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List of St Mary’s School Contacts

Mrs Lynne Thomson - Principal
Available 8.30am to 5.00pm, Monday to Friday, or at any time if necessary via email
Phone: 9341 9101 (from overseas +61 8 9341 9101)
Email: principal@stmarys.wa.edu.au

Ms Joan Karmelita - Deputy Principal and Dean of Students
Available 8.30am to 5.00pm, Monday to Friday or any time via email
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Email: jkarmelita@stmarys.wa.edu.au

Ms Erica Herron - Dean of Administration
Available 8.30am to 5.00pm, Monday to Friday
Phone: 9341 9109 (from overseas +61 8 9341 9109)
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Mr Ian Thompson - Head of Year 10
Available 8.30am to 3.35pm, Monday to Friday or any time via email
Phone: 9341 9228 (from overseas +61 8 9341 9228)
Email: ithompson@stmarys.wa.edu.au

Ms Jemina Toia – Head of Year 9
Available 8.30am to 3.35pm, Monday to Friday or any time via email
Phone: 9341 9162 (from overseas +61 8 9341 9162)
Email: jtoia@stmarys.wa.edu.au

Mrs Linda Gracias – Student Exchange Administrator
Available 8.30am to 4.30pm, Tuesday to Thursday
Phone: 9341 9128 (from overseas +61 8 9341 9128)
Email: lgracias@stmarys.wa.edu.au

Mrs Christine Antoine – Personal Assistant to the Principal
Available 8.30am to 5.00pm, Monday to Friday
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Anne Symington Boarding House:

Mrs Tina Campbell - Head of Boarding
Available 8.00am to 8.00pm, Monday to Friday, and in an emergency
Phone: 0407 476 343 or 9341 9201 (from overseas +61 407 476 343 or +61 8 9341 9201)
Email: boarding@stmarys.wa.edu.au

Mrs Cate Tarran - Boarding Administrator
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Email: ctarran@stmarys.wa.edu.au
St Mary’s Exchange Programme

St Mary’s Year 10 Exchange Programme has been running very successfully for over a decade. During Semester 2, Year 9 students are invited to apply for exchange for the following year.

Vision and Aims

The St Mary’s Exchange Programme provides each student selected for exchange with a unique opportunity to experience living and learning in another country and, in return, to host a visiting exchange student from their partner school. The programme aims to enhance the St Mary’s student’s education, independence and life skills whilst living in a safe and secure setting within a host school boarding or family environment. It offers her the chance to learn more about herself and to develop new strengths and independence; to learn about others, their lives and cultures; and to expand her perspective on life beyond Western Australia. Exchange students will often form long-lasting relationships with people from around the world and develop a lifelong appreciation of, interest in and understanding of the value of diversity. The exchange experience will allow St Mary’s students to recognise themselves as part of a global community.

The exchange programme at St Mary’s aims to:

- promote respect, understanding and appreciation of other cultures, peoples and values
- promote a positive impression of St Mary’s and Western Australia
- develop in students the skills to become citizens of the world
- foster in students an inquiring mind by exposing them to different educational experiences
- provide an opportunity to challenge one’s usual way of thinking
- encourage the development of long-lasting relationships with people from other countries
- develop independence by spending time in a foreign environment learning how to adapt to new situations and different cultures
- provide an opportunity to host an exchange student and to be responsible for her well being as she becomes accustomed to life at St Mary’s. At the same time students will explore their own environment, deepening their understanding and appreciation of Western Australian life and culture

Exchange Student Selection Process

The selection process begins during Term 3 with St Mary’s Year 9 students listening to past exchange students talk about their exchange experiences at a year group meeting. Girls interested in applying for a place on the exchange programme are then invited to submit a formal written application. The number of students going on exchange each year is dependent upon the availability of places offered by our exchange partner schools.

The application form lists St Mary’s partner schools and the approximate time of year each exchange takes place. The approximate dates for exchange and hosting are also available in this handbook. Please note that these dates are a guide only as some dates are yet to be confirmed.
Girls (and parents) are advised to review the exchange and hosting dates and look at the websites of the schools they are interested in to find out more about the schools. Girls then rank their preferred options on their application. Whilst these rankings are taken into consideration, we endeavour to find the best fit for each student, mindful of their academic needs and interests.

Applications are due to be received by Mrs Thomson on the first day of school in Term 4. All applicants will be invited to attend an interview during Weeks 2 and 3. Interviews will be approximately 10 minutes long and will be with Mrs Thomson (Principal), Ms Karmelita (Deputy Principal/Dean of Students), Ms Toia (Head of Year 9) and Mrs Campbell (Head of Boarding). A series of questions will be asked of the girls in order to ascertain how they will manage their exchange experience. To prepare for their interviews, girls should consider how they might answer questions such as those below.

**Suggested interview questions**

- What do you hope to gain from the exchange experience?
- What personal qualities do you feel make you a suitable representative for this programme?
- What would you tell your host about St Mary’s Anglican Girls’ School?
- Are there any aspects of the exchange programme that make you nervous? What are they?
- What does being ‘independent’ mean to you?
- If you were staying with a host family, what would be some of the things that you could do to ensure that you created a favourable impression?
- How would you cope with homesickness whilst away from family and friends?
- Tell us something about you or something that you have done, that makes you feel really proud.
- How would you manage the academic demands of St Mary’s whilst being away on exchange?
- If you were hosting an exchange student from another school, what do you think you would need to keep in mind to ensure that she had an enjoyable experience?

**The selection criteria include**

- contribution to school life
- effort and application in class
- presentation during the interview
- suitability as a school representative
- perceived benefit for the individual student from the exchange experience
- citizenship qualities and attributes
- willingness and ability to host an exchange student
- ability to cope with the exchange experience both academically and socially

During the interview, girls should tell Mrs Thomson if there are any times during the year they would not be available to go on exchange or to host their exchange partner.

Teaching staff are asked to comment on the suitability of each applicant, both academically and as an ambassador of the school. The student’s Year 9 report is also considered. Some schools require the exchange students to be strong academically, eg Westover School.
Immediately following the interviews, placements are decided and the successful students are matched to their exchange schools. Mrs Thomson will meet with all exchange applicants to announce the successful students and let them know which school they will be exchanging to. She will also telephone the girls’ parents.

As the field of applicants is always strong, unfortunately some girls will be disappointed. These girls might like to consider opportunities for exchange through other reputable organisations, such as a Rotary exchange, or applying for a Year 13 placement with Westover School, following their completion of Year 12.

Please note that students who undertake an exchange and are away from school during term time, will be not be eligible for Speech Night academic prizes at the end of Year 10.

