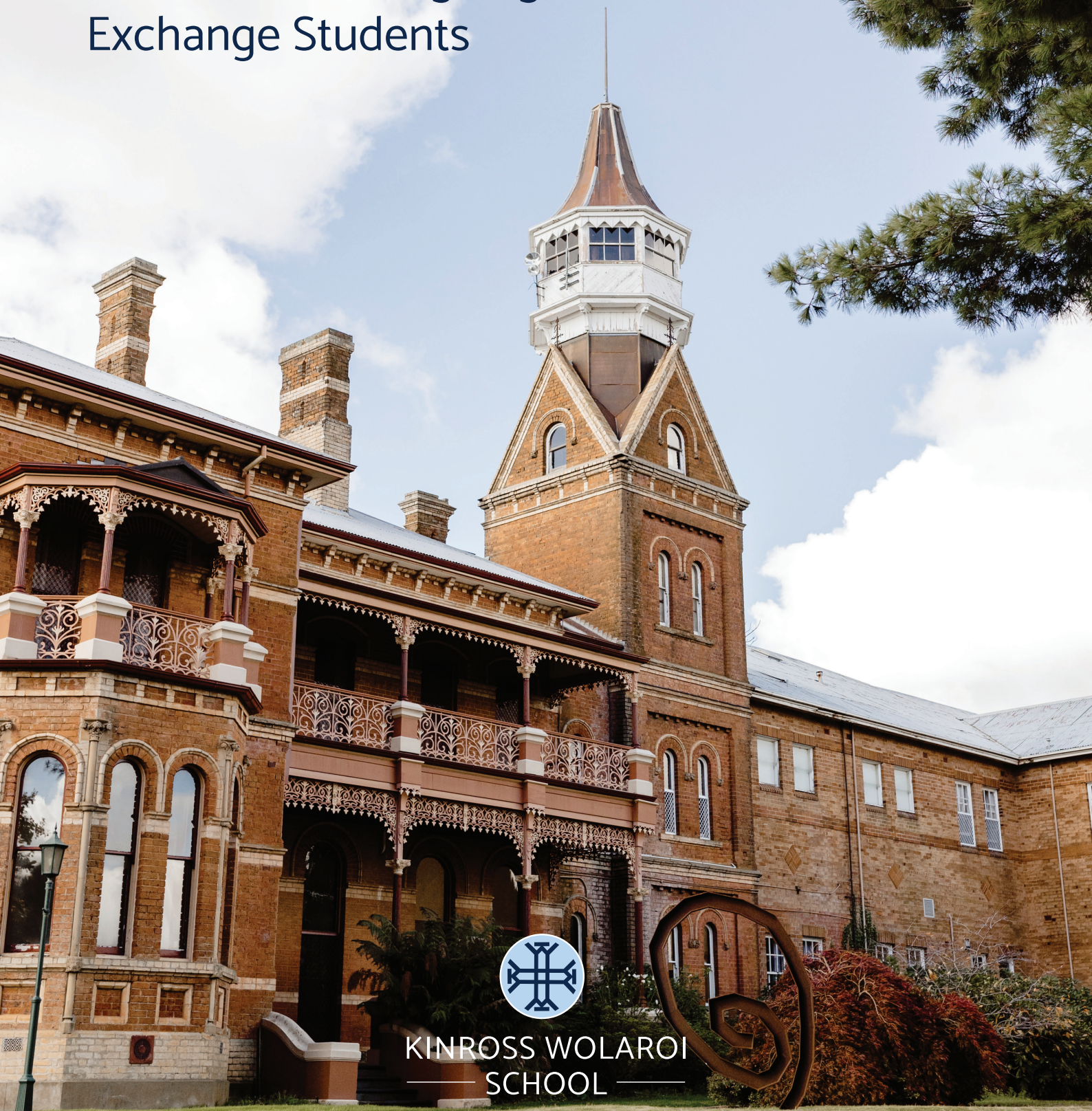


STUDENT INTERNATIONAL EXCHANGE PROGRAM

Guidance for Outgoing
Exchange Students



KINROSS WOLAROI
SCHOOL

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EXCHANGE PROGRAM AT KINROSS WOLAROI SCHOOL

We are delighted to facilitate the exchange program for our students for exchange visits to our partner schools. We hope that our KWS students will benefit from the experiences of being part of the school and wider communities in their exchange countries.

