



YEAR 10 STUDENT EXCHANGE
OUTGOING HANDBOOK

INFORMATION FOR ST GEORGE'S STUDENTS



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List of St George's School Contacts

Mrs Tina Campbell - Principal

Available 8.30am to 5.00pm, Monday to Friday, or at any time if necessary via email

Phone: 9312 0808 (from interstate 08 9312 0808)

Email: principal@stgeorges.wa.edu.au

Mr Hilton Hardman – Head of Pastoral (2023)

Available 8.30am to 5.00pm, Monday to Friday

Phone: 9312 0834 (from interstate 08 9312 0834)

Email: hhardman@stgeorges.wa.edu.au

Mr Ian Thompson – Head of Pastoral and Wellbeing (2024)

Available 8.30am to 5.00pm, Monday to Friday

Phone: 9312 0834 (from interstate 08 9312 0834)

Email: ithompson@stgeorges.wa.edu.au

Mr Anthony Bochrinis – Head of Curriculum

Available 8.30am to 5.00pm, Monday to Friday

Phone: 9312 0814 (from interstate 08 9312 0814)

Email: abochrinis@stgeorges.wa.edu.au

Mr Conrad Sloan - Head of Year 9 & 10

Available 8.30am to 3.35pm, Monday to Friday or any time via email

Phone: 9312 0822 (from interstate 08 9312 0822)

Email: csloan@stgeorges.wa.edu.au

Ms Karen van Rooyen - PA to the Principal

Available 8.30am to 4.00pm, Monday to Friday

Phone: 9312 0809 (from interstate 08 9312 0809)

Email: kvanrooyen@stgeorges.wa.edu.au



Cathedral College, Wangaratta in Victoria

St George's Exchange Programme

St George's Year 10 Exchange Programme has been initiated to offer students the experience of being part of a substantially different school and to establish friendships interstate.

Current year 9 students are invited to apply for this exciting new opportunity commencing in 2024.

Cathedral College, Wangaratta in Victoria is St George's Exchange Partner School. Cathedral College is a member of the Anglican Schools Commission network of schools.

Vision and Aims

The St George's Exchange Programme provides each student selected for exchange with a unique opportunity to experience living and learning in another state and, in return, to host a visiting exchange student from our partner school – Cathedral College in Wangaratta.

The programme aims to enhance the exchange student's education, independence and life skills whilst living in a safe and secure setting within a host school family at another Anglican School Commission School.

It offers each exchange student the chance to learn more about themselves and to develop new strengths and independence; to learn about others, their lives and cultures; and to expand their perspective on life beyond that of Western Australia.

Exchange students will often create long-lasting friendships and develop a lifelong appreciation for, interest in and understanding of the value of diversity within the world.

The exchange experience will allow St George's students to recognise themselves as part of a community of learners much broader than just St George's Anglican Grammar School.

The exchange programme at St George's aims to:

- promote respect, understanding and an appreciation of other cultures, people and values.
- promote a positive impression of St George's and Western Australia.
- develop in students the skills to become independent 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 friendships with people outside of Western Australia
- develop independence by spending time in a foreign environment learning how to adapt to new situations and different ways of learning.
- provide an opportunity to host an exchange student and to be responsible for their needs and well-being as they become accustomed to life at St George's, as well as showcasing Western Australia to a student from interstate.



Exchange Student Selection Process

The selection process begins at the start of Term I with St George's Year 10 students applying for a place on the exchange programme via the submission of a formal written application. This one-page A4 letter outlining their reasons for wishing to go on exchange and a completed 'About Me' selection sheet will be shared with Cathedral College once the students selected for exchange have been finalised.

The number of students going on exchange each year will be dependent upon the availability of places offered by our exchange partner school. In 2024 there will be four places available for Year 10 2024 students.

'About Me' Application forms are available online or from the Head of Year 9 & 10, Mr Conrad Sloan. Students are advised to go to the Cathedral College, Wangaratta's website to find out more about the school so that they understand what an exchange experience might be like here and whether it interests them. Cathedral College offers a very different schooling experience to that of St George's here in the heart of the city.

The selection process will take a few weeks to complete.

Once all applications have been received, interviews will begin. Applications are due Friday 24 November 2023 and interviews will follow this

Interviews will be approximately 10 minutes in length and will be with Mrs Campbell (Principal), Mr Hardman (Head of Pastoral), Mr Bochrinis (Head of Curriculum) and Mr Sloan (Head of Year 9 & 10).

A series of questions will be asked at interview to ascertain how each student will manage the exchange experience and what they can offer as part of the exchange program.

