POLICY: VISITING STUDENTS IN UPPER SCHOOL

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Policy basis	

VERSION CONTROL

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VISITING THE SCHOOL

Norwich Steiner School is a young (opened in 2005) and friendly school, which offers a full Waldorf Curriculum, and the fully accredited Level 3 New Zealand Certificate of Steiner Education NZCSE (formerly known as the Steiner School Certificate (SSC)). The school does not offer GCSEs or A levels. The school is located close to the centre of Norwich, an attractive city situated in Norfolk, in the East of England. The city is culturally rich, hosting a vibrant music and arts life. The surrounding area is recognised for its natural beauty. Norwich has its own airport and good rail and bus links to London.

Norwich Steiner School welcomes visiting students of all ages and any parent who is interested in sending their child to the school, should contact us by email, phone or through the website.

This policy is specifically aimed at supporting older pupils (age 14-19) who may wish to spend time at this school but who do not have their parents with them. The school is not registered as a boarding school. There are families associated with the School who are willing to enter a private foster arrangement with pupils under age 16, and who can also provide accommodation for those age 16 and above.

VISA ARRANGEMENTS & LENGTH OF STAY

From April 1st 2025 people coming to the UK require an ETA (Electronic travel authorisation).

Visiting students have to apply for an ETA before the date of travelling.
You can easily apply online and the ETA will last two years.

Please visit the British Government website (gov.uk) for the most up-to-date information on visiting the UK.

Although the UK is no longer part of the European Union, we are still able to offer educational visits to pupils from the EU and elsewhere in the world for period of time ranging from three weeks to six months, although the recommended minimum is six weeks or half a term.

For stays longer than 6 months a Student Visa or Child Student Visa is required for any overseas student, with the exception of Irish students. Norwich Steiner School is not registered as a Sponsor school and therefore cannot currently accept students wishing to stay for longer than 6 months.

The school may accept children from non-European Economic Area countries for enrolment, provided that they have the Home Office's permission to study in the UK.

ESSENTIAL LEGAL INFORMATION FOR PARENTS OF CHILDREN UNDER 16

For pupils under 16 years of age living with someone who is not their parent for 28 days or more, it is a legal requirement for a private foster care arrangement to be established between the host family and the parents of the child. The school can facilitate this process by contacting Norfolk Social care (ideally 12 weeks before the visit takes place) and notifying them of the pupil details and the host family details. When the Local Authority receives notification about a private fostering arrangement, arrangements will be made for a social worker to visit the child within seven working days. They will contact the parent or person with parental responsibility, run checks on the host family and talk to the young person. This will be to ensure the young person is happy, safe and thriving in the arrangement. The Local Authority will also check that the accommodation is safe and suitable and enable the carer to access suitable training if required. Providing everything is in order, the family will continue the arrangement with the social worker providing checks at regular intervals to ensure the young person is safe, happy and has access to all the services to meet their needs.

ESSENTIAL LEGAL INFORMATION FOR PARENTS OF CHILDREN AGE 16/17

A student aged 16 and 17 has the right to live independently in the UK, although as part of our admissions process, the parents or legal guardian of the student will need to submit a letter, or complete the form provided by the school, confirming they consent to their child living independently in the UK.

Students aged 18 and 19 who are eligible to attend the school are legally adults and do not need a letter from their parents consenting to their living independently in the UK.

MONEY MATTERS

- An administration fee of £50 (sterling) – (£60.00 with VAT included) is due once the student has been offered a place and before we put parents in touch with hosting families or make any other arrangements.

- School fees for visiting students are the same as for our regular students and are:

- £328.72.50 per week (pro-rata the annual fee of £11,834) for the academic year 2026-27
- **Please note that from January 2025 VAT of 20% has to be added to school fees as per Government law**.

- Board and lodging in the home of an approved* family. Our guide price for hosts is between £200 to 240 per week to be arranged between the families. This rate covers all food and accommodation costs.
- Pocket money is the parent's responsibility, and it should be agreed beforehand with the host family as to how and when pocket money is to be provided.
- There are good rail links with London Stansted (the nearest international airport to Norwich) and the City of London airport, with direct services to Norwich Railway station.
- The costs of class trips are not included in the school fees. Once we know a pupil's proposed dates, the school will notify parents of any planned class trips or activities, and their associated costs.

* Approved host family – Norfolk Social Care carry out full checks on all families where the visiting student is under 16 years of age and is staying in the UK for 28 days or more. However, Norwich Steiner School extends a duty of care to all visiting students, in undertaking to collect references and carry out DBS checks on the host parents of any family offering accommodation to pupils falling outside of Norfolk Social Cares remit.