This booklet details the expectations and conditions under which KWS conducts exchanges. The information in this booklet is provided for exchange students, staff and the parents.

“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.”

OBJECTIVES OF THE PROGRAM

KWS encourages students to participate in an exchange enable them to:

- gain first-hand insight into other cultures in order to develop tolerance, understanding and respect for different ways of life and different values
- widen their perspective and social experience
- gain experience overseas
- increase student awareness of their role as global citizens
- learn in a different cultural environment
- widen their understanding of the global community
- Improve knowledge, fluency and cultural understanding of foreign language (language exchanges).

APPLICATION AND SELECTION PROCESS

Students considering an exchange should keep in mind that they will be ambassadors for their country and their school. Student behaviour can and will influence the attitudes of other people towards KWS and Australia.

Schools take their responsibility to select reliable and well-motivated students very seriously. It is understood that students selected will make a significant contribution to the program.

In selecting students to participate in an exchange, the School has considered the student’s:

- Age and maturity
- Motivation for participating in the exchange
- Academic performance and the likely impact of the exchange on the student’s studies
- Any medical or health issues or other special needs of the student, resilience to change and difference.
- Contribution to our School’s co-curricular program (including sport, cultural pursuits and community service)
- Personal circumstances.
- Active study of the target language (language exchanges).

The School will not support student participation in the exchange program if it does not believe that the exchange is in the student’s or either school’s best interests. Your child would be selected to represent KWS in an international setting based on his / her merit: their proven record of embodying and upholding KWS values of Respect, Resilience, Courage, Inclusiveness and Commitment in their daily life. Your child’s successful participation in the program is subject to him / her consistently upholding these values. KWS reserves a right to remove the participant from the program if misconduct occurs, without taking any responsibility for resulting financial losses.

At Year 9 meetings, Year 11 Rounds Square leaders are presenting about the available exchange options. Exchange Information Evening is held at the end of Term 3 with exchange applications emailed to interested students and their families to be filled out during holidays and at the start of Term 4. The due date for application submission is Monday Week 3 Term 4. By the end of Week 3, the students who have been successful in progressing into the interview round are announced. Interviews are scheduled to take place in Weeks 4 and 5. Students will be assessed based on their written application and the quality of their responses given in the interview. The successful candidates will be announced by the end of Week 6 with the offers made in Week 7. Depending on the circumstances, the placements will be finalised from Week 8 onwards and during Term 1-3 of the following school year.

NOTE: The KWS Principal will be responsible for making the final decision on student exchange applications and reserve the right to terminate participation in an organised exchange at any point leading up to departure. This decision might be based on overdue or unpaid school fees before departure, poor behaviour, inability to gain a medical clearing, undisclosed or inaccurate information provided or other such instances at the Principal's discretion.

TRAVEL

Once your application has been approved by all parties and travel dates are agreed upon with the host school, it is the exchange student's family's responsibility to make travel arrangements in collaboration with the assigned host family. You may choose to engage a travel agent to assist with this process. It is advisable that you book flights that provide some flexibility. It is also recommended that you choose the most direct flight path to your destination city to simplify the process for the student travelling on their own from Orange to their destination city. If this is your first venture overseas, you may wish to opt for an airline that offers support for unaccompanied minors.

Below is a checklist that will help with this process:

- Ensure your child has a valid passport with a six month validity from the date of return to Australia
- Obtain a visa if necessary (please allow ample time for the application and subsequent approval)
- Book flights
- Be aware of baggage allowances and fees
- Inform yourself of airport restrictions and flight connection requirements
- Read updated mask and vaccination requirements for each section of your journey
- Travel with digital and hard copies of required documentation
- Have a clear plan for making contact with your host school and host family upon arrival

You will be required to send the KWS Exchange Co-ordinator the following information:

- Photocopy of your passport (and visa if required)
- Flight bookings (including return flights)
- If travelling on a non-Australian passport, it is necessary to have a valid visa and/or re-entry permits that meet the requirements of immigration and other government authorities.
- Your last date at KWS and your first date back at KWS

A leave application must be submitted to the KWS Reception by the parent once the flights have been booked and the leave dates confirmed, stating the reason for leave as International Exchange and providing the dates of absence.

Students will be met at the destination airport by staff or drivers from the partner school. Details of pick-ups will be arranged with the student and the school staff.

