



KINROSS WOLAROI
SCHOOL

STUDENT INTERNATIONAL EXCHANGE PROGRAM

Guidance for Host Families



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KINROSS WOLAROI SCHOOL PRIMARY CONTACT

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“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 therefore accepts no legal responsibility or liability for student exchanges whatsoever.”

1. HOSTING AN EXCHANGE STUDENT

Thank you for volunteering to open your home to a Round Square exchange student. As an international member of Round Square, we are part of a worldwide network of schools committed to providing opportunities for students to experience exchanges, both domestically and internationally, for the benefit of their own development and understanding of the world we live in. Host families play a vital role in the success of our exchange program. You are part of a global network of schools and families who open their homes and hearts to another's child, which is something not to be taken lightly.

As a host family, you will have an enduring impact on the young person visiting far beyond the number of weeks or months they are in your residence. Whilst the focus is often on the exchange student, it is our hope that the exchange is equally affirming for you. Host families often gain a broader perspective on world issues, increase their knowledge of another region, and gain deeper insight into the values and patterns of their own family and culture.

The information that follows is provided to assist you to plan for the upcoming exchange and to take measures to ensure the exchange is a positive experience for you (the host family) and the visiting student. You will be provided with information about your specific exchange student at a later date. In the meantime, it is our hope that this communication provides some guidelines to support you with the day-to-day management of hosting an exchange student.

2. COMMUNICATION

Every exchange is different. The keys to a successful exchange are the same as for other new and challenging experiences: clear communication, compassion, openness and a sense of excitement.

A successful exchange is underpinned by honest and consistent communication. Although every effort will be made to make a compatible match, one cannot control every aspect of the exchange experience.

To ensure there are no surprises, there should be an early commitment to honest communication among all parties. It will be essential that you communicate your family's expectations to the exchange student clearly at the beginning of their stay. You will have the student's contact information weeks, if not months, before their arrival. We recommend making early communication with the student and their parents via email or phone a priority to help them prepare for the exchange and to ensure they are aware of your expectations prior to their arrival. Please let the exchange student know what you expect in terms of tidiness, laundry, internet and phone use, meal times, etc. These conversations will also allow the exchange student an opportunity to communicate with you about what they hope to achieve while staying with you and their biggest concerns and trepidations of the exchange.

Recommended topics to discuss prior to the arrival of your exchange student:

- Communication method: how will they communicate with you prior to arriving and while they are staying with you - email, phone calls, WhatsApp, Facetime, Messenger, Zoom etc - and how will they keep in touch with their parents/friends whilst with you. It is important that students arrange a scheduled time to call home. We recommend exchange students calling home once per week. Frequent (daily) phone calls home are indicators for homesickness and tend to exacerbate feelings of homesickness. Similarly, not calling home can also be a warning sign.
- Expectations: Your family's expectations and any household rules.
- Daily routines: Travel arrangements, hobbies, your daily routine, transport to/from school, dietary requirements and food likes/dislikes, sleeping arrangements (share room/single room), expectations (including curfews) and any travel or event plans you have while the student is with you.
- Money management: How will your student manage and access their money whilst staying with you and your support in this area.

2.2 Arrival

Host families are responsible for meeting exchange students at either Sydney Airport or Orange Airport (depending on their flight itinerary) and for taking them to the airport when their stay is over.

3. ACCOMMODATION, FAMILY AND SCHOOL LIFE

3.1 Accommodation

Exchange students are expected to become a part of your family and contribute to the daily operations and interactions within. As such, it is important to encourage and expect them to actively participate in all aspects of family life. Your family rules and expectations should apply to the exchange student and they will be required to meet your expectations around tidiness, laundry, meals, internet and phone use etc whilst staying with you.

It is highly recommended that you provide exchange students with their own private bedroom and space to study. Exchanges can be very demanding on both students' personal time and space, therefore privacy and personal space are important. The KWS Exchange Co-ordinator will do a home visit or Facetime (Boarding families) to ensure that the space is suitable for the incoming exchange student and to answer any questions or concerns you might have.

Prior to your student's arrival we also encourage you to have an open and transparent conversation about religious and cultural observations that your exchange student may like or need to follow whilst in your care.

As part of the Child Protection legislation, prior to the arrival of the exchange student, each member of your family over the age of 18 who resides at your dwelling is required to provide their Working With Children Check number that can be obtained at [Apply for a Working with Children Check | Service NSW](#)

3.2 Food

Please provide and organise nutritious meals for your exchange student as you would your own children.

Please be sensitive and make provisions for any food allergies or religious observations. Your exchange student may not be accustomed to the food you typically eat and prepare, but they will be encouraged to try new things. It can be helpful to encourage the exchange student to join you when shopping to find foods that are mutually beneficial for you and the exchange student. This joint activity often helps an exchange student to feel comfortable in preparing and making their own lunch for school days.

3.3 Transport

To ensure your exchange student's ongoing safety please facilitate any transportation needs that he/she may require for the duration of the exchange. It is expected that the exchange student is dropped at and picked up from school for at least the first day of the exchange to ensure they are comfortable before they are expected to take public transportation. In the event of the exchange student catching public transportation, they should also be accompanied by someone in your family (son/daughter) for the first few times to ensure familiarity before they are expected to take public transportation on their own.

