Stanford Lake College

OUTGOING STUDENT - EXCHANGE HANDBOOK

ROUND SQUARE

Term dates for 2012

Term 1:	09 January – 23 March
Term 2:	10 April - 22 June
Term 3:	17 July - 28 September
Term 4:	8 October – 30 November

Boarders return between 1500 and 1800 the day before lessons commence

1. INTRODUCTION

Congratulations on being chosen to go on exchange. It can be one of the most rewarding experiences of your life, and nobody goes through an exchange without changing and developing in some way.

This booklet is designed to help you and your parents cope with what is going to be an exciting but fairly stressful period between being chosen and actually getting on the plane to leave. There is a lot that needs to be done and a lot of things you are going to have to know and remember to do. This booklet contains useful information and suggestions, areas for you to fill in and lists for you to tick off so that you can see how you are getting along. Your Round Square Rep may want to look at it too from time to time.

2. IMPORTANT DOCUMENTS

Passport:

Check that your passport is still valid. (You weren't meant to apply for exchange unless it is valid!)
Most countries require that your passport will still be valid for three to six months after you return.

A few countries require an unabridged birth certificate to get your visa. This can take 8 weeks, so apply now.

I am in possession of a current passport which will be valid for 3 months after I return ☐
I have found out if I need an unabridged birth certificate, and have applied for one ☐

Round Square Exchange Application Form:

There are forms to be filled in and places for your parents to read and sign. You will need to attach a passport-sized photo of yourself. It need not be a professionally taken photo, and can be black and white. Do not fill in the name of the school or the time period of your exchange. That will be added later, once we know where you are going and when they can take you.

Some schools have their own forms that you will need to complete in addition to the standard exchange application form. Your Round Square Rep will give you the correct forms.

Forms filled in and signed ☐
Forms returned to Round Square Rep ☐

Medical and Indemnity Forms

Your host school will require your parents to complete and sign a medical form that lists your medical history, and any special medical needs you may have. You will also need to give your medical aid details and information on any medical and travel insurance policy that you have purchased. Your parents will have to investigate extending their medical aid for overseas cover, or purchasing medical and travel insurance for your exchange. **(Dillen McGaffin's broken hand cost Discovery more than R250 000-00 without spending 1 night in hospital!!)** Some schools may expect you to take out their own medical insurance.

Medical forms filled in and signed ☐
Medical aid informed of overseas travel or extra insurance arranged ☐
Forms returned to Round Square Rep ☐

Important Letters:

You will receive a letter of invitation from your host school. You need to request a letter of *Bona Fides* from your Round Square Rep, to prove that you are a student at Stanford Lake College and that you will be returning.

You will need both letters in order to apply for a visa.

I have requested and received my letter of invitation from my host school ☐
I have requested and received my bona fides letter from Stanford Lake ☐

3. WHAT STANFORD LAKE COLLEGE EXPECTS OF YOU

NB **COMPLETE THE EXCHANGE CONTRACT ON PAGES 12 AND 13!!**

Behaviour:

You are on exchange as a representative of your school and country. You have been chosen to go on exchange because of your good record of behaviour. You are held in high regard by your mentor, teachers and fellow pupils. We expect you to be on your best behaviour and make yourself, your family and your school proud of you.

As you are moving to unfamiliar surroundings, you may at times be exposed to behaviour and standards that are different from what you have experienced before. This will be difficult for you, but we know you can deal with it. Always behave in a manner that will make you, your parents, and your school, proud.

No matter what the rules or expected norms are at your host school, you are expected to continue to abide by the rules of Stanford Lake College. Remember the following :
You MUST NOT

-drink alcohol, or be in the possession of alcohol, or be present with other students drinking alcohol
-smoke or be in the possession of cigarettes or tobacco, or be present with other students smoking
-use or be in the possession of drugs, or be present with other students in possession of or using drugs
-engage in inappropriate physical contact with others.

Any problems in this area will result in you being sent home, with very serious disciplinary consequences on return to Stanford Lake College.

School participation:

You are expected to attend lessons at your host school and complete the work assigned for these lessons. You must make an effort to participate in the school's extramural programme. You should take advantage of opportunities to go on camps or day outings. Do not turn down any opportunities. The more you experience the richer your exchange.

At your host school you will be expected to talk about Stanford Lake College, and promote exchanges to Stanford Lake.

We do not expect you to take all of your school work with you. However, teachers of certain subjects (particularly maths, science and accountancy) which build on previous knowledge, may give you work to take with you.