Insurance

KWS's insurance program includes a Travel Insurance policy and a Student Personal Accident policy that covers our exchange students. Both these policies are provided by Chubb via the School's Insurance Broker, Aon.

A summary of the School's Travel Insurance and Student Personal Accident policies can be provided along with the full Product Disclosure Statements (request to be emailed to KWS Human Resources and Compliance Manager). Please read these documents very carefully to ensure that you understand the policy coverage, terms, and conditions.

After reviewing the details of KWS's insurance program, parents may still opt to take out separate travel insurance for their children if they wish. All exchange students must have some travel insurance and providing evidence of this.

Please keep in mind the limits and coverage available under both policies and seek any additional coverage if required for:

- Property loss insurance
- Additional personal accident / injury insurance

Official Documentation - Visas

It is the responsibility of the parents to seek information regarding their child's travel and to arrange a visa. It is also the responsibility of the parents to ensure that their child abides by the conditions of the visa.

Further information about Visas can be found at: <https://dfat.gov.au/travel/visas/Pages/visas-for-australians-travelling-overseas.aspx>

RISK MITIGATION

While on the exchange program, the students will be exposed to a new and different environment, both academically and culturally. Participation in the exchange program may involve incurring risks, including risks of physical harm and/or loss or damage which may not be experienced in Australia. KWS cannot control the choice of host families by the host school and is not involved in the process of host family selection at all. Host families have volunteered their time and homes to allow the exchange program to proceed.

In addition, there is a list of banned activities (sky diving, hang-gliding, parachute jumping, bungee jumping, shooting, driving of quad bikes and cars) that KWS students are not allowed to participate in whilst overseas. Special permission will be sought for the following high-risk activities: riding motorbikes, skiing, water skiing, shark diving, safari, white water rafting, surfing, rock climbing and flying.

Medical

The exchange student's parents are responsible for arranging full medical and dental insurance before the student leaves Australia. KWS insurance covers most of this cost and parents should consider the level of insurance and purchase extra should they feel the need to be covered to a level above the KWS policy. Travel insurance is highly recommended. Exchange students will need to fill in the partner School's medical forms along with other documentation.

If a student is taking any prescription medication, a letter is required from their doctor giving the name and reason and duration of the medication. The student should also take adequate supplies of the medication. In such a case, a copy of the supporting letter may be requested by customs officials when the student arrives in the host country. Medication should be kept in its original packaging.

Check vaccinations required to visit your destination (and any other country you may visit afterwards as part of an extended holiday).

FINANCIAL MATTERS

School costs

Exchange students will not be required to pay fees to their partner school but families will continue to pay KWS fees while they are away. Parents are responsible for all costs associated with their child's travel to and from exchange. While you will not be required to pay fees at the school that your child will be attending, you will be expected to maintain fee payment at KWS as per your normal arrangement. A \$500 bond is required for incidental expenses while your child is abroad with a refund of the excess refunded after your child returns home. You will be expected to meet all travel, some insurance, medical and pocket money expenses involved in your child's exchange trip. There is an expectation that you will host your child's reciprocal exchange buddy for the duration of their enrolment at KWS.

Pocket Money

Parents should ensure students have adequate pocket money for their time away. Students are usually able to access funds from home via the local ATMs. Students should not carry large sums of money. Students should have sufficient pocket money to cover things like entrance fees, travel, small gifts to take home and for the host family, telephone SIM cards and bills and any other personal expenses which the host family should not be expected to cover.

Ask your exchange school for information on tipping while visiting your exchange country. While tipping is not part of our Australian culture, it can be offensive not to tip if it is customary in the country you visit.

ACCOMMODATION

Boarding

Some exchange students will be accommodated in boarding houses. The nature of this accommodation can vary from school to school (shared dormitory or twin room). While in boarding, students will be required to be respectful of the boarding rules and the boarding house.

Host families

Some students will be accommodated with host families. It is important to note that when students are being hosted by a family, they are subject to the 'house rules' of the host family. The host family will expect the same standard of respect and behaviour and exercise the same care and responsibility with exchange students, as they would with their own children. It will be helpful to have discussions about this at the beginning of the stay.