3.4 School, Homework and Uniform

Whilst on exchange, students are expected to participate fully in the life of the School, attending school on all school days. Your exchange student will be given a full academic timetable and will be expected to apply themselves diligently to their studies, meeting all requirements, including homework. We expect that your son/daughter will be able to assist them in navigating the Hub, submitting work online etc.

Exchange students are expected to wear the KWS school uniform to and from school that they will be provided with free of charge. The same will apply where they are participating in sport and extracurricular activities. The uniform will need to be returned prior to departure. You will not be expected to provide or pay for any uniform needs.

Exchange students are encouraged to participate in co-curricular opportunities wherever possible. You are expected to assist them in attending extra-curricular activities by organising transportation when activities are before/after school.

3.5 Sick Days

In the event that the student is unwell, they can see the school nurse during school hours and you may receive a phone call if it is the nurse's decision they should be collected and spend time at your residence to recover. We expect you to look after your exchange student when they are unwell as you would your own child.

3.6 Weekends

As this is a cultural exchange, consider taking your student on day or weekend excursions to the many places of historical, cultural and natural interests in and around the Orange region and New South Wales. They will appreciate being shown some of your own favourite places to visit in the area and they are expected to fit in with what your family does on most weekends and partake in all that you do.

4. FINANCIAL ARRANGEMENTS, EXPENSES AND INSURANCE

4.1 School Fees

Exchange students will continue to pay tuition fees to their home school during the exchange period. The reciprocal nature of the exchange program enables a student to avoid paying school fees at the visiting school.

Any other unforeseen expenses are expected to be paid from the \$500 bond that the exchange student's family has deposited with KWS. If you are unsure about who might pay for something please communicate with the KWS Exchange Coordinator and the exchange student's family to ensure there are no surprises or miscommunication.

4.2 Spending Money

Students are required to pay for their own costs as they are incurred. This includes mobile phone plans (we recommend they get a pay-as-you-go local SIM card), personal needs and outings, etc.

If you invite your exchange student to join your family to dine at a restaurant or visit Dubbo Zoo, for example, please pay for them as you would for our own children. However, it is not expected that you provide them with money to go to the shops or participate in activities they have organised with friends from school.

4.3 Insurance

Neither Kinross Wolaroi School nor Round Square provide any liability insurance for the host parents, and neither is responsible for any damages caused by the exchange student or for any claims for damages or injuries brought against the host family by the exchange students or his or her home family.

Families should consult individual homeowner's policies to determine their coverage.

5. POLICIES AND PROCEDURES

5.1 Working with Children Check

All members of the host family who are over the age of 18 years of age are required to provide a current Working with Children Check to the school that covers the duration of the stay. A copy of this will need to be provided to the KWS Exchange Coordinator well before the exchange student's arrival. More info at [Apply for a Working with Children Check | Service NSW](#)

5.2 Orientation

The exchange student will complete an induction process on their first day of the school by the Exchange Coordinator, this will include making clear the rules and expectations and an explanation of the support structures available to them. At the end of the experience they will complete a similar debriefing process and have the opportunity to provide feedback on their experience.

5.3 Concerns and Support

If you have any concerns about the suitability, safety, health and/or welfare of your exchange student please contact their family directly and the KWS Exchange Coordinator to discuss the options and proposed actions. It is important that the KWS Exchange Coordinator is made aware of concerns early so that interventions and assistance can be offered. Student exchanges, particularly international ones, are socially and emotionally demanding and it is common for students to experience homesickness and a range of positive and challenging emotions. Your exchange student will have a wide support network on offer that starts with you and your family. At school they will meet with the Exchange Coordinator and Wellbeing Mentor regularly to gauge how they are going and to offer assistance where needed. In addition, they are entitled to support from the school counsellors. Please be proactive in flagging concerns or behavioural changes you observe.

5.4 Code of Conduct and Behaviour

Each exchange student has agreed to and signed a Code of Conduct. You will be provided a signed copy of the Code of Conduct and will be encouraged to hold your student to account for their behaviour.

If the exchange student does not comply with the rules and expectations of Kinross Wolaroi School, the School reserves the right to terminate the exchange and the student will be returned home at his or her parents' expense. Reasons for termination may include, but are not limited to: inappropriate conduct or other behaviour by the student deemed detrimental to the best interests of the exchange or the school, emergencies, or health or safety considerations.

5.5 Emergency Arrangements

If you feel that a member of your family or your exchange student is at risk of physical, emotional or psychological harm, it is your responsibility to immediately contact the KWS Exchange Coordinator. The contact details of the Exchange Coordinator are on page 3 of this booklet.

Even with the best planning, an exchange often comes down to the relationship that is developed between the student and the host family. I encourage you to maintain an open line of communication with your new son or daughter.

So much of what we do is culturally bound which influences our behaviour. You and your exchange student may observe behaviours that each finds unusual, but that is completely normal, so celebrate your differences.

I hope that you and your family enjoy this experience and remember that it is as much for you and your family as it is for the exchange student. Hosting an exchange can be a deeply rewarding experience as you potentially develop a lifelong relationship with someone from another culture.



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