Back at Stanford Lake, on return:

Once you return to school you will be expected to speak in assembly on your experiences. For this you will need to have some photos in digital format for a presentation. Remember that we want to see what the places looked like, not just the people. You may also be asked to talk to the Grade 9s who would like to apply for exchange. You may also be asked to write an article for the school magazine and possibly the local newspaper and to submit a few of your photos.

Keep a written journal of what you do while you are away. So much will be happening and you will not remember it all if you do not write it down. When you get home you can add your photos and this will make an excellent way of sharing your experience with your family and friends.

EXCHANGE FEEDBACK DURING ASSEMBLY

- The IDEALS must form the basis of your feedback presentation during Assembly back at Stanford Lake College. Part of your responsibility after the wonderful exchange opportunity is to make sure that the other Stanford Lake staff and students understand a bit more about the school and country you went to.
- Your presentation will for example consist of 25 slides where 20 will deal with IDEALS, the pillars of Round Square. The other 5 slides can deal with your personal experiences, friends, family, etc.
- Please name the slides according to IDEALS to help the audience to understand and make the links with your speech. The following might help you to plan in advance for your feedback and really look at the visiting school and country through Round Square eyes:
  - 1 Introduction
  - 2-4 Internationalism
  - 5-7 Democracy
  - 8-11 Environment
  - 12-14 Adventure
  - 15-17 Leadership
  - 18-20 Service
  - 21-25 Personal

  The number of slides per pillar can differ slightly.
- You can have a speech and slideshow separate or an integrated speech and slideshow. Consider which would work better for you.
- In connection with your presentation, make sure it fits the criteria of a good presentation.
- Please, no pictures without captions.
- Your speech and presentation must not exceed 4 minutes.

<u>Academic work</u>

Make sure that you get the all the work you are supposed to do while on exchange. Complete the following table and let your subject teachers sign. After you've seen all your teachers, please bring it to Mrs R. McGaffin to endorse.

Subject	Work	Teacher	Signature
Round Square		R McGaffin	

Missed work will have to be caught up when you get back. You must make time for the extra work. The onus is on you to ask your teachers for help in catching up.

<u>Reciprocal hosting:</u>

In applying to be considered for exchange you and your family also agreed to act as host to an incoming student. Reciprocal exchanges are often organised so that you will host a pupil from the school you will be attending. This is not always possible to do, and you may be asked to host a pupil from another school, possibly in another country. (See the section on <u>Hosts and Hosting</u>)

4. GETTING THERE

Travel:

Book your air ticket as early as you can to take advantage of any specials deals. If possible ask your travel agent to reserve your exact seat. Confirm with your host school which airport you need to fly to.

Confirmed exchange period and dates of arrival and departure with host school	☐
Verified the city and airport which I must fly to	☐
Booked my air ticket; date of flight _____	☐
Photocopies of ticket made: one for home, one in the bottom of the suitcase	☐
Itinerary given to Round Square Rep to be faxed to host school	☐

Visa:

South Africans need a visa to enter most countries we visit for exchange. Depending on which country you are visiting, this can be the most difficult and frustrating part of preparing for your exchange!

It is your responsibility to establish the current visa requirements for the country you are visiting, and to obtain the correct grade of visa. Please check with the local embassy of the country, and ask your travel agent for the latest information on entry requirements to the country. Please be aware that visa requirements do change from time to time, and don't base your planning on past experience or hearsay. The onus is on you to establish the exact requirements as soon as possible.

You must organise the required documentation for your visa application. This *may* include the following, depending on your destination :

A valid passport that must not expire within three or six months of your return
One or more recent passport photos
Visa application forms signed by the applicant
Original return air ticket plus a copy
Proof of sufficient funds (original bank letter, traveller's cheques, credit card authorizations etc)
The previous 3 months' bank statements from your parents' bank account
A certified letter of consent signed by both your parents giving you permission to go
An unabridged birth certificate
An original letter of invitation from your host school and a bona fides letter from Stanford Lake
Chest X-rays may be required, and have to be done by an embassy specified radiologist
Medical examination by an embassy specified doctor

This list is an example of the type of information you *may* need to submit. Find out what you specifically need for your destination.

I have visited the embassy website and contacted the embassy about entry visa requirements	☐
I have asked my travel agent for advice and assistance in obtaining the necessary visa	☐

Once you have your visa, make copies of the main photo and identity page of your passport, and copies of the page with the visa.