Host families may be able to offer you a single room but you may also be required to share a room with another member of the family. The following requirements are essential:

- Students will only share rooms with members of the same sex
- Students will have their own bed
- Access to bathroom facilities will not be via an adult's bedroom
- Access to a bedroom or other room used by adults or people of the opposite sex should not be via the student's bedroom.
- Privacy for dressing and undressing should be provided
- Students must know the emergency exit route and plan for emergencies such as fire

Ideally, there should not be a significant age difference between the exchange student and the host family member sharing the bedroom. As a guest, the exchange student should be sensitive to the privacy of the property of your host by being tidy and courteous when living in the house.

Monitoring your child's exchange - communication with home

As a parent you will be in the best position to monitor, through regular contact with your child, how the exchange program is progressing. If you have any concerns about the exchange program, including concerns about supervision, safety, discrimination, harassment or bullying, you should contact the exchange co-ordinator.

What to take overseas

Please read your partner school booklet for specific details about clothing requirements, activities, local weather including seasonal temperatures, and make informed decisions about what to pack to go overseas.

The following items are suggested as a guide:

- Four or five school shirts or blouses (if you are wearing a uniform)
- 1 - 2 pairs of grey school pants (for boys wearing uniforms)
- 3 T shirts and 2 pairs of jeans or pants
- Shorts
- Warm shirts or jumpers, tops or a track suit
- 7 pairs of underwear
- 7 pairs of socks
- School shoes (black if you are wearing uniform) and boots or another casual pair of shoes
- Sunhat
- Jacket, preferably waterproof and warm
- Joggers
- Swimming costume, (optional-goggles and cap, flip flops/sandals)
- Beach towel
- Pyjamas
- Good Casual clothing – something appropriate to wear out to dinner/theatre
- Casual clothing
- Toiletries, medicines and personal items
- Sporting equipment and sports clothes (football boots, etc)
- A4 Exercise book to record notes from lessons and pencil case with writing materials
- Family photos, a diary to write/record experiences in etc.
- A phone (check with your provider about a sim card in the other country or purchase on arrival), Optional: iPad, laptop.

Labelling your belongings

Everything that goes to the school should be clearly labelled. It is preferable that labels are sewn onto clothing items.

Uniform

Exchange students will wear either the KWS uniform, the partner school uniform or casuals, depending on what country they are visiting. Please see the School specific booklet or contact their coordinator for more details about uniform requirements.

STUDENT'S RESPONSIBILITIES

Your child has responsibilities during the program, including responsibility to:

- attend the host school for all scheduled classes
- follow the rules of the host school
- be sensitive to the cultural environment in which he / she is living
- take care for his/her own safety at all times
- immediately notify the exchange program coordinators of any concerns in relation to his/her safety or wellbeing: if your child feels uncomfortable in the course of the program, feels unsafe or is being harassed or bullied or is uncomfortable with how a particular person is treating them, he / she must advise the exchange program coordinator and their parents as soon as possible of their concerns. If your child is concerned about a particular activity, your child should refuse to undertake the activity.

You are expected to participate fully in the life of your host school by:

- attending and participating in all classes
- completing school and homework as required
- participating in as many co-curricular activities as you can, including trying new experiences

It is important that you carefully read your host school's Guidance for Incoming Exchange students documentation to ensure you have the appropriate learning tools for the exchange. These will likely

include stationery, pencil case, scientific calculator and exercise books, and may or may not include

the provision of a laptop or iPad upon arrival. These documents will also provide you with information in regards to what clothes/ uniform/equipment you are expected to pack for the exchange.

STUDY OBLIGATIONS

While on exchange, students are granted the flexibility of not participating in or completing KWS classwork whilst retaining access to their school email and HUB class pages. Should a student miss an assessment/s during their exchange period, they will be provided with an estimate at the completion of the course. Upon their return, students are obligated to complete all KWS assessment tasks, potentially requiring a review of missed content.

It is important for students and families to acknowledge that the KWS teaching program spans the entire year (and Stage), encompassing all the relevant content within the curriculum. Any content missed during the exchange might be incorporated into our ongoing assessment schedule throughout the academic year. While we strive to mitigate any potential disadvantages, students should be mindful that a comprehensive understanding of the missed material may be essential for the successful completion of assessments related to their subsequent studies.

DIRECTIONS FROM THOSE IN AUTHORITY

As this may be the first time the student has travelled overseas without parents, there are important obligations for which parents and students should be aware.

