

EXCHANGE STUDENT POLICY

The following policy has been developed for exchange students expressing an interest in attending Braemar College. The policy will apply to all exchange students being considered for a place at Braemar College regardless of the length of their stay.

- In general, 12 months' notice of the host parent's intention to host an exchange student must be given. At this time as much information as possible should be provided to the College for example: dates of arrival and departure, country of origin, hosting organization, first language of exchange student, primary carer, medical cover etc...
- Exchange students are expected to uphold all the College's policies including standard of dress, conduct etc. Any breaches of policy will be dealt with as for all students.
- Potential host parents should not assume that an exchange student has a place at Braemar College unless this has been confirmed in writing.

HOST PARENT RESPONSIBILITIES

Student information: Student Information needs to be provided as soon as possible after receiving the confirmation letter from the College. The host parent should then arrange with the Personal Assistant to the Vice Principal, a time to meet and discuss the expectations..

Uniform The host family and exchange student make their own arrangements regarding uniform – the College does not have a supply of secondhand or new uniforms that can be used. New uniforms (including school bags) can be purchased from the College uniform shop. Alternatively, the newsletter often carries a list of second hand items that can be purchased privately.

Text Books, stationary, pens etc: These items are the responsibility of the host family. The College does not carry spares of textbooks etc...

College visit: The exchange student is encouraged to come to the College prior to starting, so that they feel more comfortable on their first day. It is not possible for them to attend any classes but they are welcome to meet up with their host brother/sister at lunch time as long as they sign into the College at reception first and that they leave the College by the end of lunch.

COLLEGE RESPONSIBILITIES

Locks, Lockers, classes, mentor group, house

Once a place has been confirmed (via a confirmation letter) for the exchange student, the College will allocate them to a House, Mentor Group, arrange a copy of their timetable and supply a planner, lock and locker for their use.

If the exchange student is not accompanying a host brother or sister to the College then a 'buddy' can be arranged for them.