To prepare for their interviews, students should consider how they might answer questions such as those given below.

Suggested interview questions – these are not the actual questions but will help to prepare for the exchange interview

- 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 George's Anglican Grammar 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?
- Will you be offering your exchange partner a single or shared room for the duration of their stay?
- How would you cope with homesickness whilst being 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 George's whilst being away on exchange?
- If you were hosting an exchange student from Cathedral College, what do you think you would need to keep in mind to ensure that they had an enjoyable experience?
- What does a typical weekend look like for you and your family?
- What places would be on your list to take your exchange partner to during their time in Perth, WA?

The selection criteria include

- contribution to school life
- effort, application and behaviour in class
- presentation at school
- attendance record
- 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

Teaching staff are also asked to comment on the suitability of each applicant, both academically, socially and as an ambassador of the school. Those applying for exchange would need the support of their PCG Tutor.

The student's Year 9 report is also considered.

Following the interviews, the successful students will be informed and offered a place on exchange.

Mrs Campbell will also speak to those students not selected for exchange.

As the field of applicants is likely to be strong, unfortunately some students will undoubtedly be disappointed. These students might like to consider opportunities for exchange through other reputable organisations, such as a Rotary exchange, following the completion of their Year 12 studies.

St George's Exchange Partner

NAME OF SCHOOL	ST GEORGE'S STUDENT GOES ON EXCHANGE	ST GEORGE'S FAMILY HOSTS AN EXCHANGE STUDENT
Cathedral College, Wangaratta K - 12 ASC School in Victoria www.cathedralcollege.vic.edu.au	Term III 4-week exchange	Term I 4-week exchange

2024 will be the first year of this exchange partnership with Cathedral College in Wangaratta.

The recommended dates for exchange will be discussed annually between the two schools to best fit with each schools term dates, activities and events.

The specific dates for the 2024 exchange are:

CCW to SGACS – Monday, March 4 to Thursday, March 28

SGACS to CCW – Monday, August 26 to Friday, September 20

There is some flexibility around these dates to enable exchange students and host families to make the most of the exchange experience or for exchange students to extend their exchange to visit family or friends within the state. This would need to be discussed with the principal.

Exchange Dates

Host families may invite exchange students to arrive earlier or stay later 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 arrangements being confirmed. Extensions to stay may be granted, however the academic demands of Year 10 will also be considered when extending any exchange. The 2024 dates are as outlined above.

Flights

Once the exchange dates have been agreed upon, families should book flights. It would be good to book flights together so that arrival into Victoria is at the same time for all four exchange students.

The cost of flights are to be paid for by the family.

It is important that flight details are emailed to the host family and to the PA to the Principal at both schools; including the commencement date of the exchange student attendance at classes in Wangaratta.

Hosting an Exchange Student

Each St George's student selected for exchange, and their family, will in turn host a student from Cathedral College. The host family should provide opportunities for the exchange student to experience the Western Australian lifestyle and see something of the city and surrounding areas.

It is also the St George's family's role to greet and farewell exchange students at the airport.

Information Session for Exchange Families

Students selected to go on exchange, and their parents, will be invited to attend an informal information session at school prior to hosting the Cathedral College exchange students.

This information session will assist in answering any queries or concerns and include the school's expectations of students and host families.

It is essential that the selected exchange student and at least one parent attend this information session. This information session will be held on Friday 16 February at 4pm.

Forms to be Completed

The following forms will be given to exchange families at the information session.

- **Exchange Student Medical Information Form.** Students and their parents are asked to provide relevant information to pass on to the exchange school – contact details, any specific medical or dietary requirements.
- **Working With Children Check** required, by law, to be completed by parents and other members of the household over the age of 18. Note that host families are categorised as 'volunteers' and the cost per person is \$10. A form for each parent, and any household members over 18, must be submitted to a participating post office prior to hosting an exchange student.

Forms Required by the Exchange School

Cathedral College will also have forms that they require to be completed and returned prior to the commencement of the exchange. These forms will be forwarded to you by Ms van Rooyen.

Please ensure that all forms are completed and returned in good time.

Cost of Exchange

While there are no school fees to be paid to the exchange school, St George's school fees continue to be paid by parents whilst their child is on exchange.

Additional costs for exchange students and their families include:

- travel expenses to and from Cathedral College in Wangaratta
- travel insurance cover
- costs of any school camps, excursions, music lessons, etc, at Cathedral College if these are to be undertaken
- spending money
- hosting an exchange student within your home



Responsibilities as a Host Family

Once the school has been advised of who will be coming to St George's from Cathedral College, you will be put in touch with your exchange partner and their family.

