

Procedure for Independent Overnight Stays

During your course at Weymouth College, you may want to plan an overnight stay, either at a friend's house locally or outside the local area of Weymouth, Portland and Dorchester.

If you are 18 years when you arrive or you become 18 during your visit, different rules apply according to the agency that arranged your visit. Please ensure you have confirmed with us the rules related to your agency before planning an independent overnight stay.

If you are 16 or 17 years old, and 18 years if this is a rule of your booking agent, you will need to complete a 'Visitor Travel Form' on our website with details of the overnight stay. **We need this as soon as possible but at the latest 1 week before you intend to stay over.**

This is a legal requirement as neither your host nor we can take responsibility for you during that time, therefore your parents will need to acknowledge and give permission for any overnight stay. For all overnight stays, full details of the responsible adult (a person who is over 18 years old and who recognises that they will be responsible for your welfare throughout your visit – this cannot be another student) will also be required. These requirements are needed for **all** overnight stays.

Procedure for Independent Overnight Stays Requests

Step 1:

You tell your Homestay Host and your parents/guardians what overnight stay you would like to do. Your hosts confirm that they know you are going to stay overnight, where and when, to WhatsApp +447877089917.

Your parents/guardians also confirm that they know you are going to stay overnight, where and when, and provide us with their Photo ID and a copy of their signature, unless we have already received them.

The responsible person you will be staying with will also need to provide us with a copy of their passport or similar photographic ID and confirm that they know you are staying with them and when.

Both the confirmation and documents from your parents and the responsible adult can be sent to Jennie and Sue at HS&VB by email homestayandventurebreaks@protonmail.com or WhatsApp +447877089917

Step 2:

You complete the online form including **all** the requested information at least **1 week** before the trip.

Step 3:

On receipt of the form, we will consider your application based upon:

- Your age
- The dates and length of your overnight stay
- Your destination
- Your journey plans
- Your travelling companions
- The place where you will stay
- The trip being considered suitable, in line with our Safeguarding Policy and Procedures

Step 4:

If we have concerns about some aspect of your plans, we will discuss them with you before making a final decision.

If we agree your request, we will send it to the Agent you booked with (if this relates to you) for their agreement. If/when they have agreed, we will confirm to you that we have all we need by WhatsApp. We will also thank, in writing, your parents/guardian, your Homestay Host, and your Agent (if appropriate).