

School to School Exchange Programme 2022/2023

Exchange Timing

Dio to Downe House : Term 4 2022: approx 16 November – 14 December 2022

Downe House - Dio: Term 1 2023: approx 20 March - 15 April 2023 (please note that this hosting period includes the first week of the April school holidays)

Purpose of an Exchange

At Waikato Diocesan School, we value international education opportunities and we encourage our students to embrace the chance to experience living and learning in different countries. Such experiences serve to develop the individual and foster an environment of understanding and tolerance in a global society.

Global exchanges are built on the understanding of a shared purpose, a strong sense of goodwill and true partnerships between schools and families. The education and care of young women is at the centre of the exchange experience and each school and family commits fully to this guiding principle.

At its core, the exchange programme aims to establish within our students:

- a respectful appreciation of their own and other cultures
- a willingness to reflect upon themselves
- a growing and mature independence
- the fostering of intercultural and global competence
- a sense of pride in our country
- leadership and ambassadorial skills

It is with these principles that the Exchange Programme offers successful candidates the rare and privileged opportunity to immerse themselves into the educational, cultural and family environments of our international partner schools.

The Selection Process

Criteria and Requirements to Consider in the Selection Process

The implications of such a rigorous and intensive application and placement negotiation is that not every student who applies will be offered a place in the programme. It is the reality of the Exchange Programme that there is the possibility of disappointment. That said, there are multiple criteria and requirements in considering exchange candidacy. The following represents an indication of the criteria, character, values and traits for successful candidates:

- Hosting availability and parental support.
- Maturity of character and ambassadorial role model.
- Clear personal motivation and clarity of purpose.
- Curiosity and an interest in new cultures, food, people, languages, schooling, lifestyles and environment.
- Willingness to accept and adapt to new and challenging situations.
- Ability to mix and relate with new peers and adults.
- Resilient nature and a good sense of humour.
- Involvement in extracurricular activities at Dio.
- Good face to face communication skills; willing to interact positively and confidently with the host family, host sister, teachers and staff of host school as well as being prepared to give a presentation about her exchange experience at both the exchange school and at Dio on her return.

- Responsible attitude towards managing school work that is missed while away on exchange, and to do what it takes to fit back into Dio life on return.

Application Process and Selection

Applications must be handed in (hard copy) to the exchanges box in the Homestead reception. They will be accepted from **Wednesday 7th June - Tuesday 28th June 2022**

- Feedback is sought from staff including Deans, boarding staff and extra curricular staff.
- Successful applicants will be selected following a review of their academic progress, attitude, behaviour, school attendance and commitment to the school's extra curricular programme.
- From this, a short-list of candidates are interviewed by the Exchange Coordinator and Dean.

During the interview, the following is to be considered:

- The academic, social and holistic progress and attitude of the student.
- The ability of the student to adapt to new situations.
- The ability and maturity of the student to cope with possibly difficult circumstances.
- The aims of the student.
- Hosting availability and parental support.

Selection of students and confirmation of the exchange placement:

- Exchange placements will be announced and an initial meeting will be held with students and the Exchange Coordinator.
- Finalisation of the exchange placement will occur after:
 1. **Police vetting of host families** (this is a requirement by the Ministry of Education in line with the Code of Practice for the Care of Overseas Students). Finalisation of an exchange placement is dependent on a successful police vet for parents and anyone else aged 18 or over who lives with the family. Police vetting forms, as well as instructions on how to complete and submit forms, will be sent out as soon as selections are made. It is important to note that, should the police clearance status of anyone living with your family change in the period leading up to the hosting obligation, it will be your responsibility to let the school know. The school will then reevaluate your suitability for hosting an exchange student.
 2. A successful **finance check** with our accounts department.
 3. The payment of a **refundable bond** to Waikato Diocesan School for Girls. For a 4 week exchange, the bond amount is \$1200. This is to cover the costs (including having to place a student in boarding and/or with an alternative host family) if you are unable to fulfill your hosting obligations for any reason. Payment will be due one month from notification and the bond will be refunded on completion of the hosting obligation.

4. Covid Care Agreement between Downe House and Waikato Diocesan School for Girls

Please see the two attached documents which outline the conditions set out by both schools in order to best care for students travelling abroad in the coming months. Please note that in this ever changing covid climate, both schools recognise that adjustments may have to be made as circumstances change (for example, the frequency of lateral flow tests). However, this is how it stands at the present moment and parents and students will need to agree to the terms and conditions for a successful application.

5. Meeting arranged sometime in following weeks with parents and students to complete further documentation, to finalise travel dates and to provide any other relevant information about the exchange, especially the hosting of inbound students.

Going away on exchange

It is very important that students and their families carefully consider the timing of the exchanges with regards to any sporting or cultural commitments which may impact on going away.

Dio students going on this exchange will become part of the full boarding community at Downe House School. During the exchange period of 4 weeks there will be one exeat weekend when the Dio student will be hosted by the UK host family and the remaining weekends will be 'in weekends' but there will be a few outside trips/excursions organised by the school as well as all the 'in house' Christmas festivities.

Supervision

While on exchange, students are under the care of their host family and the host school. At times, students may be in circumstances during day to day activities as teenagers, where they may be unsupervised. Students are expected to behave in a responsible manner at all times, understanding there may be risks such as injury or death resulting from unsafe behaviour.

