



Parent & Host Family Toolkit

ISP BUDDY EXCHANGE PROGRAMME

The
adventure
starts **HERE**



CONTENTS

Introduction	3
Welcome Letter from Steve Brown, CEO International Schools Partnership.....	5
What is the International Schools Partnership (ISP)?	6
Where are ISP schools located?	7
What is the ISP Buddy Exchange Programme?.....	9
What are Buddy Exchange Coordinators?	9
How to Apply	10
Application Form	13
Health and Safety Pack.....	14
Frequently Asked Questions	21

Introduction

This toolkit is designed to inform you in detail about the ISP Buddy Exchange Programme and the necessary steps that you need to follow in order to participate in the programme.

At the International Schools Partnership (ISP) the safety of our students is our highest priority. This toolkit aims to set out all health & safety and safeguarding guidelines and procedures as well as all other important information, forms and guidance. It is vital that you read the toolkit thoroughly and we work in conjunction with each other to make the process as seamless as possible.





Welcome Letter from Steve Brown, CEO

Dear Parents and Students,

At International Schools Partnership (ISP) we want to continue to provide collaborative learning opportunities across our schools and the launch of our new ISP Buddy Exchange Programme from January 2019, will further enhance our provision.

The programme will enable reciprocal exchanges between ISP schools for a period of one month for students between 14 – 17 years of age. It is an experience that promises to offer students amazing and diverse learning opportunities within a safe and secure environment.

The ISP Buddy Exchange Programme will deliver a unique international and cultural learning experience; enabling students to develop their language skills, share good practice and cultivate long-term friendships across the world.

We hope that you will consider being part of this wonderful new collaborative learning opportunity.

Yours sincerely,

Steve Brown
CEO, International Schools Partnership

What is the International Schools Partnership (ISP)?

The International Schools Partnership (ISP) is creating a leading learning-centred international family of private schools that provide high quality education for 2 - 18 year olds. We are a growing group with schools located in the UK, the USA, Spain, Costa Rica the United Arab Emirates, Qatar, Malaysia, and Mexico. From our inception in 2013, we have expanded to a family of 32 schools delivering multiple curricula and building on local brands and reputations with around 27,000 students and 4,000 staff located across the globe.

We believe that successful schools are the ones that put learning first, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Progressively, our goal is to position our schools as the leading school of choice in their local area.

ISP Vision

To be an international schools group of quality and scale, recognised across local communities and the education sector for amazing learning, ambition and growth.

ISP Purpose

ISP has a clear purpose:

We are a focused, growing and financially secure group of schools. All our schools:

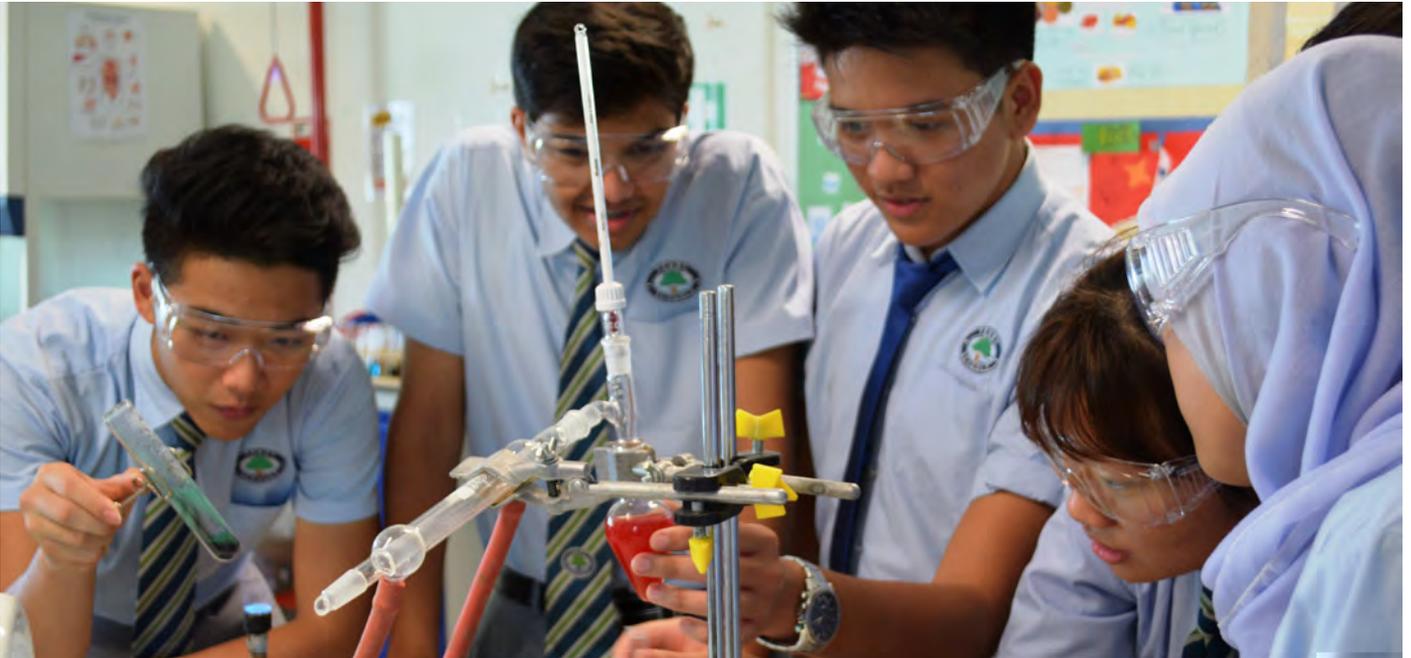
- **Help children and students learn to levels that amaze them;**
- **Inspire children and students to be successful now and equip them to be successful later;**
- **Are truly international, working in partnerships within and across regions, cultures and languages;**
- **Aim to be the first choice for children, students and their families, wherever we are.**