### St Mary’s Exchange Partners

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>PLACES AVAILABLE</th>
<th>ST MARY’S STUDENT ON EXCHANGE</th>
<th>ST MARY’S HOST AN EXCHANGE STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton School, England</td>
<td>3</td>
<td>Term 2 (21 April- 22 May) 5 week exchange</td>
<td>Term 3 (19 July-22Aug) 5 week exchange</td>
</tr>
<tr>
<td>Bruton School for Girls, USA</td>
<td>2</td>
<td>Term 2 (13 April- 15 May) 5 week exchange</td>
<td>Term 3 (19 July-22Aug) 5 week exchange</td>
</tr>
<tr>
<td>Bridge House School, South Africa</td>
<td>1</td>
<td>Term 3 (12 July-21 Aug) 6 week exchange</td>
<td>Term 2 (13 April-22 May) 6 week exchange</td>
</tr>
<tr>
<td>Collegiate Girls’ High, South Africa</td>
<td>1</td>
<td>Term 2 (6 April-23 May) 7 week exchange</td>
<td>Term 3 (12 July-29 Aug) 7 week exchange</td>
</tr>
<tr>
<td>HaVeryga College, Canada</td>
<td>3</td>
<td>Holidays (3-31 January) 4 week exchange</td>
<td>Term 1 (22 Feb-22 March) 4 week exchange</td>
</tr>
<tr>
<td>Laurel School, USA</td>
<td>2</td>
<td>Term 4 (2 Oct-5 Nov) 5 week exchange</td>
<td>Term 2 (29 May-2 July) 5 week exchange</td>
</tr>
<tr>
<td>Saint Mary’s School, USA</td>
<td>2</td>
<td>Term 3 (14 Aug-18 Sept) 5 week exchange</td>
<td>Term 3 (12 July-14 Aug) 5 week exchange</td>
</tr>
<tr>
<td>Samuel Marsden Collegiate School, New Zealand</td>
<td>2</td>
<td>Term 4 (4-30 October) 4 week exchange</td>
<td>Term 1 (15 March-10 April) 4 week exchange</td>
</tr>
<tr>
<td>Scarsdale High School, USA</td>
<td>3</td>
<td>Term 3 (22/29 Aug-3/10Oct) 6 week exchange</td>
<td>Term 3 (12/19 July-22/29Aug) 6 week exchange</td>
</tr>
<tr>
<td>St Margaret’s College, New Zealand</td>
<td>2</td>
<td>Term 4 (10 Oct-14 Nov) 5 week exchange</td>
<td>Term 2 (18 April-23 May) 5 week exchange</td>
</tr>
<tr>
<td>St Margaret’s Secondary School, Singapore</td>
<td>1</td>
<td>Holidays (14-18 July) 2-week exchange</td>
<td>To be advised</td>
</tr>
<tr>
<td>Stanford Lake College, South Africa</td>
<td>1</td>
<td>Term 2 (13 April-23 May) 6 week exchange</td>
<td>Term 3 (13 July-21 August) 6 week exchange</td>
</tr>
<tr>
<td>Uplands College, South Africa</td>
<td>1</td>
<td>Term 2 (27 March-9 May) 6 week exchange</td>
<td>Term 1 (21 Feb-27 March) 5 week exchange</td>
</tr>
<tr>
<td>Westover School, USA</td>
<td>2</td>
<td>Term 4 (29 Aug-24 Oct) 8 week exchange</td>
<td>Term 3 (12 July-29Aug) 7 week exchange</td>
</tr>
</tbody>
</table>
Exchange Dates

The timing and duration of each exchange is listed in the table above. Dates are discussed annually between the schools, to best fit their school calendars and in many cases, include days during school holidays. However, there is some flexibility around these dates to enable exchange students and host families to book flights and arrange airport pick-ups. Host families may also invite exchange students to arrive a few days earlier or stay a little longer to enjoy their hospitality and see more of the places they are visiting. The intended travel dates must be agreed by both schools prior to travel bookings being made.

Flights

Once the exchange dates have been confirmed, flights should be booked and any visas applied for. Flight details must be emailed to the host family and Mrs Gracias well ahead of departure.

Boarding or Home-Stay

**On exchange:** The St Mary’s student will be advised in due course, by her exchange school, whether she will board or be home-stay whilst on exchange. This will usually depend on whether her exchange partner is a boarder or day girl.

**Hosting:** Where the St Mary’s exchange student is a boarder, incoming exchange students will be accommodated in Anne Symington House during week nights and, where possible, will spend most weekends with their host family. Where the St Mary’s exchange student is a day girl, incoming exchange students will usually be home-stay with her and her family.

Hosting an Exchange Student

Each St Mary’s exchange student, and her family, will in turn host a student from their exchange school. Host families should provide opportunities for exchange students to experience the Australian lifestyle and see something of the city and surrounding areas. It is also the St Mary’s family’s role to greet and farew ell their exchange student at the airport.

Information Session for Exchange Families

Students selected to go on exchange, and their parents, will be invited to attend an information session at school, which is usually held in the second week of Term 1 (when they are in Year 10). At the information session, Mrs Thomson will speak about the exchange programme and the school’s expectations of the students and host families. The Year 11 students and their families involved in the previous year’s exchange programme will also be invited to attend. They will have lots of practical advice and tips to pass on and can answer many of the questions that exchange families may have. It is essential that the student and at least one parent attend this information session. For students going to Havergal College during the summer holidays, a separate get-together will be organised earlier, in Term 4 of Year 9.
Forms to be Completed

The following forms will be given to exchange families following the offer of an exchange place:

- Acceptance of the Exchange Placement
- Host Family Agreement Form
- Student Information Form

At the Information Session, parents will receive a Working With Children Check form.

- A Working With Children Check is required, by law, to be completed by host parents, plus any members of their household over the age of 18, who will be actively involved with the exchange. Note that host families are categorised as ‘volunteers’ and the cost per person is currently $10.80. WWC forms must be submitted to a participating post office prior to hosting an exchange student, and a copy of the post office receipt provided to Mrs Gracias. Parents who already have a Working With Children Card, must provide a photocopy of their card to Mrs Gracias prior to hosting.

Forms Required by the Exchange School

Each exchange school will have a number of forms they require to be completed and returned prior to the commencement of the exchange. In some cases, these forms may be directly accessible via the school’s website, or they may be sent to you by the exchange school or via Mrs Gracias. Please ensure that all forms are completed and returned in good time. It is preferable that the forms are scanned and emailed to the school’s exchange co-ordinator to ensure that they reach their destination in a timely manner. Mrs Gracias is happy to assist with scanning and emailing completed forms. Girls should then take the original forms with them and present them on their arrival. Please advise Mrs Gracias when you send the forms directly to the school so she knows this has been completed.

Sharing of information with our exchange schools

Mrs Gracias will correspond regularly with your daughter’s exchange school and host family to organise her exchange. This includes the sharing of information students provided on the Student Information form. Should you have any concerns please contact Mrs Gracias. St Mary’s Privacy Policy is available to view on the school website: www.stmarys.wa.edu.au/policies.