Visa obtained	☐
Photocopies of passport made; one copy for home, and one for the bottom of the suitcase	☐

Luggage:

When booking your ticket make an arrangement with the travel agent for you to be allowed additional weight, if possible, particularly for flying home. Depending on the airline, you may be allowed 32 kg as you are a student and will be out of the country for more than six weeks. Remember that your luggage will be heavier on the return journey so do not pack to the max on the outward voyage. Also be aware that the luggage weight limit on internal flights within a country is often less than the weight limit on international flights. You may have to pack less luggage if travelling on internal flights within your destination country. In certain situations, 10kg of overweight can cost you around R2000, but depends on the airline and flight.

Important documents:

Always keep your passport in a safe place, and do not ever let it out of your sight while travelling.

You must travel with the letter of invitation from your host school, and the letter of *Bona Fides* from Stanford Lake College. Keep both letters handy when you fly as you might need to show them to customs and immigration officials.

I have the original copy and a photocopy of my letter of invitation from my host school ☐
I have the original copy and a photocopy of my Bona Fides letter from Stanford Lake ☐

Customs and Immigration:

You may not take any foodstuffs, plant material or untreated wood products into most countries. If they are not happy about your luggage, they are entitled to confiscate goods. Avoid packing any of these products, including wooden ornaments/souvenirs of any sort just to be on the safe side.

Make sure that all your shoes are clean. They may check the soles for dirt and make you disinfect, wash or remove them. On entering certain countries, they may ask if you have been on a South African farm wearing any of your shoes before you left. Make sure you can answer no.

Do not pack any sharp items in your hand luggage. Check what the hand luggage restrictions are for the airline on which you have booked.

Travel and Medical Insurance:

Most credit card companies offer cheap travel insurance if you pay for your air ticket with their card. Your parents should speak to their bank, medical aid and insurance companies about the possibilities.

SURE Viva Travel in Tzaneen has been involved in organising travel arrangements for many Stanford Lake exchange pupils, and will be happy to arrange all your travel details for you. You can contact them on (015) 307 3118/9.

5. MONEY

All schools require a deposit of funds before you arrive, to cover costs of outings, camps, uniform, etc. You must clarify what is required with your Round Square rep, and arrange for your parents to send the money so that it is deposited in the school's bank account just before you get there. Soon after arriving, confirm with the school that your money has been received. The remaining balance is returned to you after the exchange.

You will need pocket money. For your journey and arrival, it is advisable to have some foreign currency with you as US dollars, British pounds, Euros, Australian dollars or Canadian dollars, depending on your destination. Once you have settled in, an efficient way of drawing money is usually to use a prepaid travel ATM card that your parents can load with funds in South Africa, which you can draw overseas. Speak to your bank's foreign exchange department about your options.

I have sent the deposit of funds to my host school's bank account ☐
I have discussed my pocket money needs with my parents and arranged a system for accessing money ☐

6. WHAT TO PACK

Be sensible when you are packing. You are going to have to carry your bags long distances in some instances. Leave a large amount of space required for all the things that you will want to bring back with you. Try to pack lightly on the way out.

Camera and diary/notebook:

Take lots of pictures to share with us when you get back. You will be making so many memories that it will be easy to forget things. Photos will help you remember people and places and will make a lovely addition to your journal when you get back.

I have a camera with lots of free memory ☐
I have organised a diary / journal in which to record my adventures ☐

Uniform:

Depending on your host school, you may have to wear the uniform of your host school. However, this is not the case at most schools, and if they permit it, we want you to wear your own school uniform. You know how you are expected to wear your uniform. We want you to wear your uniform with pride. You have been chosen as one of our best and smartest. Do not let yourself and your school down.

Tie : Take a spare tie to swap with your host (if they wear ties). When you return you will be allowed to wear your exchange tie to school on Wednesdays.

All my clothing is clearly marked with my name ☐
I have found out which uniform I must wear (mine or theirs) ☐
I have packed my school uniform, with enough changes to last till wash day, and an extra tie ☐
I have packed school sports clothes, shorts, golf shirts, track shoes etc ☐
I have found out what sports I can play and what equipment I need to pack ☐

Civvies:

Do not go overboard when packing your civvies. Include one outfit that can be dressed up for a smart occasion. Otherwise stick to sturdy clothes like jeans and good quality T shirts. Take into account what the weather will be like when you are away.