ISP Principles

Our principles emphasise and underpin how we do what we do.

We:

- **Begin with our children and students;**
Our children and students are at the heart of our business. Simply, their success is our success.
- **Treat everyone with care and respect;**
We look after one another, embrace similarities and differences and promote the well-being of each other.
- **Operate effectively;**
We focus relentlessly on the things that are most important and will make the most difference.
- **Are financially responsible;**
We make financial choices carefully based on the needs of the children, students and our schools.
- **Learn continuously;**
Getting better is what drives us.



Where are ISP Schools Located?

We have 32 schools located across the globe in the UK, the USA, Spain, Costa Rica, the United Arab Emirates, Qatar, Malaysia and Mexico.





What is the ISP Buddy Exchange Programme?

The ISP Buddy Exchange Programme will enable reciprocal exchanges between ISP schools for a period of one month for students aged between 14 – 17 years of age. It is an experience that promises to offer students amazing and diverse learning opportunities within a safe and secure environment.

The programme will deliver a unique international and cultural learning experience; enabling students to develop their language skills, share good practice and cultivate long-term friendships across the world.

What are Buddy Exchange Coordinators?

The Buddy Exchange Coordinators (BEC) are members of the ISP schools community and are a key part of the ISP Buddy Exchange Programme. Their role is to orientate and get to know exchange students, their parents and host families. They will be the regular point of contact for students and their families and host families to ensure all of the programme participants are well supported and are able to make the most of their experience.



How to Apply?

So, you are interested in the Buddy Exchange Programme? Here are some tips to make sure you are prepared when applying.

Step 1: Meet your Buddy Exchange Coordinator (BEC) who will help you during the application process.

Step 2: Complete the application form. Please refer to the criteria for registration below before completing the form. You will also need to submit a piece of written work (no more than 350 words) outlining their reason for wanting to participate in the programme. Hand both your application form and written work into your school's BEC.

Step 3: Your School will then assess all the applications and choose the students from their school for this year's programme.

Step 4: Buddy Exchange students start developing a connection and friendship with students in other regions that would like to come to your home school and stay with your family. The BEC in your school will help with this process. As an exchange student, you will be given a specific set of learning tasks to engage with your 'Buddy' in the first term before spending time abroad. We will be using the platform called KidBlog where students are able to connect with each other in a secure and safe online environment.

Criteria for registration:

- An ISP school student enrolled and attending classes in Middle or High School or equivalent (14 – 17 years).
- Students need to have been enrolled for a least one full academic year in an ISP school.
- School fees need to be up to date and parents should have no debt with the school.
- Students must have good attendance and exemplary behaviour records.