Cost of Exchange

While there are no school fees to be paid to the exchange school, St Mary’s school fees continue to be paid by parents whilst their daughters are on exchange. Parents of boarding students will be required to pay only the day tuition fees for the duration of their daughter’s exchange. Additional costs for exchange students and their families include:

- travel expenses to and from the exchange school
- travel and medical insurance cover
- costs of any school camps, excursions, music lessons, etc, at the exchange school
- spending money and souvenirs
- hosting an exchange student as a home-stay or, if boarding, at weekends and during holidays
Exchange schools will advise whether there is a need to make any pre-payments to them to cover some discretionary costs (eg day trips, school camps) and whether any particular health insurance policy is required (eg Westover School requires exchange students to take out cover with their own health insurance provider). St Mary’s has an insurance policy that does cover students whilst they are on exchange. Further information about the school’s insurance - the level of cover provided and a copy of the Certificate of Insurance - are available from Mrs Gracias or the school Accountant, Mr Palmer.

**Responsibilities as a Host Family**

Once the school has been advised of who will be coming to St Mary’s from your exchange school, you will be put in touch. We ask that you and your parents email your exchange student and her family and begin building a positive relationship with them. Things to discuss will include flight bookings, airport-pickups, what kinds of activities you are planning for her stay, advice on what you need to take with you, and what she should bring with her, medical or dietary requirements and more. Don’t forget to email photos of yourself and your family – this will also help you to recognise each other at the airport.

When your exchange student arrives in Perth, please be in good time to collect her from the airport. She will normally stay with you and your family until it is time to move into the St Mary’s boarding house. For home-stays, she will be staying with you throughout her exchange.

Where students are coming into boarding, during the afternoon prior to your exchange student commencing school, you should bring her into the boarding house so she can unpack and settle in. Exchange students wear the St Mary’s school uniform during their exchange. At this time she can also be fitted out with a St Mary’s school uniform, available from the boarding house. You may even have some spare items of uniform you could loan to her.

Where students are home-stay, please make a visit to the boarding house during the afternoon prior to your exchange student commencing school so she may be fitted with a school uniform. Any items not available from the boarding house may be available from the uniform shop’s second-hand stock or purchased new. If purchased new, please advise the uniform shop supervisor that the item is for an exchange student and the cost will be allocated accordingly.

Please return all uniform items to the school boarding house after the student returns home, except for personal items (eg stockings) which must be purchased by the student and not returned, or items she wishes to purchase herself and keep as souvenirs (eg a school tie or scarf).

**On the first morning your exchange student commences school**, it is important that you introduce her to Mrs Thomson, Ms Herron, Ms Karmelita, Mr Thompson and Mrs Gracias. Ms Herron will provide her with a school timetable – she will follow you to your classes for the first cycle and may then select her own optional subjects (timetable permitting). Mrs Gracias will provide her with a welcome letter, a school diary and also her email log-in information.

During that first week, please take her to the Marketing Department to have your photos taken. You both need to be neat and tidy and wearing your school blazers.
Expectations of, and advice for, St Mary’s students whilst away
(See also “Expectations of, and advice for, St Mary’s host students and their families.)

As an exchange student it is expected that you will:

- take the initiative to consult your teachers before you depart with regard to the Year 10 St Mary’s work that you will miss whilst on exchange, and also meet with Mr Thompson to discuss academic arrangements. It is expected that you will take some St Mary’s school work with you. St Mary’s work that needs to be done while on exchange is typically in Mathematics, Science and LOTE. Doing so requires dedication and organisation. You may communicate with your teachers through email and via the school portal to gain additional support whilst you are away.

- email Mrs Thomson, Mrs Gracias and Mr Thompson during your first week away to let them know that you have arrived safe and well. Then send them occasional emails (with a photo or two) during your stay.

- be a good ambassador of St Mary’s. You will be representing St Mary’s and Western Australia and will be a guest at your host school and with your host family. Exemplary behaviour is therefore expected at all times.

- be an active participant in the life of the host school - both academically and within the co-curricular programme

- attend all scheduled classes and do the academic work assigned by the exchange school

- be sensitive to the cultural environment in which you are living

- observe the dress code of your host school

- abide by the rules of your host school and host family

- help around the house - make your bed, help with the dishes, be supportive of the family, do your own laundry

- observe the rules and guidelines set out by the boarding school

- be bright and cheerful in all that you undertake. This is a great opportunity to make lots of new friends

- try to get to know all the members of your host family and be involved in family outings and celebrations as much as possible

The use of alcohol or drugs is strictly prohibited and would result in you being sent home at an additional cost to your parents.

If you enter the exchange programme with an open mind then you will find yourself willing to learn more from the experience. Be positive from the outset and your exchange experience will undoubtedly be a success.
Be cheerful and friendly in your demeanour and always be interested and excited by the many different experiences that you will face whilst living as a student overseas.

Participate fully and try new experiences - new foods, new sports, new events, new school subjects. Remember that the eating habits of other people in different countries may initially seem unusual or different. Try to accept and embrace these differences but discuss politely with the host family or boarding house if you are finding the food difficult.

Your behaviour with your host family should be governed by their rules and expectations at all times. The host parents will have full authority for your care and safety since they are responsible for you during your visit. Try to fit in with their requests as much as possible and respect their values and beliefs whilst also staying true to your morals and values.

You should make your own bed, keep your room neat and tidy and ask before using the host family’s telephone or computer. Offer to help with additional household chores, just as you would around your own home.

Try to spend time with other people as well as your exchange partner to widen your friendships and exchange experience.

You are expected to use common sense and be respectful of the rights and opinions of others - their views and ideas might be different from those you have experienced within your friendship groups at St Mary’s.

It is normal to feel homesick at some point whilst you are away. Try to keep a travel journal since this will allow you to look back on good times when you are feeling sad. Communicate with your family often and take some photos of your family and friends with you.

As you are out of your usual environment, it is important to be more alert and aware of your surroundings for your personal safety. Don’t go out alone or put yourself in unnecessary danger.

**Do not hesitate to seek support or advice.** There will be many adults to whom you can turn - host parents, head of boarding, head of year, exchange co-ordinator. If you are seriously worried about something or have concerns, contact your own family, who will then contact Mrs Thomson.

Before you go on exchange, do some reading and background research into what you might expect at the school. What is the school like? How many students does it have? What is the campus like? And the local town? Try to involve your whole family in this research since then everyone will understand your exchange partner a little better and also have an idea of what adventures you might have whilst away. Don’t forget to send a photo of yourself to your host family so they will easily recognise you at the airport.