THE APPLICATION PROCESS

1. Please first get in touch with us by expressing your interest. We will discuss with you the needs of your child, including your preferred dates and any special requirements. If you wish to pursue an application after this initial contact, we will send you an application form to complete.
    - Phone +44 1603 611175
    - Email reception@norwichsteinerschool.co.uk

2. Alternatively, you can download an application form direct from our website. If your child has any special requirements, including health, social or learning, it is important that you let us know as early as possible. We may phone or email you at this stage. We may also request direct contact with your child's regular teacher.

3. Check if you need a Standard Visitors visa or not: https://www.gov.uk/check-uk-visa. In general, those coming from the EU or Commonwealth countries will not need to apply for a Visa to visit the school for 6 months or less, but will still have to apply for an ETA (electronic travel authorisation) whilst those from other countries will.

4. Once we have the relevant information, teachers and the upper school guardians will take a decision as to whether the school can offer a place to your child, subject to whether there is sufficient space in the class for their age, their individual needs and to there being a suitable host family available to accommodate them during their visit.

5. If you would like to accept this place, we will need you to transfer 50GBP sterling to the school, which is a non-refundable administration fee to coordinate your child's visit to and whilst in the UK. We will put you in touch with the potential host family. If your child is under 16, we will contact Norfolk Social Services and support the process for a private foster care arrangement to be put in place between yourself and the host family. The School will undertake to collect references and carry out DBS checks on the host parents of any family offering accommodation to pupils falling outside of Norfolk Social Cares remit.

6. In advance of your child's arrival in the UK, the school will send you an acceptance letter with length of stay and address of the host family. It is an important document that you may be required to show at border control.

7. In advance of your child's arrival in the UK, School fees must be paid. The School will send you an invoice with relevant information about payment once your child's place at the school has been agreed.

8. Accommodation fees must be paid direct to the host family.

APPENDIX 1 RESPONSIBILITIES OF THE HOST PARENT

All host families and potential host families must read the Norwich Steiner School Host Family Agreement and Guidelines (below) and have access to The National Minimum Standards Inspection Regulations (Section 87C (1) of the Children Act 1989) as amended by The Care Standards Act 2000. A copy of this is held in the Upper School Office.

Host parents act *in loco parentis*

Host parents act *in loco parentis* during the entire duration of the student's visit.

- The host parents are required to arrange collection from and return to the airport or railway station on arrival and departure.
- The host parents are required to take responsibility for consenting to school and class trips and outings.
- The host parents are expected to report any welfare concerns to the school or teachers when and where appropriate.
- The host parents are expected to attend parent's evenings for the appropriate class once a term.

Accommodation

- The host parents should ensure that the student has their own bedroom at all times, with adequate facilities for private study.
- The host parents should ensure that the student has reasonable space for storage of clothes, possessions and school equipment.
- The host parents should ensure that the student is offered breakfast, a snack and a packed lunch for school, as our school does not provide kitchen facilities or a canteen, a snack after school and a cooked meal each day.
- The host parents should ensure that the student's clothes are washed when necessary and/or that the student is offered the use of laundry facilities.
- The host parents should ensure that the student is included in family outings where appropriate and is assisted and encouraged to explore the local area on their own.
- The host parents should ensure that the student – as part of the household – shares with basic household chores and has access to basic household facilities.
- House rules should be discussed and agreed at the beginning of the visit and adhered to throughout.

DBS checks & Social Care visits

- The host parents should be prepared for visits to their home from Norfolk Social Care before and during the student's stay
- The host parents should be aware that Norfolk Social Care will require all adults in the household to have DBS checks carried out.
- The host parents should be prepared for the School to collect references and carry out DBS checks on them in situations where students visiting fall outside of Norfolk Social Cares remit. Norfolk Social Care's remit is to carry out full checks on all families where the visiting student is under 16 years of age and is staying in the UK for 28 days or more.

Money Matters

- Accommodation costs are advised by the school and should be paid by the student's parents to the host family in a mutually agreed way.
- The amount of pocket money given to the student should be agreed with the parents and provided by the parents.
- The cost of local telephone calls and reasonable internet use should be met by the host parents. Long distance or international calls must be paid for by the student. Students must ask permission before using the house phone or computer.
- The host parents should ensure that transport to and from school is provided. (It is reasonable to expect the student to walk or cycle to school if staying locally). Any extra transport costs involved should be met by the student's legal parents.