In particular, the school and living arrangements experienced by the student on exchange will be different from those to which they are accustomed and may involve risks which are not experienced in the home country. It is therefore very important that the student follows directions from boarding staff, teachers, host parents and other people in authority during the exchange. (This does not affect the conditions outlined under 'Safety Issues').

BEHAVIOUR AND VALUES

An exchange student violating any law overseas may be returned to their home country.

Drugs and alcohol:

The use of non-prescription drugs or associating with anyone involved with drugs is strictly forbidden.

KWS students are not allowed to purchase or drink alcoholic beverages or smoke cigarettes, e-cigarettes, vapes, regardless of local law or custom while on exchange.

Culture, manners and etiquette

The student must be sensitive to the cultural and home environment in which he/she is living. For example, in some cultures, shoes are removed before entering the house.

Meals

Please discuss mealtime etiquette expectations with the host family and/or boarding staff.

Bathroom and bathing

Some cultures have different methods of bathing, for example, sitting on a stool and showering or scooping water and throwing it over themselves. They may not use showers or baths. To avoid embarrassment, please discuss bathroom expectations with the host family.

In Australian homes, toilets are sat upon. In our culture, we place used toilet paper in the toilet and flush it, rather than placing it in a separate bin. This may not be the case overseas. Female house members are expected to wrap sanitary napkins and tampons in a paper bag and place them in a bin. Please discuss what can and can't go down the sinks and toilets with your host family.

Daily Routine / School Life

Exchange students must acknowledge that they have responsibilities to their hosts. These include:

- Common courtesy and impeccable manners
- A willing and positive contribution to the life of the school
- Strong respect, demonstrated by actions, for the school's values and traditions.

The exchange student must attend all classes, complete all school assignments and maintain good grades. Exchange students are expected to apply themselves with same degree of diligence and effort as they would at KWS.

The exchange student will abide by the rules of the host school, particularly regarding attendance, general behaviour and dress standards.

SAFETY ISSUES

Dangerous activities

- The student is not permitted to participate in sky diving, hang gliding, parachute jumping, driving motorised vehicles such as motorbikes and quad bikes, shooting, bungee jumping, or any other dangerous activity. (participation in banned activities will also void most insurance claims). Students should seek parental permission for the following risky activities: skiing, horse riding, water skiing, swimming in dams, hot air ballooning, surfing, rock climbing, abseiling and flying.
- Students on exchange may be asked to undertake farming activities on rural properties. Host parents would be expected to exercise a duty of care for such activities that have inherent risk. Communication between families about dangerous activities can alleviate concerns both ways.
- The student must take care for their own safety at all times and immediately notify the International Student Exchange Co-ordinator as soon as possible of any concerns in relation to safety and wellbeing.
- If a student is concerned about a particular activity, the student should refuse to undertake that activity and report to the International Student Exchange Co-ordinator.

Discrimination, Harassment or Bullying

The exchange student should immediately report any concern about discrimination, harassment or bullying to their Head Tutor the International Student Exchange Co-ordinator or the Director of Boarding.

It is vital that the student advises the exchange program coordinator and parents as soon as possible of their concerns if:

- They feel uncomfortable in the course of the program.
- They feel unsafe.
- They are being harassed or bullied, or are uncomfortable about the way a particular person is treating them.

Dealing with Concerns on Exchange

Each Host School will have a pastoral care system and lines of communication which will be communicated in the Incoming Exchange Guidelines of the Host School and it will be explained in more detail to you as part of the induction process. Ensure that you know who you can talk to if you have concerns at school, with your host family or if you are dealing with personal issues or illness. You might require support beyond what your host parents or the Host Exchange Co-ordinator can provide, but they should be able to direct you to the resources you require and they will want to know of any issues you are facing.

If upon arrival you are not made aware of safeguarding procedures and support available to you please contact your Round Square Rep at your Host School. If they are not able to answer your questions or take you through a thorough induction that explains what you are to do and who you are to talk to if you have an issue, then please contact the KWS Exchange Coordinator and alert them of this so that appropriate support can be arranged.

Emergencies

In the case of an emergency, contact your host parents or the Exchange Co-ordinator at the school you are visiting. You will be provided with the KWS Exchange Co-ordinator's contact details to discuss any issues which may arise during your exchange, including a personal mobile number before your departure. However, we encourage you to first seek the support of your host parents and Host Exchange Co-ordinator. These same contact details will be given to your parents/carers.