Whilst on exchange you may be asked to speak at an assembly about St Mary’s and your exchange experience. Try to think about this early so that you do not leave the planning of such a speech until the last minute. It is a good idea to prepare a PowerPoint presentation about St Mary’s and Perth before you leave home. You should brush up on information regarding our history, population, traditions, etc.
Returning home might be difficult as you settle back into the normal routines at St Mary’s. Think about the positives of St Mary’s and what you love about the school and start telling your friends, in small doses, about your amazing experiences. Perhaps create a report about what exchange life was like for you, thinking about the differences between St Mary’s and your exchange school. It will be useful when it is your turn to help next year’s Year 10s decide if they want to go on exchange.

Overall, the greater your efforts, the richer your experience will be. The exchange experience changes everyone - revel in that change and growth and you will most certainly have an experience of a lifetime.

Advice to Parents of Exchange Students

A meeting will be arranged at the start of the year with last year’s exchange families and this is an ideal time to ask all the questions that only someone who has experienced the exchange can answer. Practical issues such as money, packing, gifts and travel can be clarified at this time. It might also be an opportune time to obtain their contact details so you may contact them later if needed. For girls going to Havergal College in January, a meeting will be arranged in Term 4.

If more than one student is travelling to an exchange school, where possible, they should travel together. It is the responsibility of parents to make the travel arrangements in consultation with Mrs Gracias and the exchange school. Parents are also responsible for ensuring that their daughter has the necessary visa, a current passport, and any other required travel documents for her visit. The requirements will vary depending on each student’s nationality and destination. Parents should refer to their travel agent or the appropriate consulate if they are unsure. All students must have travel and medical insurance prior to departure. A discussion with previous exchange families can help clarify exactly what is necessary for each country or exchange school.

Try to convince your daughter to pack half of what she thinks she needs. She may purchase a lot overseas and therefore needs to have space in her suitcase for this. Discuss the luggage allowance and needs with the family who have recently had daughters at the same exchange since this will always be the best advice. The girls will also need hand luggage and bags to be used at the schools. At some schools, St Mary’s girls will wear their own school uniform and at others they will wear the uniform of their host school or follow their school dress code.

Make contact with your daughter’s host family as early as possible, before she departs. This will help break the ice and begin the relationship between you as they look forward to caring for your daughter as you will care for theirs. It is very reassuring for parents to know that their daughter will be well looked after.

It is important that you are fully involved with the exchange programme since this ensures its success. Discuss with your daughter about how to manage new situations and experiences, support her in finding out some of the cultural and social differences that she might encounter on exchange, and think about how you are going to manage communication with her whilst she is away. It is important to discuss how to manage homesickness too.

Also discuss and confirm your values and beliefs and therefore your expectations of your daughter whilst she is away.
It is vital that if your daughter feels uncomfortable she knows who to contact at the exchange school. This information is available from Mrs Gracias. She may also contact St Mary’s if she feels the need and should take the relevant contact details with her (available in this Handbook). Should there be significant issues or concerns, Mrs Thomson must be contacted.

Be prepared for a period of readjustment when your daughter returns from exchange. Change and growth often accompany any exchange experience and she will come home with some new ideas and also much excitement about her many adventures.

**What to Pack**

Find out about the climate before departing and talk to your host family or previous exchange student about the school’s expectations and guidelines.

Ask for advice from your host family as to whether there is anything particular that they suggest you take with you – they may have made plans that require you to have certain clothing.

Make sure you have your electronic ticketing, visa, travel and medical insurance, passport and some foreign currency before you leave home. You can usually check-in online and print out your boarding pass 24 hours prior to your departure.

If you are required to take your school uniform with you (whether summer or winter), make sure that all your uniform items are clean and tidy and fit you well, and that your shoes are polished. The St Mary’s school uniform should always be worn correctly.

Take a file with paper, pens etc, which you can take to each class. You should also take a travel journal so that you can make notes about the many exciting experiences that you will have.

You will need sufficient pocket money to cover personal expenses, gifts and special excursions. Divide your money up evenly over the time that you are away to ensure that you do not spend it all at the beginning. Decide upon an acceptable amount with your parents.

Take a travel adaptor so that any electrical items that you take will work.

Take a small gift for your host family and something for your exchange school too. These might be souvenirs of Perth or of St Mary’s and should be presented at the conclusion of your stay.

Take some photos of your home, family, friends and school to show your exchange student and host family. Don’t forget to take your camera!

**What if something goes wrong?**

If something goes wrong whilst you are away from home, try to work things out for yourself first. However, do not hesitate to contact the exchange co-ordinator at your host school if you are unsure of how to manage a situation. Or you may speak to your host family or the appropriate school staff. The next step is to talk to your parents or Mrs Thomson. Above all don’t worry, as no problem is unsolvable!
After the Exchange

- You should make an appointment, as soon as possible, to meet with Mrs Thomson and Mrs Gracias to tell them about your exchange experiences.

- You should also see Mr Thompson in the Year 10 office.

- You will be asked to complete a feedback form. This will help us to know what went right for you and highlight anything that may need to be improved or changed for future exchanges. You will also be asked by Mrs Gracias to provide some photos (original size files) of your experiences on exchange. Take some in front of interesting backgrounds.

- You may be asked to write a short article about your exchange for News Link.

- The following year, you will be asked by Ms Toia to speak to the Year 9s at a year meeting about your exchange destination, and what it meant to you to have had that experience. This encourages the programme to continue to flourish. You may be asked to make a PowerPoint presentation or bring photographs for the talk.

- Once the new exchange students have been selected, you will be invited to attend an information session to share your thoughts and experiences, and to bring along your photos. Your attendance at this session is greatly appreciated by the school and by the new exchange families planning their exchange who are eager to find out more.

Expectations of, and advice for, St Mary’s host students and their families

Host parents are expected to collect their exchange student from the airport on her arrival, and see her safely depart at the end of her stay. You will act ‘in loco parentis’ during her exchange and are expected to accept the exchange student as a member of your family.

As host to your incoming exchange student you should make her feel welcome. Introduce her to your friendship group and support her as your ‘buddy’ in your classes. Also, introduce her to your teachers. Make sure she is not on her own during breaks and that she feels at home.

Participation in a student exchange should be a memorable and rewarding experience. Make sure you are prepared as an ambassador of St Mary’s and know sufficient detail about our school, Perth and Western Australia before your exchange visitor arrives. Think outside the box with regard to new and different places to visit to enrich the experience of your exchange student. Remember she also wants to experience the Australian family lifestyle, and therefore a BBQ on the beach may be a fun and different experience for her. Try to plan some weekend adventures before she arrives.

As the exchange student is part of your family, most host parents pay for any meals or admissions for students while on family outings or for public transport to and from an event (this will usually be reciprocated when your daughter is hosted). The student, however, should have her own money for personal needs, extra trips and gifts.
Exchange students are not permitted to do things on their own, such as going out in the evenings, and any activities would always require the host family’s permission.

With regard to curfew requirements, household responsibilities and rules for attending parties or outings with friends, you should treat the exchange student as one of your own children and make these decisions accordingly. If a student is difficult and refuses to accept your house rules please contact the Principal, Mrs Thomson, or speak to Mrs Gracias about this. It is best to advise the school early where there is a problem.

