay rent directly to you (no financial elements of the tenancy are negotiated by Emil Dale Academy).

Emil Dale Academy will be responsible for the student if they are ill or injured – the student will have contact with a senior member of the faculty and as such if they do need further care, Emil Dale Academy will be on-hand for that. Emil Dale Academy senior staff will contact you every 2-3 months to ensure all is going smoothly with the student and to provide any support if necessary.

Please note, Emil Dale Academy will not get involved in any financial agreements or disagreements and are not responsible for paying a landlord – this is purely between the tenant and landlord.

Do I have to wash their clothes/ clean/ look after their room?

You do not have to wash their clothes unless you want to – they can do this themselves.

Generally, we would expect the student to look after his or her own room and therefore be responsible for cleaning it. However, if you feel you would like to clean the room once a week yourself then you can specify that in the tenancy agreement.

You can also specify things like not having food in their room (providing you can give a place elsewhere for them to eat in the house) or that you would like them to clean their room once a week.

I don't have a DBS check – is that a problem?

If a student is placed with you who is under 18 years of age, it will be up to the parent to request you are DBS checked if you are not already. We will advise the parent that you are not DBS checked, and if they do insist on this, we will assist you in getting this arranged.

Do I have to give them a key/ is there a curfew?

The students do long hours at the Emil Dale Academy – they need to sign in by 8.30am and will generally finish at 6pm. However, in show terms they will not finish until late (at earliest 10pm). Also, as young people they may choose to go out with friends at weekends – this will be up to you to determine if there is a curfew. Similarly, we would expect them to have a key to the property so if, for example, they leave something at home, they can pop home to get it and not need you to be at home.

Do they need a parking space?

Some students do drive so may require a place to park – this doesn't necessarily have to be on your drive. It will depend on the student.

Importantly, our students will be living in your property, so you make the rules!

APPENDIX 2

ROOM RENTAL AGREEMENT EXAMPLE

This is a legally binding agreement. It is intended to promote household harmony by clarifying the expectations and responsibilities of the homeowner (Landlord) and tenant when they share the same home. The Landlord shall provide a copy of this executed document to the tenant, as required by law.

Room Located at:

_____ (Address)

Parties

Owner Tenants

(Name) (Name) _____

Terms

Length of Agreement: Month-to-Month

Either party may cancel or change terms of this agreement upon thirty (30) days WRITTEN notice. The written notice period may be lengthened or shortened by WRITTEN agreement.

Rent

£100 is payable weekly on Friday, or alternatively payment can be made monthly on the last working day of the month. When the tenant is not living in the property, a holding rent of £50 per week is chargeable. Rent does include utilities. (Electricity, Water/Waste, Internet)

Household Rules

Cleaning

Common Areas- Everyone is to clean up after themselves in common areas.

Personal rooms- Should be clean and carpet vacuumed out at least once a month, no food or food wrappers/rubbish is to be kept in rooms at all.

Bathrooms- Should be cleaned out after each use and when needed.

Kitchen- Should be cleaned after cooking. All dishes and cookware should be cleaned after used and left to dry, then to be put up in proper area.

Dishwasher- If used, dishes should be rinsed off before putting in and when full needs to be turned on. When dishes are dry they need to be put back up.

Cleaning Supplies- Purchased by tenant. (Bathroom cleaning supplies, dishwasher soap, laundry detergent)

Guests

Only with express permission from Landlord.

Smoking

Cigarettes or any other type of Smoking Is not permitted at all in the property. If smoking outside, all cigarette butts need to be properly disposed of in a bin.

Alcohol Use

Alcohol may only be consumed by those the age of 18 and older, and only in a responsible manner.

Drug Use

Any type of illegal Drug is not to be brought around or used in the property. Any violation of this rule and the Authorities will be contacted and tenant will be evicted without notice.

Music/TV

Noise should not be loud enough to bother any one in the property or for the sound to travel out of the room with the door shut. If it does, when asked to turn down the first time should be done immediately and not raised again.

Pets

No pets are allowed in the property whatsoever.

Parking

Parking is available on the street outside of the property.

Conflict Resolution

Each housemate will strive to develop mutual cooperation and good feelings with the host family. Should disagreements arise, each shall try to resolve the dispute in good faith using clear communication. If disputes continue thereafter, the housemates will discuss with Landlord and come to a conclusion with the Landlords decision.

Privacy

As required by law, the landlord may enter the tenant's room only for the following reasons: (a) in case of emergency; (b) to make necessary or agreed-upon repairs, improvements, supply necessary agreed upon services, or exhibit dwelling unit to prospective or actual purchasers, mortgages, tenants, workers, or contractors; (c) when the tenant has abandoned or surrendered the premises; (d) pursuant to court order; (e) or to inspect living area of tenant to make sure all rules are being followed.

Deposits

Security Deposit: paid on 17th September amount of £XXX

The Security deposit is refundable within 10 days after tenant vacates the premises. The Security deposit may be used for the purpose of repairing damage for which the tenant is responsible (beyond normal wear and tear), cleaning, or paying unpaid rent. The landlord and tenant shall conduct a pre-move in and pre-move out inspection of the rental area before the tenant moves out at which time the landlord shall inform the tenant of needed repairs and/or cleaning in writing. The tenant shall have the right to make any repairs identified at the pre-move out inspection at his or her expense before the move out date without deduction from the security deposit.

Pre-Move In Inspection of room and Bathroom Notes

Agreement

This agreement is entered on this _____ day of _____, 20____

Landlord (print) Tenant (Print)

Landlord Signature Tenant Signature