ISP Buddy Exchange Programme

Application Form Academic Year 2018-19

Student Name:	<input type="text"/>		
Year Group:	<input type="text"/>	Age:	<input type="text"/>
Gender:	Male: <input type="checkbox"/>	Female:	<input type="checkbox"/>
Email address:	<input type="text"/>		
Home School (name):	<input type="text"/>		
I have been enrolled in my school for at least one year:	<input type="text"/>		
Country:	<input type="text"/>	City:	<input type="text"/>
Exchange School of Choice (name):	<input type="text"/>		
Country:	<input type="text"/>	City:	<input type="text"/>
Exchange School Second Choice (name):	<input type="text"/>		
Country:	<input type="text"/>	City:	<input type="text"/>

The following section must be filled in by the Buddy Exchange Coordinator (BEC):

Has the student been enrolled in the school for at least for one academic year?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are school fees paid and up-to-date?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are there any outstanding fees owed?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Has the student complied with applicable requirements to continue with the application process?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Buddy Exchange Coordinator name: _____

Buddy Exchange Coordinator signature: _____

Head of School/Principal name: _____

Head of School/Principal signature: _____

Health and Safety Pack

Instructions

This pack of forms must be in no later than two weeks prior to departure and handed to the Buddy Exchange Coordinator (BEC).

Parental Consent (Form 01) - parents should read carefully and sign this form.

Medical Information/Dietary needs (Form 02) - this information can be taken from Engage or your current MIS system, the essence is to ensure that parents are confirming medical information on their child.

Parents' Emergency Contact (Form 03) - this information can be taken from Engage or your current data base system, the essence is to ensure that parents are confirming contact information on their child.

Code of Conduct (Form 04) - this form must be signed by parent/guardian, student and BEC.

Students will not be able to participate in the Buddy Exchange Programme without the proper completion of the forms listed above.



(Form 01)

Parental Consent

The purpose of this consent form is to obtain your consent for your child to take part in the Buddy Exchange Programme. It is also designed so that all information relating to your child's health and fitness can be assessed prior to the trip so that special arrangements can be made to accommodate his/her needs.

Student Name (in full):	<input type="text"/>
Home School:	<input type="text"/>
Recipient School:	<input type="text"/> :

I, the undersigned, being the parent/legal guardian of the student named above, give consent for the child to attend the above School activity. I acknowledge the requirement for obedience and responsible behaviour on his/her part as shown overleaf.

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school's educational visits are always well organised with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety but appreciate that they will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

If my son/daughter is sent home from the activity for a significant transgression of the rules or for endangering him/herself and/or others, I understand that I am liable for all costs.

I give consent for the child to receive emergency medical treatment, including anesthetic, as considered necessary by the medical authority present. I have informed the School of all medical conditions or treatments which my child suffers from or requires to maintain his/her health.

I do understand that I need to check with time my son/daughter passport and all travel documents and renew it if necessary and handed a photocopy to the BEC.

Give details of any activities which your child should not take part in:

Parent/guardian name: _____

Parent/guardian signature: _____

Date: _____

BEC name: _____

BEC signature: _____ **Date:** _____

(Form 02)

Medical Information/ Dietary needs

Student:

Grade/Year:

Home School:

	Yes:	No:	Details
Is your child allergic to anything? (e.g. aspirin, antibiotics, any particular food, liquid or drug?).			
Does your child suffer from any of the following? Asthma, chest complaints, hay fever, migraine, fits or faints, bad period pains, travel sickness, diabetes, vertigo, coeliac disease or any other illness or disability?			
Is your child having any medical treatment at present?			
Please state any medication which your child needs to take: (e.g. Antibiotics etc).			
Does your child have any physical disability? Please give details of any special attention required.			
Diet: Please indicate any special food/dietary requirements.			
In the last few weeks has your child had an infectious disease, diarrhea or vomiting? If so, please give details.			
Can your child swim?			
Are there any activities in which your child should not participate?			
Is there any other information about which the staff should be aware?			

I will inform my BEC as soon as possible of any changes in the medical or other circumstances between now and the commencement of the activity.

I agree to my son/daughter receiving medication as instructed and any emergency, medical and surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

Parent/guardian name: _____

Parent/guardian signature: _____

Date: _____

BEC name: _____

BEC signature: _____ Date: _____

(Form 03)

Parents' Emergency Contact

To be completed by school and confirmed by parents.

Student

Family Name:	<input type="text"/>	First Name(s):	<input type="text"/>
Date of Birth:	<input type="text"/>	School:	<input type="text"/>
Passport Number:	<input type="text"/>	Grade:	<input type="text"/>

Parent 1

Name:	<input type="text"/>		
Address:	<input type="text"/>		
Home telephone:	<input type="text"/>	Work telephone:	<input type="text"/>
Mobile:	<input type="text"/>		

Parent 2 (if details different from above)

Name:	<input type="text"/>		
Address:	<input type="text"/>		
Home telephone:	<input type="text"/>	Work telephone:	<input type="text"/>
Mobile:	<input type="text"/>		

Contact address and telephone number(s) during the trip if different from above:

Address:	<input type="text"/>
Telephone:	<input type="text"/>

If **Not** Available, Please Contact:

Name:	<input type="text"/>
Relationship to student:	<input type="text"/>
Address:	<input type="text"/>
Telephone:	<input type="text"/>

Buddy Exchange Coordinator name: _____

Buddy Exchange Coordinator signature: _____ Date: _____

(Form 04)

Code of Conduct for Exchange Students

Students are expected to behave in a responsible manner at all times during the Buddy Exchange Programme. They must take direction from the Buddy Exchange Coordinator (BEC) and Designated Safeguarding Lead (DSL) and follow all instructions and guidelines.