Host families are asked to make available reasonable use of telephone, email and internet facilities for the exchange student during their stay with them.

If your exchange student is unwell or has an accident, please advise Mrs Campbell (Head of Boarding), if she is a boarder. If she is home-stay, advise Ms Karmelita (Deputy Principal). In the event of illness you are expected to act on behalf of the exchange student’s parents. Extra loving care is always needed if the exchange student is unwell and away from home.

Homesickness is often a distressing time for the exchange student and can usually be overcome by care and compassion. The school counsellors and boarding staff are experienced in dealing with these concerns so please ask them for support should you feel that your guest is struggling.

When it’s time for your exchange student to return home, please check her flight details and ensure that she has her ticket, boarding pass, passport and belongings ready in good time for departure. It is also a good idea to check her luggage allowance and ensure any excess baggage is considered prior to departing for the airport.

**Exchange Students and the Boarding House**

We encourage parents to take the exchange student home for the first few nights to allow her to rest fully and get to know the family before entering the boarding house. This provides an easier transition and adjustment into the St Mary’s family. The timing is dependent upon her arrival date but most students who are boarders would come into the boarding house at the start of the school week.

She may be in a shared room environment in the boarding house during the week and resident with your family most weekends. At the weekend, it is expected that you will take responsibility for your exchange student as though she were a member of your own family. Try to make contact early with her parents to clarify any health, dietary or behavioural needs and feel free to discuss these with the school nurse should you have any concerns.

It is generally expected that exchange students attend school on school days during the duration of their exchange. Boarding school rules and procedures apply and any special permission would need to be discussed with the Head of Boarding or the Principal. Most things are possible as long as there is communication with the boarding house for any leave during the week to accommodate special outings or shopping trips in the evening.
You will be her guardian during her time in Perth and therefore it is essential that you let the boarding house know of all arrangements that you make for her during her stay – via email: boarding@stmarys.wa.edu.au or through direct contact with Mrs Tina Campbell by phone: 9341 9200 or mobile: 0407 476 343.

Any problems that your exchange student has within the boarding environment should be discussed with Mrs Campbell.

All bedding and uniform are supplied by the boarding house, although each individual student would be expected to provide her own stockings, plus school tie and scarf if she is here during the winter months. The uniform is on loan to her and must be returned to the boarding house after her departure, duly washed and ironed ready for re-use.

Contacts at Anne Symington House

Tina Campbell - Head of Boarding
Available 8.00am – 8.00pm Monday – Friday and in all emergencies
0407 476 343 or 9341 9201 (from overseas +61 407 476 343 or +61 8 9341 9201)

Cate Tarran - Boarding Administrator
Available 8.30am – 4.30pm Monday – Friday
9341 9200 (from overseas +61 8 9341 9200)

Please email all leave requests for your exchange student to boarding@stmarys.wa.edu.au by 8.30am on the Thursday before the weekend leave. Weekend leave commences from 3.35pm Friday to 8.00pm Sunday, or 7.00pm if there is a Boarders’ Chapel scheduled. Chapel dates are in the school diary and exchange students are expected to attend these services. All leave for your exchange student will require your approval and you will need to sign her in and out from the boarding house office when taking her from and returning her to school. If your daughter catches a bus to and from school and you wish the exchange student to do so, you will need to advise us of this via the leave request. Approval may be obtained via email or faxed parental leave form available on the school’s website in the boarders’ section.

Special leave may occur Monday to Thursday after school and as her guardian you would be expected to complete a green special leave form for these occasions. The forms are available on the school’s website as well as from the boarding house reception. Any leave during school hours requires the permission of the school, and such requests must be made to Ms Karmelita.

Your exchange student may be in or out of Anne Symington House whenever it is convenient for you as long as the school is aware of where she is, and you and your daughter are happy with these arrangements.

Your exchange student and your daughter may join in the boarders’ weekend recreational activities. The recreational schedule for the term is published at the start of each term and is available on the school’s website under the boarding section. It is also available from the boarding house office. Any events the exchange student participates in that involve a cost will be charged to her school account.
School uniforms are available from the boarding house to borrow for the duration of the exchange student’s stay. They should be signed out with Mrs Cate Tarran at the boarding reception and then washed and returned to us once the exchange student has returned home. The boarding house is open after 3.00pm on the first day of each term to welcome the girls and organise uniforms and the like. Exchange girls are expected to purchase their own socks in the summer and tights, a scarf and a tie in the winter.

All bedding and towels will be provided for the exchange girls whilst they board with us.

Any special dietary needs can be accommodated on arrival, with full written details of their daughter’s specific needs being provided by the exchange family. This will be passed onto our Head Chef, Mr Eric Barlette.

Rooms for exchange students are allocated at the beginning of each term, usually in a shared-room arrangement. The rooms have reverse cycle air-conditioning, a bed, wardrobe, chest of drawers, a desk and a chair. All rooms have pin up boards which the girls often cover with a multitude of reminders of home and this might be something your daughter encourages the exchange student to bring with her.

Any questions/queries connected to boarding should be made directly to Mrs Tina Campbell, Head of Boarding.

Answers to Frequently Asked Questions

This is a general guide only. Your exchange school, host family or the family of last year’s St Mary’s exchange student will be able to provide you with more detailed information on many questions you may have.

Boarding or home-stay?
*Will my exchange be home-stay or boarding?*
You will be advised as early as possible whether you will be home-stay or boarding at your exchange school. At St Mary’s, if you are a boarder it is most likely that your exchange partner will stay in Anne Symington house. If you are a day girl, then she will normally live at home with you and your family. Please contact Mrs Gracias if you are unsure.

Text books
*Do I need to purchase school text books at my exchange school?*
Text books are usually loaned to you by your exchange school for the duration of your stay.

Uniform
*Which school uniform will I wear whilst on exchange?*
This depends on the exchange school you are visiting. In many cases you will wear your St Mary’s uniform whilst on exchange. Remember to make sure that your uniform is in good order and fits you well before you pack it for travel. Whilst away, wear your uniform neatly and correctly and don’t mix and match summer and winter pieces. Keep your hair tidy. Note that seasons are reversed in the northern hemisphere and climates vary.
Health and Travel Insurance
Do St Mary’s students need to take out health and travel insurance?
It is important that St Mary’s students have adequate travel and health insurance for the duration of their exchange. Mrs Gracias will advise the extent of cover provided under St Mary’s school insurance policy. Parents should check with their insurance company or travel agent about the most appropriate policy for the country of their daughter’s exchange school and decide whether or not they should take out any additional insurance cover. Some exchange schools require proof of health insurance prior to the exchange. At Westover School (USA), the school asks that you take out a health policy through them and that you deposit funds to cover this cost. In New Zealand and the UK there may be reciprocal medical agreements with Australia but this would need to be checked with your health insurance provider.