Costs involved

- As previously mentioned, should your daughter be accepted for an exchange, part of the terms of acceptance will be a refundable bond payable to Waikato Diocesan School for Girls. The bond amount for a 4 week hosting period is \$1200.00.
- While your daughter is away on exchange, you will pay your Dio school fees as usual (including boarding fees).
- The host school will not charge you any fees (tuition or boarding) but may charge for extra-curricular outings/camps which fall over the exchange period. (This varies from school to school). Essentially then, parents continue to pay for their own child's school fees and the overseas parents pay for their child's school fees and thereby the associated costs of exchange school fees are offset equitably.
- Airfares, stop-overs, visas, and travel insurance (including medical cover): This will be organised directly between your family and your travel agent.
- Stationery or petty expenses related to boarding (ie, stockings, canteen purchases). If the host school require our Dio student to wear their uniform, this will be loaned out at no cost.
- Allowance, as agreed between the host family and your family, to cover things like souvenirs, personal shopping and any extra travel or special activities which fall outside of the reciprocal nature of hosting. (As host family, living costs are the responsibility of the host family and extra activity costs are at their discretion and are to be negotiated with their partner family. For example, both families can agree that all expenses incurred while the students are in their care will be covered).

Hosting of partner students and Parental Responsibility

Commitment to hosting and maximising the experience of the visiting student is extremely important to the success of the exchange experience. Therefore please look carefully at the dates advertised and

consider your commitments over the hosting period.. As the hosting time for this exchange only falls in 2023, please **DO NOT** apply for this exchange if there is any chance at all that your daughter will not be returning to Dio for Year 11.

- Dio families whose daughter is a day girl will host their exchange student full time during their NZ visit and are responsible for their day to day room and board, evening supervision as well as providing them with cultural activities on the weekends.
- If your daughter is a boarder, the exchange student will reside in boarding during the week but it is expected that you take both her and your daughter out every weekend during the exchange period and that some activities are planned during those weekends.

The Dio family hosting an exchange 'sister' will enter into the spirit of the exchange by:

- Making her feel welcome – from the airport arrival to the departure.
- Providing a comfortable and adequately private space.
- Recognising and respecting specific dietary, medical, learning or personal needs.
- Introducing her to NZ food, customs, culture, environment and lifestyle.
- Ensuring the exchange 'sister' follows Dio expectations of uniform, attendance and behaviour, and keeps up with her academic work while at school.
- Encouraging her involvement in social family/peer activities, and in Dio extra-curricular activities.
- Communicating with her family back home, before and during the exchange for sharing information and building positive relationships.
- Providing opportunities for the exchange student to experience different parts of the country.

Social and disciplinary parameters are an area of critical importance. Parents are responsible not only for their own child, but also their exchange partner. Host families therefore maintain authority and discretion for the duration of exchange. Parents are therefore encouraged to exercise their parental discretion as if all students were their own regarding behaviour, discipline, illness and general conduct.

As part of the commitment to fostering student exchanges, Dio will:

- Facilitate the exchange between the two schools and liaise between the exchange school administrators, including finalising exact dates for the exchange, school enrolment, academic information, medical forms and references.
- Help prepare outgoing students to develop skills, knowledge and attitudes to develop global competence (selected students will be required to take part in orientation activities)
- Make the Dio student and her family aware of the general implications regarding their academic programme and NCEA achievement. (NOTE: Any specific questions regarding your daughter's academic progress should be referred to the Dean).
- Provide a place and process for the exchange 'sister' coming to Dio
- Maintain communication with the Dio host family throughout the exchange.
- Provide a pastoral care mentor (the Exchange Coordinator) for the incoming student throughout the exchange period.
- Provide support to the Dio girl on her return from the exchange to help her integrate back into school life.

Academic Implications /Multi-leveling for Exchange Students

Academic Implications for Year 10 Exchanges

- Exchanges are school approved but they are optional and it must be clearly understood that the onus is on the students regarding all school and academic work. Exchange is not a holiday.
- Students are responsible for liaising with their Dean and respective teachers to identify what assessments will be/have been missed and then to catch up on any work necessary.
- Exchange students will be expected to take part, to the degree that they can, in the full academic and school programme of their exchange school. However, students are responsible for asking teachers to indicate areas of the Dio curriculum that will need to be studied while away.

Multi-leveling for Year 10 Exchange Students

After consultation with the HOD Science and English, we can confirm that if a student participates in a NCEA Level 1 course, but is unable to sit the external NCEA examinations (because she leaves in October), then her practice examination results will be used to decide if she can do the corresponding NCEA Level 2 course the following year.

Students invited to join the Year 10 NCEA Level 1 Science and English Extension classes are confirmed by the start of each year. Please note, if a student in these classes leaves for an exchange, she will be able to select NCEA Level 2 Biology or English the following year, regardless of not having completed the NCEA external examinations. She will continue to complete the internal achievement standards until she leaves on the exchange. The credits gained will contribute to her NCEA Level 1 overall achievement.

Students will not be able to gain a course endorsement in Science or English if they leave part way through an academic year. For students to gain a course endorsement for a course, in a single year, they must achieve 14 credits or more at Merit or Excellence where at least 3 of these credits are from externally assessed standards. The externally assessed standards in English and Science are assessed in the end of year examinations.

Please be reassured that NCEA Level 1 achievement is superseded by NCEA Level 2 and NCEA Level 3 achievement, so students will not be disadvantaged.