It is hoped that Cathedral College will share an 'About Me' sheet just as we have with them about our students selected for exchange.

We ask that you and your parents/guardians/carers email your exchange student and their family and begin building a positive relationship with them as soon as is practical. Things to discuss will include flight bookings, airport-pickups, what kinds of activities you are planning for them during their stay, their interests – likes and dislikes, advice on what you need to take with you, and what they should bring with them, any specific dietary requirements etc. The ability to be connected in the modern era should allow for plenty of communication to occur prior to the exchange students arrival into Perth.

Don't forget to email photos of yourself and your family – this will also help you to recognise each other at the airport. You might even want to design a 'Welcome to Perth' sign!

When your exchange student arrives in Perth, be in good time to collect them from the airport. Make sure you are at the right terminal!

It is important that you introduce your exchange student to Mrs Campbell, Mr Thompson, Mr Bochrinis, Mr Sloan and Ms van Rooyen. Mr Bochrinis will discuss their timetable with them and make any adjustments as needed i.e. if you are doing Music and they do not.

Your exchange student will normally follow you to your classes for the first couple of days; after that if there is a subject that they'd prefer to undertake this can be organised with Mr Bochrinis support.

As the host, it is your role to make sure your exchange student has a terrific time in Western Australia – introduce them to your friends, think of places that you might like to take them and be sure to include some of the things that they would like to see and do as well as what you are interested in.

Expectations of, and advice for, St George's Students whilst away in Wangaratta

As an exchange student it is expected that you will:

- Take the initiative to consult your teachers before you depart regarding the Year 10 St George's work that you will miss whilst on exchange and any that will be required to be caught up.
- Take some additional St George's work with you. St George'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 to gain additional support whilst you are away.
- Email Mrs Campbell and Mr Sloan during your first week away at Cathedral College to let them know that you have arrived safe and well. Then send them occasional emails (with a photo or two) during your stay so that you remain connected with us here at St George's.
- Be a good ambassador of St George's at all times. You will be representing St George'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 and on all occasions. The student code of conduct is to be upheld by you whilst you are away from St George's.
- Be an active participant in the life of the host school – both academically and within the co-curricular programme – grab every opportunity that is presented to you to get involved with school life in Wangaratta – it will be very different than being in the heart of the CBD.
- Attend all scheduled classes and do the academic work assigned by Cathedral College staff.
- Be sensitive to the cultural environment in which you are living and the guidelines of your host family – be respectful of these even if they are different to what is expected of you at home.
- Wear your St George's School uniform with pride whilst at your host school.
- Help around the house – make your bed, help with the dishes, be supportive of the family, do your own laundry.
- 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.
- Be positive from the outset and your exchange experience will undoubtedly be a success.
- 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. If you have any questions or concerns regarding these things however, reach out to Mr Sloan here at St George's or to the exchange coordinator at Cathedral College.
- Try to spend time with other people as well as your exchange partner to widen your friendships and exchange experience whilst at Cathedral College.
- As you are out of your usual environment, it is important to be more alert and aware of your surroundings for your personal safety.

- 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.
- Do not hesitate to ask questions if you need help or support at any time. There will be many adults to whom you can turn for support - host parents, 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 Campbell.
- Before you go on exchange, do some reading and background research into what you might expect at Cathedral College. 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 George'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.
- Returning home might be difficult as you settle back into the normal routines at St George's.

The use of alcohol or drugs or vaping 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.

Advice to Parents of Exchange Students

An exchange experience is a wonderful adventure for students, however you need to be comfortable with having another adolescent in your home for 4 weeks.

To be involved in exchange or not is a whole family decision; it is not for everyone or every family.

All students must have travel insurance prior to their departure.

St George's students will be expected to wear their school uniform on exchange. Please ensure that it is neat and tidy and includes the blazer.

Making contact early with the exchange student and their family will assist in making the reciprocal exchange programme go as smoothly as possible. It will also help to reassure you that your child will be looked after whilst they are away on exchange.

Try to plan some weekends away during their time here - Rottnest or Margaret River would be wonderful places to visit as an exchange family if this is possible.

Try to speak with your child about homesickness and how they will handle being away from you for 4 weeks - plan times for family facetime calls.

Should there be any significant issues or concerns, Mrs Campbell should be contacted.



What to Pack

Find out about the climate before departing and talk to your host family 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 i.e. skiing!

Make sure you have your flight details, bank card and your travel insurance before you leave home.