Visas
Do I need to apply for a visa?
Depending upon your nationality and the immigration policies of the country you are travelling to, you will most likely need to obtain a visa (usually a tourist visa is sufficient). Your exchange school will provide you with the information and any necessary paperwork to assist you in this process. It is important to apply for visas early as they can take time to come through. The process of obtaining the correct US visa is more time-consuming, so please allow extra time for this. For students travelling to South Africa, there are strict immigration guidelines to be followed.

Airport pick-up
Who will collect me from the airport?
Confirm with your host family well ahead of time to make sure that they will pick you up from the airport on your arrival. Exchange photos so you can easily recognise each other at the airport. Email your flight details to your host family and to Mrs Gracias at St Mary’s (who will forward a copy to the exchange school). If your host family is not in a position to collect you from the airport, your host school will arrange for someone to collect you. Make sure you know the name of this person and ask for photo ID. Take contact details for them and the exchange school with you so that if something goes wrong you have a person to call.

Academic studies
Will I need to keep up with my St Mary’s subjects whilst I’m away?
You should speak to your teachers and in particular, the Head of Year 10 (Mr Thompson), the Head of Mathematics (Mrs Scott), the Head of Languages (Mrs MacRae), the Head of Science (Mr Smith), and the Head of English (Ms Richards) about work that needs to be completed whilst you are away. Make sure that you take with you any text books required and make a note of your teachers’ email addresses so you can keep in contact. If you are away during Work Experience Week, you should arrange with Mrs Harris to do your work experience at another time.

Gifts
Should I take any gifts with me?
Yes, it’s a good idea to have a gift already purchased and wrapped that you can give to your host family, and one for the school’s Principal. Where more than one student is travelling to a school, the girls can purchase the Principal’s gift between them. They will be delighted to receive something from your home country. Gifts could be purchased from the St Mary’s uniform shop or objects indicative of or unique to Western Australia; they should not be expensive. You can also ask for copies of Fideliter to take with you for the school.
Comments from previous St Mary’s Exchange Students

“My exchange to Uplands College was the most memorable and eventful experience of my life. The people you meet and activities you do there are so amazing and are guaranteed unforgettable. South Africa offers a different culture, language and school to Perth and St Mary’s. Uplands are very involved in their sport, music and culture and offer opportunities to try new things and meet new and friendly people.”

Tara Brown on her exchange to Uplands College, South Africa, Term 4 2014

“I went to Laurel School in Cleveland, Ohio for my exchange. I went to America expecting to walk into Glee: complete with mean girls, jocks and nerds, but I couldn’t have been more wrong. Although there were the sporty, smart and artsy people, Laurel has a very tight knit schooling community. Everyone is friends with everyone and they were all so welcoming. I gained many new friends as well as a whole new family and I am so thankful to St Mary’s for giving me this amazing opportunity.”

Kira-Lee Gmeiner on her exchange to Laurel School, USA, Term 4 2014

“The world is a book and those who do not travel read only one page.” – St. Augustine.

“My first chapter has been written and wow is it a gripping start to an incredible adventure! Why wouldn’t you go on an exchange? Travel overseas, experience a new school and learning environment, have an opportunity to try new things and make new friends – just a few of the very many reasons. My New Zealand experience was absolutely incredible – better than I could have imagined when I first applied to participate on Exchange, and I have a vivid imagination! I’ve made friends that will last a lifetime and experienced things that I will cherish forever, New Zealand I will be back!”

Sarah Barber on her exchange to Samuel Marsden Collegiate School, NZ, Term 4, 2014

“I don’t even know where to begin to describe my exchange experience. Stanford Lake and all the people I met there have become my second life; there are friends everywhere you go, but the people I met became family. You hear people all the time coming back from exchange describing it as an amazing and incredible experience but no one really knows how to justly express how much fun you have. Every single day is something different, you are immersed in an entirely new culture and it is just so unbelievable when you come back and can list hundreds of amazing things that happened or that you did or saw that might not have ever happened if it weren’t for exchange. Go on exchange, the butterflies you get and memories you make are worth it.”

Jordan Dowdell on her exchange to Stanford Lake College, South Africa, Term 3, 2014

“My exchange experience was extraordinary. I saw a part of the world that I had never seen before. It was extremely challenging at some points, but that is what made it so memorable. The school, the people and the entire place were incredible and I could not have asked for a better adventure. Getting to show another person as well, where you live and how you live, was also very enticing. It was an experience that changed me in an amazing way. It is an experience I will remember forever, especially the friends and connections made along the way.”

Rebecca Fingher on her exchange to Badminton College, UK, Term 2 2014
“Living in a country I had never been to before, for around 3 months, was the most amazing and unbelievable experience that I will never forget. I experienced a massive change in culture, food, environment and people. The most memorable part of my exchange though would have to be meeting so many lovely people and making friends to last a lifetime. I have met girls from all around the world, including: Rwanda, Germany, Russia, Spain, Jordan, Korea, China, Vietnam, Mexico, Ecuador and all around the United States, and so many of them have become some of my closest friends that I will cherish forever. To the girls who are going on exchange, make the most of it and take every opportunity you are given because your time will go by so quickly. Exchange has been the most incredible experience and I would do it all again in a heartbeat.”

Rebecca Lyons on her exchange to Westover School, USA, Term 4 2014

“Participating in this exchange is something I will never forget. This experience has helped me grow as a person and will stick with me for the rest of my life. I have made lifelong friends with all the new people I have met. I also had the rare opportunity to experience living in a different culture and environment. I loved every part of my trip and can’t wait to go back for a visit. I also got to experience learning in different environment, which really interesting to compare to how school is here at St Mary’s. I would recommend exchange to everyone because it’s a life-changing experience, give it a try and trust me you won’t regret it.”

Sabrina Koentgen on her exchange to Saint Mary’s School, USA, Term 3, 2014

“Exchange was the most incredible experience of my life and I’m so glad that I was chosen to go on it. I’ve made some lifelong friends all over the world and will cherish the memories I have made, forever. This trip was definitely worth it and helped me in so many ways.

Jessica Hurley on her exchange to Badminton School, UK, Term 2, 2014

“I always heard people saying that exchange was the best thing they had ever done in their life, and after the experience I could not agree more. I will never forget the people I met and the memories I made with them; although leaving them was the hardest thing I have ever had to do. I loved living in another country and experiencing all of the little differences between our cultures. It was always funny when I said something and either no one understood it because of the words we use or because of my accent, or when the whole conversation would stop because I had said something “stereotypical” and they were in awe. I would recommend exchange to anyone who loves to be a little outside their comfort zone, make friends of a lifetime and I hope, like me, have the most amazing time of their life.

Georgia McAlpine on her exchange to Saint Mary’s School, USA, Term 3, 2014

“Exchange was the most amazing experience of my life. I’ve made so many new friends from all over the world and experienced things that have been so enlightening and eye-opening.