Gifts:

You may want to take the following gifts:

A gift (something South African) to present to the school as a reminder, and as a "thank you" for your visit. This could be in the form of a book for the library, a South African flag for them to put up (if appropriate), African art etc. Speak to the previous exchange students from that school to find out what they took and try not to duplicate it. (Remember – no untreated wood products)
Before you leave, ask our Head if he wants you to deliver a gift/school magazine to your host school.

A "thank you" gift for your host and host family. Again try to make it something local that they would not be able to get there.

You might like to consider small gifts for the following:

Pupils in your class/hostel	A caring teacher, House Parent or the Round Square Rep
Hosts of weekend visits	Anyone who goes out of their way for you

Take along a set of writing paper or Thank You notes, and be sure to acknowledge anyone who does anything for you.

I have organised gifts for:

My host school ☐ *My host and host family* ☐
Pupils in my class/hostel ☐ *Others:* ☐
I have writing paper / notes for thank you letters ☐

7. COMMUNICATION WITH HOME

You have a number of options as far as communication is concerned.

Emailing is a great way to stay in touch and get as much news as possible. All Round Square schools have Internet facilities, but there may be rules about when you can use email, and which services are allowed. Some schools have banned certain services to prevent the use of online "chat" by their students, and you may need to confirm, before you leave, whether access to Hotmail, Yahoo, Webmail or other web-based services is available.

While you are away please email us with news of your exchange. We would like to post copies of your messages and photos on the Round Square notice board so everyone can keep up with where you are and what you are doing. Send messages to rs@slc.co.za

Your cell phone can be used with a South African SIM card in many countries. International roaming would have to be arranged if you have a contract, but is possibly the most expensive option. A better option (depending on the country) is to purchase a local pre-paid SIM card in the foreign country you are visiting. SMS and BBM are much more convenient and cheaper than phoning.

World Call Card is an organisation that offers pre-paid phone cards that can be bought before you leave, for public telephones. They also sell charge cards which must be applied for by the person who pays your phone bill at home. Calls made from this card will be charged to your home phone bill. For information on both of these services or to apply for a charge card contact World Call Customer Services (try 0800 223368).

Some families have found that it is better to email or Skype rather than to phone too often. It makes it harder for the child to get over being homesick if they hear the family's voices, which remind them of home, and it can be difficult to end conversations. It may be best not to speak regularly on the phone, particularly in the first few weeks.

8. HOSTS AND HOSTING

Being hosted while away on exchange:

Before you leave, make sure that you have communicated with the Round Square Rep at your overseas school, and spoken to, or emailed your host student and family, or boarding house parent.

Hosting situations will vary, and may be:
- "home-stay" with a host family, if in a day school,
- weekly boarding, and weekends with a host family, or
- termly boarding at the school, with the occasional visit to a family.

For each of these situations the rules remain the same:
* Mind your manners at all times.
* Learn their routine and fit in with what the family is doing. This goes for meal times, when people bath or shower, when to wake up, when and how to do your laundry, when you may watch the television or use the computer, etc.
* Help out with chores (clearing the table, washing the dishes, making beds etc) as most of the countries we visit do not have domestic helpers.
*Find out if they will want you to pay for use of the telephone or internet

I have made contact with my host and host family / hostel housemaster ☐

Hosting an exchange student in your home:

To get things off to a smooth start it is a good idea to be in touch with your visitor and his/her family before they arrive. As well as emailing or Facebook, it is suggested that before the student flies here that one of your parents speaks to his/her parents on the phone to confirm arrival times etc. It is comforting for the family to have spoken to you in person before their child leaves home. You will be expected to fetch the pupil from the airport (Polokwane, unless other arrangements have been made) and deliver him/her to school. It is a good idea for students to arrive a few days before the term begins so that they can settle in and get over any jet lag.

If you are a boarder your exchange student will stay in the hostel with you during the week. If you are a day scholar the visiting student may stay at home with you or be given the choice of staying in the hostel if there are enough open beds.

Your job as host at school:

- You will be responsible for supplying them with bedding to bring to the hostel.
- Help the student settle in, find their way around and meet everyone they need to know.
- On their first day at school introduce them to Mr Ueckarmann, your mentor, our Round Square rep and the office staff.
- For the first week they should follow you to your lessons while they decide on what subjects they would like to take. At the end of the week they must pick subjects and from then on follow that timetable for the rest of their stay.
- Over the weekends use the opportunity to show your guest around our area and perhaps further a field.