Students must not engage in any inappropriate behaviour on the Buddy Exchange Programme as this may affect not only their own safety and well-being but also that of their fellow students. They must follow the Handbook of the recipient school and all local and national rules. Students should remember that they represent their school, their families and themselves at all times.

As an exchange student, I agree to:

- Accept the Code of Conduct agreed to in advance of my visit;
- Attend all lessons and other organised activities;
- Wear appropriate clothing for lessons and have some smart clothes for formal events;
- Respect all host school's rules, regulations and norms;
- Respect all rules and norms determined by the host family;
- Use social media during the trip in accordance with the school social media/behaviour policy;
- To be clean, tidy, neatly dressed and polite at all times;
- Keep my seatbelt fastened when travelling;
- Keep my room tidy at all times;
- Go to bed in an appropriate time so that I am able to enjoy all activities;
- Be responsible for my personal property;
- Respect local laws, customs and culture, institutional rules and regulations;
- Be prepared to be flexible and open-minded when faced with challenging situations;
- Be kind to and cooperate with other members of the host school community;
- Know how to contact the BEC or DSL in case I need it;
- Tell the BEC or DSL if anything is worrying me so they can assist;
- Be an ambassador of my home school throughout the time I am at the host school.

I understand that extended school rules apply. Misuse of mobile phones or technology, or being involved with cigarettes, illegal substances, activities of a sexual nature or purchasing alcohol or being unkind or unhelpful, will lead to further disciplinary action and may involve me being sent home at my parents/guardians expense.

Student name: _____

Student signature: _____ **Date:** _____

Parent/guardian name: _____

Parent/guardian signature: _____ **Date:** _____

BEC name: _____

BEC signature: _____ **Date:** _____





Frequently Asked Questions

FAQs for Parents

How many children can be part of the programme and how long does the exchange last?

The Buddy Exchange will enable two students per ISP school to be part of the programme. The duration of the exchange is a minimum of one month.

What is the criteria for registration?

- Be an ISP member school student enrolled and attending classes in Middle or High School or equivalent (14 – 17 years).
- Students need to have been enrolled for a least one full academic year in an ISP school.
- School fees need to be up to date and parents should have no debt with the school.

What are the educational benefits?

The ISP Buddy Exchange programme will provide a collaborative and cultural learning opportunity across our group of schools. This reciprocal exchange between schools will give students aged between 14 – 17 years of age, a unique international and cultural learning experience. It will enable them to develop their language skills, share good learning practice, foster independence and cultivate long-term friendships across the world.

How well does my child need to speak English?

They should have a good level of written and spoken English (at least B2 Common European Framework of Reference for Languages CEFR) or a recommendation letter from school language teacher or Head of School/Principal.

What is the cost of the Buddy Exchange Programme? Are there any hidden charges?

There are no hidden charges. Exchange students and their families are responsible for their own travel, visa costs and subsistence allowance.

Do you have chaperones?

We do not have chaperones for the ISP Buddy Exchange Programme. However, we will have Buddy Exchange Coordinators (BECs) in each ISP school who are responsible for organising and supporting students and parents through the process as well as possibly accompanying students to and from the airport.

How will flights be organised?

Flights will be organised by parents in conjunction with the Buddy Exchange Coordinator at your school and can be arranged using our preferred travel company. It is the responsibility of parents/guardians to pay for flights. The BEC will let parents know which dates the flights should be booked for.

Who will look after my child on the flight?

Students over 13 are considered young adults, for this reason they can travel on their own. However, parents must check the regulations with their airline of preference before travel.

What do I do if my child needs a visa to travel?

Visas are necessary for some countries and may require a personal interview in the respective consulate. Your son or daughter should not apply for a visa until your host family and school placement has been confirmed. Visa application costs are the responsibility of parents/guardians. ISP will be able to provide letters of invitation, if required for visa applications.

How will my child be transported to and from the airport?