LEGAL OBLIGATIONS

In an exchange program students are expected to fulfil the following requirements. Exchange students have a binding responsibility to:

- Fulfil the requirements of their visa,
- Attend the appointed school full time,
- Behave in a fit and proper manner as agreed under the terms of the relevant exchange program,
- Leave the host country on completion of the exchange program,
- Leave the host country earlier if circumstances develop such that the exchange organisers believe the student's further participation in the program is not appropriate.
- Observe quarantine laws. Please make friends and family aware of laws if they intend to send you mail or parcels from home. There are a lot of animal and food based items that you cannot bring back to Australia.

MAXIMISING THE EXCHANGE EXPERIENCE

Preparation

Preparation is the key to a student having a memorable experience on exchange. The best preparation is for a student to educate themselves about the local conditions. Talking to those who have been here, reading books, travel guides and researching using the Internet are good sources to investigate what it would be like to live overseas. It is a big responsibility of the student to research the country and the school they are going to and make the most of the preparation time ahead of the exchange. We would recommend that you spend some time looking at the school website as well as researching about the area of the country you are travelling to.

It can help to be aware of any preconceived ideas the students and their families may have about the host country. Writing these down and discussing their possible origins will make it much easier to adapt to a new culture, understand the source of these preconceived ideas, and have an open mind for new adventures.

Culture Shock

As a natural part of an exchange experience, students will, to some degree, undergo 'culture shock'.

Students will find that the people, attitudes, values, food, and way of life in the new environment can be very different from those in Australia. Some of these differences may cause concern and even anxiety. This process of adjustment is referred to as 'culture shock'. It is important to remember that culture shock is a natural part of the re-adjustment process or cycle, which everyone goes through when moving from a familiar environment to a new one. The key to overcoming culture shock is to be prepared.

Those students who are travelling to a country where English is not the language spoken will face unique difficulties. Students are bound to feel isolated and lonely because of the language barrier. It is hard to concentrate and understand every conversation, and even harder to communicate feelings and needs in a second language. Students must be prepared for the frustrations that language barriers will cause. When language does improve, it makes the achievement all the more rewarding.

It is important to know that there is a cyclical four-phase process that can be identified in the process of adjustment.

- Honeymoon – The student abroad is fascinated by the new situation and eager to explore, and generally focuses on similarities between the old and new environment.
- Irritation and Hostility – Characterised by a hostile and aggressive attitude towards the host culture and homesickness. The student longs for something familiar. Thoughts such as "I think I made a mistake to go on exchange" and "I really miss home" are signs of the "hostility" stage of cultural adjustment.
- Gradual Adjustment – Things begin to make sense, the student becomes oriented to the new environment and is able to pick up on cultural cues and clues (language may begin to improve). The sense of isolation fades and self-confidence is restored.
- Adaptation – The student embraces the customs of the new culture and feels at home. Anxiety disappears and the student accepts and begins to enjoy many of the experiences, habits and customs of the host country.

Coping Skills

The most effective way to limit the adverse experience associated with culture shock is by being involved in the new life abroad. Students should explore, try new things, meet the host families, other local people and get to know them well. It is interesting for a student to use the differences between cultures to advantage by sharing thoughts and feelings with new friends. It is important to participate in activities in and around your new communities.

Generally, host families and members of the host school will be friendly and value the opportunity to get to know exchange students. However, it is important to remember that people will not always go out of their way for someone just because they are from abroad.

Returning Home and Settling in

On your return to Australia, please remember to contact your host family to advise them of your safe return.

Depending on your length of exchange, it can take a while to fully settle back into your life at KWS and at home, so be patient and give yourself time to make these adjustments. We understand that there will be an adjustment period upon your return. Your Homeroom Mentor and teachers will assist you during this adjustment phase in navigating your successful reintegration at school. Remember that you may be physically and/or emotionally exhausted upon return.

Parents, please allow time for your child to share their experiences as they will have a lot to process on their return. These conversations usually occur organically at the dinner table over the days and weeks following your child's return. When exchange students return to their home environments, there can be a re-entry process, progressing through the same curve as when heading out. They can be excited to be home, feel some hostility when they find it is not as they remember it, see humour in the differences between two cultures, and again feel at home in their original culture.



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