



Information for Round Square Outgoing Exchange Students

Contents

1. Exchange application process
2. Travel arrangements
3. Research on the host country
4. Health
5. School Work
6. Accommodation on Exchange – School Boarding
7. Accommodation on Exchange – Home Stay
8. Dealing with problems
9. Finances
10. Behavioural expectations
11. Daily life in the host school
12. ...And finally

Information for outgoing exchange students attending Bishop Drutt College

Round Square's role in student exchanges is one of facilitator, enabling Round Square Candidate and Member Schools to connect and organise exchanges for the benefit of the students taking part. Round Square does not organise any exchanges itself and is not therefore responsible for individual exchange arrangements. It is important for students and parents to note that Round Square does not vet or monitor the arrangements made by the schools and does not have any contact with or role in selecting host families.

Round Square provides schools with best practice protocols, but you must satisfy yourselves that the arrangements made by the individual school you are considering allowing your child to visit are appropriate. Round Square accepts no legal responsibility or liability for student exchanges whatsoever.

1. Exchange Application Process

As a pupil interested in participating in an exchange it is first necessary to complete an application form provided by the International Program Coordinator.

Once the application has been completed by you and your parents it will be passed to your tutor and the Head of School for their comments. If your application is accepted, it

will be passed to the Principal for approval. Please note that the completion of an application does not guarantee participation in a RS exchange.

2. Travel Arrangements

Once your application has been approved by all parties at Bishop Drutt College and travel dates agreed with the host school, it is your responsibility to ensure that your passport is up to date and to obtain a visa if necessary. Bishop Drutt College will book the flights.

Usually, travel arrangements to and from the airport are arranged in conjunction with the host school. The International Program Coordinator from Bishop Drutt College will assist with this.

3. Research on the Host Country

As it is likely that you will be travelling to a country that you have not visited before, it is necessary for you to research the school and the country to familiarise yourself with the different culture and, more importantly, local safety considerations and laws.

In your application process you will have signed a document to say that you will abide by the rules and regulations of the school and the laws of the country. This is of paramount importance as you are acting as an ambassador for Bishop Drutt College and Australia.

4. Health

Health services and facilities differ between countries and you will need to take out your own travel insurance policy.

Once the exchange has been confirmed, please see your GP to ensure that all necessary immunisations are acquired in good time. You will be asked to complete a medical form by the host school. On arrival at the host school they will acquaint you with local arrangements in case of illness.

5. School Work

There is an expectation from Bishop Drutt College and the host school that you will work to the best of your academic ability whilst on exchange. This means that you may have work to complete from Bishop Drutt College whilst having to complete work from the host school.

You must manage this to the best of your ability. This is not a concern for 2-week exchanges. Please speak with your year coordinator and the Director of Learning and Teaching for exchanges of three months and longer.

6. Accommodation on Exchange - School Boarding

If you are placed in boarding accommodation during your exchange, then the rules and procedures governing the accommodation will be explained to you on arrival. Make sure that you understand the expectations and fulfil them to a very high standard. A small gift for the RS representative at the host school who has helped to organise your exchange would be appreciated.

7. Accommodation on Exchange - Home Stay

If you are placed in home stay accommodation you must always behave with the utmost courtesy. You are a guest in someone else's home and your conduct must be exemplary. You must act with great courtesy and politeness and be prepared to help with household chores.

Rest assured that appropriate local checks will have taken place of all prospective host families. As a guest in someone's home you should bring a small gift from home to show your appreciation for their generosity in taking you into their home. In addition, a small gift for the RS representative at the host school who has helped to organise your exchange would be appreciated.

8. Dealing with Problems

Each host school will have its own tutorial and pastoral system which will be explained to you on arrival. Make sure you know who you can talk to in case of any problems. Remember that there will be a RS representative at the school who will have organised the exchange at the other end and they will always be available to help with any problems.

9. Finances

Many schools require a financial bond to be paid for expenses during the exchange or to act as a deposit for the use of a laptop, iPad, etc. There are no fees for participating in an exchange, such as school fees, as the exchanges are part of the reciprocal agreement between RS schools. However, you are responsible for all travel costs, insurance costs and any other incidental costs incurred as part of the exchange.

In terms of spending money, is it not advisable to carry large amounts of cash. Make sure you have access to money via an ATM card or similar. Make sure you keep some money for the journey home, including excess baggage, if it is necessary.

10. Behavioural Expectations

While on exchange you are acting as an ambassador for your country and, more specifically, for Bishop Drutt College. This is a position not to be taken lightly, as your time in the host school obviously leaves a deep and lasting impression and is one that will affect future exchange prospects with that institution.

During your exchange you must abide by the rules of the school and the laws governing the host country. Remember – if it is not acceptable at Bishop Drutt College it is not acceptable at the host school.

Smoking, alcohol and drugs are absolutely prohibited. The use of any of these substances will result in immediate removal from the host school and you will be sent home at your parents' expense to face the consequences of your behaviour on return to Bishop Drutt College.

11. Daily Life in the Host School

Everyday life in the host school will be different to what you are used to at home. You have been given a once-in-a-lifetime opportunity to be educated for a short time in a foreign country. Make sure you involve yourself in as many areas of school life as you can. Excel in your academic studies and involve yourself in extracurricular activities as much as you can. This is a fabulous opportunity to try an unfamiliar activity and learn a new skill.

12. And Finally ...

Hopefully, your exchange will be a deeply enriching experience that you remember for the rest of your life. Remember to embrace the experience and put effort into making it a success. While you are there, remember to take lots of photos and videos as you will be expected to write a short report for the school newsletter (prepare it while you are there) and to present your experiences to the whole school during assembly or year group meetings.