



## POLICY STATEMENT

### EXCHANGE STUDENTS

Revised: 2016

Review: 2021

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**Rationale** This policy outlines the guidelines for managing student exchange programmes, such as, Rotary Exchange.

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**Definition:** An exchange student is a student enrolled at the College, who is not enrolled for credit nor will they receive a WACE.

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**Procedures: 1. Introduction**

Upon enrolment the College needs to have communication with the organisation sponsoring the student about the social and academic background of the student, the expectations of the parents of the student and the expectations of the student him/herself. It should be noted that the College will usually only accept Rotary Exchange students.

To this end the student will be asked to fill in the form entitled 'Nagle Catholic College Exchange Student's Information.'

The College needs to communicate its expectations to the student when he/she enrolls. This can be done by giving the student the 'College Policies' booklet. General expectations, such as the wearing of uniform, class times and attendance at classes can be communicated verbally by the Deputy Principal - Students.

**2. Courses to Study**

Exchange students should all do an English course, choosing one to match their language competency.

Students should choose other courses according to their ability and English-speaking fluency. They should be encouraged to choose a number of non-examination courses to give them life-skills, to take the academic pressure off them and to introduce them to the Australian way of doing things.

### **3. Discipline**

Exchange students must abide by the 'Code of Conduct' in the same way as any other student in the school.

### **4. Assessment/Reporting**

As far as possible, Exchange students should follow the same program as the rest of the students in the class. However, depending on the student's ability, modified assessments may be necessary.

Exchange students often miss school, due to cultural programs organised by Rotary. As a result, the student's Report may have to be modified. Comments only, rather than marks and grades, may be given.

### **5. Homework**

Homework is necessary, but may be modified as a result of the modified assessments the students is doing.

Exchange students should be acknowledged and welcomed in a Bulletin and also in a Newsletter when they arrive in the school.

When the students are leaving the College to return to their home country, they should be farewelled and provided with an opportunity to address the Year cohort or the whole school, if desired.

As far as possible, students should be placed in a Home Room with other students of the same Year level who are doing the same subjects as them. One or more 'buddies' should be allocated to the exchangee by his/her Home Room teacher in consultation with the Deputy Principal – Students and the relevant House Leader.

The student's Home Room teacher should obtain a copy of the student's timetable and talk to each of the student's teachers several times during the student's stay to make sure that the student is happy and coping with his/her workload.

Exchange students should be provided with a chance to talk to their own Home Room and to their House after an initial settling in period. These talks should be about the student's background, school, differences they have noticed and so on.

Exchange students should also be seen as a cultural resource and invited to speak about their home country in other classes in the College.

The School Annual for the year of their visit should be forwarded to the exchange student's Sponsor to be sent to the student.