Parents/guardians should accompany their child to the airport and may also be joined by the Buddy Exchange Coordinator (BEC) from their home school and should wait until the flight departs.

Parents/guardians should also ensure that their child has the necessary valid travel documentation, a mobile telephone that includes the contact details of the host BEC and the host family collecting them from the destination airport. They will also need enough currency of the destination country for the first 48 hours and have a valid credit card for sundry items and emergency use.

The host family along with the BEC in the destination country will collect your child from the airport.

If a child is suffering from jet lag, how do you deal with it?

We advise that you try and encourage your child to sleep on the plane. The first day or so will be an adjustment but the excitement of a new experience, having fun and meeting new friends will keep them wide awake. Bed time is at the discretion of the host family. Students should be well rested for the exchange programme experience.

What accommodation is provided?

Accommodation is provided by a fully screened host family in the destination country.

What safety measures are in place?

The safety of the students is our main priority. All staff in our schools are highly qualified and are background checked before employment.

Host families will be fully screened before being accepted. The screening process includes:

- a full interview
- a home visit by the school psychologist and designated safeguarding lead
- appropriate police checks
- a complete understanding of the schools safeguarding policy
- the host family will be also be assessed to ensure they can provide a safe home environment

We have spent time thoroughly planning all aspects of the ISP Buddy Exchange Programme, using detailed educational risk assessments to adhere to our strict safety protocols.

Will my child share a room?

Students of the same sex can share a room but must have separate beds. This must be made clear with the arriving student during the pre-departure and familiarisation process to ensure they are comfortable with this beforehand.

Can my child go with a friend?

They can apply with a friend but will not be with the same host family. We will do our best to make sure they are with the same host school.

Do I need medical insurance for my child?

Yes, you will need to have medical insurance that will cover expenses should your child need to see a doctor or require emergency medical treatment in the destination country. The medical insurance should also cover travel days.

Do I need travel insurance for my child?

Yes, you will need to have travel insurance for your child.

What happens if my child wants to come home?

Homesickness is normal for children going away from home, especially if it is their first time away without parents/guardians. Most children will easily adjust in a couple of days. If your child is really unhappy, the school should be able to arrange for them to return home early, but additional costs will be the responsibility of parents/guardians. However, we will work very closely between schools to ensure that all exchange students have a successful experience. Most problems can be solved relatively easily.

We will be on holiday close by, can we come and visit?

If that is the case, you should ask the recipient school Buddy Exchange Coordinator (BEC) and fill in a specific request, along with a contact form that allows you to visit your child.

How often can I speak to my child?

As your child will have their mobile phone with them you will be able to speak with them on a frequent basis. However, students will not be allowed to use their phones during lessons and will need to adhere to the policy of their destination school.

How do I apply for my son or daughter?

If you would like to apply for your son or daughter you will need to speak to your school, who will put you in touch with your Buddy Exchange Coordinator (BEC). They are the main point of contact for the programme and will guide you through the process. The BECs will act as mentors for Exchange students visiting other ISP schools and parent liaison for host families from their school.





FAQs for Host Families

How long do we have to host our exchange student?

In the Buddy Exchange Programme you will host a student for a minimum period of one month.

Will my exchange student speak English?

Yes. All host families and students will have a level of English that will allow both parties to communicate effectively.

What is required to be a host family?

- Offer a helpful, understanding and supportive environment as the student goes through his or her adaptation process.
- Be able to provide for an additional member of the family including a separate bed, suitable study area and three meals per day.
- Provide a safe and secure environment for the student to live and learn.
- Have realistic expectations of what life with a teenager is like.
- Familiarise your student with your hometown and promote participation in school and community events.

What if the exchange student needs medical attention?

Your student will be required to have medical insurance that will cover any expenses if he/she requires medical attention, needs to visit a doctor or requires emergency treatment. The medical insurance must be organised and paid for by the parents of the student for the duration of his/her residency and include travel days.

Do I have to send my son or daughter overseas in order to host an exchange student?

No; however, the main point of this Programme is to make a reciprocal exchange between students at an ISP school.

Will I receive financial compensation for hosting an exchange student?

No. You will not receive any compensation as a volunteer host family.

How will our exchange student get around?

Since exchange students are not allowed to drive, the host family is expected to provide transportation. Although students will take the school bus when available, host parents must make sure the student has transportation to and from the school each day. The host family may also be required to transport students to after-school events, social activities, and cultural programmes, just as they would their own child.

When does the host family take over responsibility of the student?

From the moment that the host family picks the student up at the airport.



The
adventure
starts **HERE**



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