Abbey McKay on her exchange to Stanford Lake College, South Africa, Term 3, 2014
“Going to Westover School on exchange has been one of the best experiences of my life. I was given so many opportunities by the school, and my host family, which I gratefully embraced. I met incredible people, learnt about the American culture, visited unforgettable places, and had the most amazing experiences imaginable. I will forever be thankful for the time I spent in America on exchange.”

Jolanta Hewitt on her exchange to Westover School, USA, Term 4 2013

“I asked for an exchange that was as far away from Peth as I could get, and that’s what I got. Laurel School in Cleveland, Ohio, is exactly opposite Perth on the globe. I ate pumpkin pie at Thanksgiving, visited some extremely cheap clothes shops, cheered on an ice-hockey fight, started fencing lessons and helped set up the Christmas tree with snow falling outside the window at the start of December. Everything was so different, yet so similar, but backwards or maybe forwards. It was hard to tell. Everything just became one massive mind-blowing experience. People were amazed that the time difference is 12 hours and even yet, that we have Christmas in summer! My host mother feared that she had gained more out of my visit than I had because she was so eager to learn about our culture and my family. I was staying at their house but I met so many other people and I think I learnt the most from them. I think I became more aware of Australia and our own traditions because living in America for five weeks showed me just how small and uniquely different ‘Down Under’ really is.”

Melissa Powell on her exchange to Laurel School, USA, Term 4 2013

“My exchange experience at Uplands College in South Africa was something I will never forget. The people I met and experiences I shared with them are something I will keep close to my heart for the rest of my life. I love and miss my host family already. I have learnt valuable lessons not only about different cultures, independence and about myself but also about people and relationships. I have been inspired to travel more and seize not the day, but the moment. I am so grateful to everyone who made this possible. From the staff at St Mary’s to those at Uplands and to my family and host family, thank you.”

Emily Kirton on her exchange to Uplands College, South Africa, Term 4 2013

“I will never forget the wonderful experiences I have had while on exchange in New Zealand. Exchange has offered me the chance to accomplish great things such as bungee jumping, while also making some amazing life-long friends in beautiful parts of the world. It has allowed me to become more independent and confident through living for a short time in an unfamiliar environment, and has taught me all about a culture different from our own. I had so much fun on exchange, and I can’t wait to visit New Zealand again soon!”

Lucie Zwart on her exchange to Samuel Marsden Collegiate School, NZ, Term 4 2013

“Take everything that is thrown at you, enjoy every experience and cherish every memory you have on exchange because it’s an eye opening experience.”

Annie Hewitt on her exchange to Saint Mary’s School, USA, Term 3 2013
“Exchange is a truly amazing experience; flying to the other side of the world can seem a little scary at first, but as soon as I arrived in Raleigh, all my doubts disappeared! My exchange to Saint Mary’s School has definitely been a highlight in my life. The school is beautiful, located in Down Town Raleigh on a large campus with roughly two hundred girls. Everyone was so welcoming and my boarding experience was fantastic! I had the opportunity to meet so many girls from all over the US, discover a different culture, try new things and have so much fun. North Carolina is such a lovely state. I had the chance to explore the beaches, Bush Gardens theme park in Virginia, watch an American Football game, visit Washington DC and shop at many malls. It was summer so the weather was humid and hot. Exchange made me become a more confident, understanding and responsible person. I made many lifelong friendships and now have many fun and exciting memories.”

Clara Kelly on her exchange to Saint Mary’s School, USA, Term 3 2013

“Don’t sit back and wait for things to happen; you only have a certain amount of time so live every day to the max. Make each day special and different, even if it puts you out of your comfort zone. It’s better to try and fail than not try at all. Get in there, get involved, open up to as many people possible because by the end you’ll wish that you could live in two countries at once.”

Lauren Brewer on her exchange to St Margaret’s College, NZ, Term 4 2013

“I would totally recommend anyone interested in going on exchange to apply. My experience was something I will treasure for the rest of my life. I formed beautiful friendships which will remain the highlight of my exchange. The experiences of visiting England and Wales were amazing but the people you form and share memories with are what makes it.”

Phoebe Jamieson on her exchange to Badminton School, UK, Term 1 2013

“Because I had never been overseas, when I arrived in Singapore it was a bit of a culture shock! It is so different from the lazy streets of Perth. I recommend applying for this exchange if you haven’t been overseas before, as it is a nice, short close to home exchange.”

Genevieve Barton on her exchange to St Margaret’s Secondary School, Singapore, July 2013

“Due to the difference in northern hemisphere school years, I hosted and then stayed with separate people in different years from my exchange school. My stay in Canada was an absolutely unforgettable experience. I met so many people and learnt so much about the history and way of life in Canada.”

Elana Mulvay on her exchange to Havergal College, Canada, Term 4 2013
“At first the idea of leaving all I knew to spend three months at Stanford Lake College in South Africa was extremely scary but it was also very exciting. My time in South Africa was incredible and I will never forget it or the people I met while I was there. It allowed me to do things I have never done before, and without it probably never would, like feeding lion cubs and camping in Kruger National Park. Stanford Lake College is very welcoming and had lots of other exchanges that allowed me to meet not only people from South Africa but from all over the world. South Africa was an amazing place to go on exchange and that part of the country is so different from ours. Being able to actually live there, not just visit, enabled me to be a part of their family, culture and way of life. I had a great time in South Africa, one I will never forget, and if I had the chance I would do it all again.”

Shay Toohey on her exchange to Stanford Lake College, South Africa, Term 3 2013

“Exchange was one of the most amazing experiences of my life. Spending three months away at Stanford Lake College, South Africa, gave me the opportunity to experience another culture, make unforgettable memories, try many new things, make friends for a lifetime and learn many lessons about the world around me and about myself. I would highly recommend it to any students considering it. This opportunity is truly once in a lifetime. Just be yourself, try everything you can and cherish every moment! Exchange is what you make it.”

Tessa Lim on her exchange to Stanford Lake College, South Africa, Term 3 2012

“I loved every moment of my exchange and I wouldn’t trade any part of it for the world. I made friends to last a lifetime and memories that I won’t forget as long as I live. I encourage anyone who is going on exchange to make the most of every second because no matter how long you are there, it’s not ever going to be long enough!”

Jesse McDonald on her exchange to Loretto School, UK, Term 4 2012

“Exchange would have to be one of the highlights of my life so far! It has changed my view on the world and has let me see how different but unique other countries are. Exchange is so much more than an overseas holiday and you realise how much you really take for granted at home. I have made friends that I will keep for life and I am already planning with my exchange partner when we can catch up!”

Amy Cooke on her exchange to Samuel Marsden Collegiate School, NZ, Term 4 2012

“Exchange to St Margaret’s College in Christchurch, New Zealand was amazing. I loved every second of it. I have so many memories and friends for life. Going on exchange you become part of the culture, which is one of the best ways to experience another country. You may be scared at the start but you just have to give everything a go. Don’t hold back and have no regrets and you will have the best time. I was so lucky to have the opportunity and I recommend it to everyone.”