I have made contact with my visiting exchange student whom I will be hosting ☐

Note to parents:

While the student is here you act *in loco parentis* and are responsible for their well-being. If the student wants to go out of the hostel for any reason, it is your permission that will be needed. As with your own child, we will need a fax of permission before they can go out with anyone but you. You will sign them out for weekends etc.

Make sure that the channels of communication are clear. From the beginning let them know how things work in your home and expect them to fit in. If your child does chores, expect the visitor to do chores. Tell them what to do with their dirty clothes, when bath time will be, what time you expect them to be in bed etc.

9. LEARN FROM US

Here are some useful *DOs* and *DON'Ts* to help you make the most of your exchange from those who know:

Amie Collins (SCECGS, Redlands, Australia, 2001)
Do get out and explore every single part of the city that you stay in. Meet as many people as you can and keep up the contacts. (My Australian host family came to South Africa this year and I met up with them again after two years.)
Don't oversleep on the day of your flight/bus trip. It is the most stressful feeling in the world. (Seema and I overslept the morning we were supposed to go to Ayers Rock and kept Prince Nikolas of Greece waiting half an hour on the side of the road.)

Seema Premjee (SCECGS, Redlands, Australia, 2001)
Do everything that is going even if you don't think it's going to be much fun. It will be well worth it later when you think back. Remember you regret more the things you didn't do.
Don't take too much hand luggage on the plane. You might drop it on someone's head.

John Warren (Christ Church Grammar, Australia, 2001)
Do visit Hungry Jack's (if you are in Australia). You pay for one coke and can fill it up for the rest of the day for free !
Don't explore your neighbourhood unless you are wearing takkies. You never know what you might have to run away from.

Barry Wood (Mowbray College, Australia, 2001)
Do as many things as possible.
Don't stay with the 75 year old headmaster. Nobody will like you and you will have no friends.

Andrew Morgan (Ivanhoe Grammar, Australia 2002)
Do take as many photos as you can and keep a diary, because it might seem stupid while you are there, but there's so much that you forget and my photos and the memories they give me are the best part of my exchange.

Don't be shy. Everyone will love you so there's no point in wasting weeks coming out of your shell.

David Murray (Windermere St Anne's, England, 2002)
Do get stuck in right away. Twelve weeks go faster than a flea jumping off your dog. Don't waste any of it.
Don't chirp the man at immigration, YOU CAN'T WIN.

Ruth Park (MLC, Australia, 2002)
Do try to make friends and meet people quickly, and introduce yourself to as many students and teachers as you can. The more people you know, the better.
Don't forget to take a map with you when venturing off into the city on your own. Getting lost in China Town is not fun.

Kate Smith (Westfield, United Kingdom, 2002)
Do have as much good, clean fun as possible; meet everyone and live each moment as it comes.
Don't do anything your school would not be proud of. Don't break school rules even if the school allows their pupils to.

Bridget Steynberg (Mowbray College, Australia, 2002)
Do as much as you possibly can and don't be afraid to make a fool of yourself. More than half the people won't know who you are and if they do you probably won't see them again.
Don't take too much luggage there, you'll get fined on your way home.

Cassie Zamparini (St Mary's Anglican, Australia, 2002)
Do collect all your memories in a book, like ferry tickets, sweet wrappers, school maps, air tickets and daily notes so that you can keep it all in order to allow you to look back on the small details, and gather the whole journey.
Don't have your nail clippers or school scissors in your hand luggage unless you plan to have them confiscated by baggage control.

Talia da Silva (Mowbray College, Australia, 2003)
Do find out as much as you can about your host, host family, the school, the weather etc before you leave. It avoids unnecessary packing and makes it easier to settle in.
Don't get into the habit of not doing any work; it doesn't help when you get back.

Chelsea Scott (St Mary's Anglican, Australia, 2003)
Do climb the Sydney Harbour Bridge and the Centre Point Tower and go on a ferry ride in Darling Harbour if you go to Sydney.
Don't leave home without knowing how to do your own washing and ironing, it can ruin your clothes. {Hint – tumble dry and fold while still warm to avoid having to iron}.

Michael Willson (St Philip's, Australia, 2003)
Do take different subjects to the ones you take at Stanford.
Don't waste any time being homesick.

Jarrod Zamparini (Appleby, Canada 2004)
Don't think your entire exchange will be like the first week. It takes time to get used to the culture but bear with it because when it comes time to leave you won't want to go home.
If you are in Canada do go to the top of the CN tower (it's worth the money) and make sure you watch a live ice hockey game. Get a t-shirt or jersey from your school.