APPENDIX 2 RESPONSIBILITIES OF VISITING STUDENTS

- To observe the school rules at all times, the main ones of which are listed in Appendix 4 below.
- All visiting Students are expected to behave in a responsible and respectful way at all times whilst in the care of host families.
- In the UK it is illegal to smoke or purchase tobacco products under the age of 18. It is also illegal to purchase alcohol or go to night clubs selling alcohol under the age of 18. Host families are generally 'no smoking' families.
- You must give the school at least two weeks notice if you intend to leave the arranged host family home. Your attendance at the school will be automatically reviewed if a request to leave the arranged host family home is received.
- Any overnight stay away from your host family home will need to be sanctioned by your host family who are legally your 'parents' whilst in the UK.
- You must always ask before using the host family's telephone or computer.
- You should not help yourself to food or refreshments at the host family home unless pre-arranged with your host parent.
- You must be back at your host family home by 8.00 p.m. unless by prior arrangement. If you do not intend to be at your host family home in time for a meal you must inform them beforehand.
- Admission charges for tourist attractions, museums, galleries etc and public transport should be paid by you or your parents by prior arrangement with your host parents.
- It is important that you have your own source of income for any of the above and other unexpected expenditure.
- In case of emergency, you should carry your host parent's telephone number with you at all times.

APPENDIX 3 RESPONSIBILITIES OF THE SCHOOL

To Host Parents

- To provide the host parents with a copy of the Parents Handbook.
- To provide the host parents access to any documents relating to the Norwich Steiner School Visiting Student policy.
- To provide the host parents access to the National Minimum Standards Inspection. Regulations (Children Act 1989) where appropriate.
- To provide host parents with the name(s) of staff members that they can discuss any issues or concerns that they may have arising from their responsibilities as host parent.
- To facilitate and support communication

To Visiting Students

- Norwich Steiner School undertakes to collect references and carry out DBS checks on the host parents of any family offering accommodation to students falling outside of Norfolk Social Care's remit. Norfolk Social Care carry out full checks on all families where the visiting student is under 16 years of age and is staying in the UK for 28 days or more.
- To provide an induction process for visiting students.
- To provide visiting students with copies of relevant timetables and school rules.
- To provide appropriate pastoral care to the student whilst in school, supporting them in social integration and participation in lessons.
- To provide visiting students with the name(s) of staff members responsible for their pastoral care.
- Where helpful to the individual, teachers to provide differentiated tasks to the visiting student modified appropriately to the circumstances.
- To provide visiting students with a 'buddy' (peer colleague) to help the students settle into the class.
- Where appropriate or possible, to consider providing visiting students with additional lessons in English.

APPENDIX 4 SCHOOL RULES

- School starts at 9am and finishes at 3.30pm. Pupils should arrive by 8:45am so they are ready to start at 9am.
- Pupils may not leave school during the school day without permission from an upper school guardian.
- Pupils may not smoke in school, on the school grounds or in the vicinity of the school.
- Pupils may not use mobile phones whilst on the school grounds. A lock box will be provided by Guardians/Teachers at the start of the day, for any mobile phone that has been brought to school. The lock box will not be accessible until the end of the day. The school is unable to accept liability for loss or damage to mobile phones which are stored on the premises.
- Older pupils who have been given the right to leave school during breaks, will not be allowed access to their phones until the end of the school day and will therefore need to bring alternative methods of payment if they wish to visit local shops during the school day.
- Alcohol and banned substances (drugs of any kind) are not to be brought into school. Anyone found in possession or using such substances at or near the school may be expelled and required to return home with immediate effect. The school may also be required to inform the police.
- All clothing should be clean at the beginning of each day, in good repair and appropriate to the season and activity.
- Nothing should be worn that causes unnecessary distraction or gives offence to members of staff or fellow students.
- Food and drink should only be consumed indoors except with special permission.
- The school has a 'no football' policy and all pupils are expected to respect this.

APPENDIX 5 ESSENTIAL EQUIPMENT LIST

The school will provide most of the stationery needed by the student during their visit. However, the following items, which are more personal to the individual must be supplied by the parents where appropriate:

- Appropriate dictionary (Pupils mother tongue language translation with English)
- A rucksack type bag for carrying books and equipment
- Basic games kit, including shoes/plimsolls suitable for running, shorts or tracksuit bottom, games tee-shirt and sweatshirt
- Appropriate outdoor wear for the season (footwear, coat, raincoat)
- Although the school will provide a laptop for school work within the school building, students may prefer to bring their own laptop, to facilitate them completing any school work set for outside of school hours. Students may also use their own laptop within the school (instead of the school provided laptop), provided they agree to use it only for school work and not for any other purpose.

MONITORING, AUDIT AND GOVERNANCE

This policy belongs to Norwich Steiner School, which is the operational name for the Charity the Norfolk Initiative Steiner School, registered charity number 1099377, company number 4815492

Compliance is monitored through internal audits, policy review as part of self-evaluation, and annual reporting to Trustees on concessions awarded, value, and any compliance issues.