Kate Hooper on her exchange to St Margaret’s College, NZ, Term 4 2012
“I went on exchange to St Margaret’s College, in Christchurch New Zealand. This was the best experience for me as I was able to gain independence whilst experiencing the boarding life, as well as schooling in another country. In my eight weeks there I learnt a lot about myself as well as many things about the school. I think that the most valuable thing that I gained during my exchange was not knowledge but new friends, my exchange partner in particular. The bond that you have with them is one of the most special friendships; a sister-like relationship which I hope will stay that way forever. I highly recommend exchange to everyone, as it is the highlight of my school years so far.”

Joanne Embry on her exchange to St Margaret’s College, NZ, Term 4 2012

“The Exchange Programme St Mary’s offers to Year 10 students is a once in a lifetime opportunity that I was fortunate enough to experience. My exchange to Havergal College was an amazing and very positive experience and one that I will never forget. Toronto is an extraordinary city, especially during the winter. I was lucky to see a small amount of snow when I was there - it was my first time and it was one of the most beautiful things that I had ever seen. As well as seeing many things Ontario has to offer, including the CN Tower, Niagara Falls and the huge shopping malls, it is full of interesting people and some will be my lifelong friends. Exchange has made me a stronger and more independent person and I would just like to thank St Mary’s and my parents for providing me with this life-changing opportunity. It was definitely a memorable experience and I would recommend the Exchange Programme to all future Year 10 students.”

Samantha Jeary on her exchange to Havergal College, Canada, Term 4 2012

“Going to Uplands College in South Africa was the best thing I have ever done. I know this is very clichéd but it really was. The most extraordinary thing about it was meeting the greatest people who I will keep in touch with for a very long time. The lifestyle was so different, which I loved because it made me step outside my comfort zone and really get involved. I played hockey on the weekends and found out they have different positions to Australia. I said ‘hey girls’ and they would laugh at me because no-one says that there. Little things like that were really quite remarkable to me because even though we live a plane flight away, it’s like a whole different world. As well as going to a completely different school, I went to so many places like Cape Town, Mozambique, the Kruger Park and an orphanage, which was very fun and adventurous. I would encourage everyone to go on exchange because it really is a special experience.”

Lucy Cousins on her exchange to Uplands College, South Africa, Term 2 2012

“Exchange required me to step out of my comfort zone and to embrace new environments, people, and places as opportunities presented themselves every day. The month was filled with so many unforgettable memories, friendships and experiences that have taught me so much. To future exchange students: be daring to grab every opportunity possible, open minded to accept new ideas, keen to make new friendships, and most importantly, fill every day with new and unforgettable memories.”

Christine Seet on her exchange to Havergal College, Canada, Term 4 2012
CHECKLIST

Before you go

☐ On being selected for exchange, students and parents read through the Exchange Handbook and confirm to Mrs Thomson their acceptance of the exchange offer in writing by returning the completed Acceptance of Exchange Placement form and Host Family Agreement form

☐ Students complete the Student Information form and write a letter to their host family

☐ Exchange students and at least one of their parents attend the information session in the second week of Term 1 (or earlier, in Term 4, for those going to Havergal College in January)

☐ Prior to hosting, A Working With Children Check form is completed by all members of the host family’s household over the age of 18 and lodged at a post office. A copy of the receipt is given to Mrs Gracias (or a copy of a current Working With Children Card)

☐ Mrs Gracias sends you information about your exchange partner (host family). Students and parents should make contact as soon as possible (eg by Skype, phone, email)

☐ Exchange arrival and departure dates are discussed with host family (to be confirmed by both schools), as well as any special dietary needs and tips on what to pack, etc

☐ Your passport is checked/updated

☐ Your visa application is submitted and travel documents prepared (as required)

☐ Flights are booked and details sent to your host family and to Mrs Gracias

☐ Airport pick-up arrangements are confirmed with your host family or school representative

☐ Exchange school forms are completed and returned either directly to the exchange school or to Mrs Gracias, who will scan and email them for you

☐ Parents determine if further health or travel insurance is needed over and above the school insurance policy. Parents send a copy of the insurance certificate to the exchange school

☐ Parents pay any requested pre-payments to the exchange school

☐ Your teachers are consulted with regard to St Mary’s work to be completed whilst on exchange. Make a note of their contact email addresses

☐ A packing list is made - you may wish to consult your host family about what to take

☐ If you need to take your St Mary’s school uniform, it should be checked for fit and good repair, and any new items purchased
☐ Your spending money is organised, and a small amount of foreign currency purchased

☐ Gifts are purchased (not too expensive) one for your host family and one for the school. Where more than one students is going to a school, purchase the school gift jointly

☐ Visit Mrs Thomson with one of your parents (if possible), prior to your departure

☐ Pack your suitcase. Take a journal and don’t forget your camera!

☐ Pack your hand luggage. Make sure you have contact numbers for the host family, the exchange school and relevant St Mary’s staff with you. Plus contact details for your teachers. Include a copy of this Exchange Handbook

☐ Check all your travel documents and complete your online ticketing

**Whilst you’re away**

☐ **Keep in touch with Mrs Thomson and your teachers – this is important!**

☐ Email Mrs Thomson, Mrs Gracias and Mr Thompson to let them know you arrived safely: lthomson@stmarys.wa.edu.au, lgracias@stmarys.wa.edu.au; ithompson@stmarys.wa.edu.au

☐ Email Mrs Thomson, Mrs Gracias and Mr Thompson a few times whilst you’re away to tell them how everything is going

☐ Enjoy your experiences and get involved in all you can

☐ **Bring back with you, ideas for 3 practices** you’ve seen in action at your exchange school that could possibly be implemented at St Mary’s – take notes, photos or even video, as appropriate, to show Mrs Thomson on your return

**When you return**

☐ Make an appointment to see Mrs Thomson and Mrs Gracias to chat about your exchange

☐ Complete a feedback form and submit it to Mrs Gracias along with some good photos (not reduced in size) from your exchange

☐ You may be asked to write a short article about your exchange for *News Link*

☐ Receive from Mrs Gracias, your Exchange Certificate to add to your school portfolio

☐ Prepare a brief talk to present to Year 9s, encouraging them to apply for exchange. The following February, attend the Exchange Information Session to share your knowledge/photos
Front cover: Molly Brades in Canada
Top left: Sabrina Koentgen with her exchange partner in the USA, Jessica Hurley and Rebecca Fingher in the UK, Sarah Barber with her exchange partner in New Zealand
Bottom left: Rebecca Lyons with her exchange partner in the USA, Sophie Ramel with her exchange partner in Singapore, Abbey McKay with her exchange partner in South Africa