Nicky Morgan (St Philip's, Alice Springs, Aus, 2004)
Do everything that is offered to you, within reason.
Don't be shy. Try to make friends with people and at least talk to the older and younger people at the school.

Have a wonderful exchange!

We all need to thank previous exchange students, particularly those who first went where no Stanford Lake pupil had gone before, so we could learn from their experiences. Also, to the parents of past exchange students who helped to find out some of this information – many thanks.

Round Square Exchange Process Check List
Stanford Lake College

	Incoming (Your hosting responsibility)		Outgoing (Your own process)	
Name				
School				
Term and dates				
Exchange application form	Sent	XXXXXXXXXXXX		
	Received		(Seen?)	
Handbook	Outgoing received	XXXXXXXXXXXX		
	Incoming sent		XXXXXXXXXXXX	
Medical and consent forms	Sent	XXXXXXXXXXXX		
	Received		XXXXXXXXXXXX	
Introduction	Parents, Students			
Hosts and responsibilities for SLC students	Home		XXXXXXXXXXXX	
	Away	XXXXXXXXXXXX		
Bona fide letter	SLC student	XXXXXXXXXXXX		
Invitation letter	Received	XXXXXXXXXXXX		
	Sent		XXXXXXXXXXXX	
Accommodation	Week			
	Weekends			
Flight/Arrival Information	Sent	XXXXXXXXXXXX		
	Received		XXXXXXXXXXXX	
Pick up arranged	Students			
Money deposit	Sent	XXXXXXXXXXXX		
	Received		XXXXXXXXXXXX	
Academic responsibilities	Subjects, Work			
List for report/academics: Activities and staff involved	Student			
Introduction: SLC Community	Form, Booklet, Code of Conduct		XXXXXXXXXXXX	
Introduction to school	Host student	XXXXXXXXXXXX		
Money refund before departure	SLC	XXXXXXXXXXXX		
	Visiting student		XXXXXXXXXXXX	
Good bye to school	Visiting student, date		XXXXXXXXXXXX	
SLC student remark about what was learned for Outgoing booklet		XXXXXXXXXXXX		
Visiting student remark about their experience for Incoming booklet			XXXXXXXXXXXX	
Feed back to SLC	Date	XXXXXXXXXXXX		
Thank you to host school	Student	XXXXXXXXXXXX		
	SLC	XXXXXXXXXXXX		
Thank you to host families	Student	XXXXXXXXXXXX		
	SLC	XXXXXXXXXXXX		
Thank you to own family	Student			
Exchange report	Sent		XXXXXXXXXXXX	
	Received	XXXXXXXXXXXX		

STANFORD LAKE COLLEGE
CONTRACT WITH EXCHANGE STUDENTS

All students who are about to go on exchange MUST complete this form and hand it to the Round Square Rep at least a week prior to departure.

There are five very specific expectations/responsibilities that come with the privilege of an exchange:

- A feedback report to Stanford Lake College as discussed in the Outgoing Handbook
- Responsibility for fund raising for the Prince Alexander Project Fund in the year following the exchange with the other exchange students of that specific year
- Pay and plant the required amount of trees as CO_2-offset
- Spend a minimum of three hours, when required, promoting Round Square matters like the web site, archives, library and history of Round Square in the school
- Academic work. The rest of this document deals with this matter.

<u>There should be a discussion between the outgoing student and the subject teachers. Matters to be discussed:</u>

- **Work which will be covered whilst he/she is away**
- **How assessment will be handled on his/her return to school.**

It is vital that the student and his/her parents understand that part of the "cost" of an exchange experience may be a short-term drop in his/her academic performance. There may be an additional financial implication if the student requires extra lessons on his/her return. The Stanford Lake College staff supports the exchange programme but is not able to realistically accept responsibility for the provision of extra lessons to compensate for class time missed due to an exchange.

- On the reverse side record your discussion with the teacher – i.e. summary of decisions
- Teachers are asked to sign the form once they have made their expectations clear to the student.
- The exchange student is to nominate a "buddy" in each subject. The buddy will help the teacher to collate work issued whilst he/she is away.
- Students should return the completed form to the RS Rep **before** departure. Keep a copy for your records.

Name of student: _____ Grade _____

Date of exchange: Departure _____ Return _____

Subject	**Teacher's name**	**Teacher's signature**	**Buddy**

Student's signature: _____

Parent's signature: _____

Round Square Rep: _____ Date: _____

Summary of decision per subject (class work and examinations)

English
Mathematics
Life Orientation