Make sure that all your uniform items are clean and tidy and fit you well, and that your shoes are polished. The St George's school uniform should always be worn correctly, including your blazer.

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 to take pocket money with you sufficient 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 family and be sure to keep to your budget.

Take a small gift with you for your host family and something for your exchange school too. These might be souvenirs of Perth and should be presented at the conclusion of your stay.

Take some photos with you of your home, family, friends, school to show your exchange student and host family.

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 Cathedral College if you are unsure of how to manage a situation. Or you may speak to your host family.

The next step is to talk to your parents or Mrs Campbell.

Above all don't worry, as no problem is unsolvable!

After the Exchange

- You should make a time to see Mrs Campbell to tell her about your exchange experiences.
- You should also see Mr Sloan in the HOY office.
- You will be asked to complete a feedback form. This will help us to find ways to improve the Year 10 Exchange Programme for those who follow you.
- The following year, you will be asked by Mr Sloan to speak to other students interested in applying for exchange. We hope that this will support the programme to flourish.

Expectations of, and advice for, St George's host students and their families whilst in Perth

As host to your incoming exchange student you will be expected to make them feel welcome.

Introduce them to your friendship group and support them in your classes. Introduce them to your teachers and make sure they understand our school timetable and the schedule for the day.

Make sure they are not on their own during breaks and that they are OK at home with your family.

Think outside the box with regard to new and different places to visit to enrich the experience of your exchange student. Try to plan some weekend adventures before they arrive.

It is generally expected that exchange students are at school on school days during the duration of their exchange.

Excursions to places of interest in and around Perth should be arranged. However, many exchange students want to experience what life is like for a family living in WA, and therefore day trips to the beach are always appreciated. 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 at Cathedral College). The student, however, should have their 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.

Regarding 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 Campbell. She will then make contact with the Principal of Cathedral College to discuss the matter further.

Answers to Frequently Asked Questions

This is a general guide only.

Text books

Do I need to purchase school text books at my exchange school?

Text books are usually loaned to you by Cathedral College for the duration of your stay; just as they are here at St George's.

Uniform

Which school uniform will I wear whilst on exchange?

Given the timing of the exchange, winter uniform should be taken to Cathedral College. Blazers should be taken and worn regularly. Remember to make sure that your uniform is in good order and fits you well before you pack it for travel. Whilst you are away, wear your uniform neatly and correctly and do not mix and match summer and winter pieces.

Travel Insurance

Do we need to take out travel insurance?

It is strongly recommended that all students take out travel insurance to provide adequate cover for the duration of their exchange. Parents should check with their insurance company about the most appropriate policy for their needs.

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 Ms van Rooyen here at St George's (who will forward a copy to Cathedral College).

If your host family is not in a position to collect you from the airport, your host school will arrange for someone else to collect you; which may be another exchange students family. These details should also be made known to Ms van Rooyen.

Make sure to take contact details so that if something goes wrong you have a person to call.

Academic studies

Will I need to keep up with my St George's subjects whilst I'm away?

You should speak to your teachers and in particular, the Head of Year 9 & 10 (Mr Sloan), the Head of Mathematics (Miss Hewitt), the Head of Languages (Mrs de Witt), the Head of Science (Mr Heath), and the Head of English (Mr Kerrigen) 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.

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 Cathedral College. The one for Cathedral College might be a joint one from all four exchange students. Gifts should not be expensive.

Checklist

Before you go

- Parents and students confirm to Mrs Campbell their acceptance of the exchange offer
- Exchange students and at least one of their parents attend the information session
- Information about exchange partner emailed to exchange student and parents (when known from Cathedral College)
- Contact made with exchange partner and their family
- Exchange arrival and departure dates discussed – to be confirmed by both schools
- Flights booked and details sent to host family and St George’s – joint travel recommended
- Airport pick-up confirmed with host family or alternative and photos exchanged
- The exchange school’s forms completed and returned
- Travel insurance arranged. Copy of insurance certificate sent to St George’s and Cathedral College.
- Teachers consulted with regard to St George’s work to be completed whilst on exchange. Their contact email addresses noted.
- Packing list made. (You may wish to consult your Host family about what to take)
- St George’s uniform to be checked for fit and good repair, and any new items purchased – blazer dry cleaned!
- Spending money and bank card access organised – what banks are available in Wangaratta
- Gifts purchased (one for your host family and one for the school)
- Travel journal purchased
- Suitcase packed.
- Hand luggage packed. Make sure you have contact numbers for the host family, the exchange school and St George’s with you. Plus contact details for your teachers
- Travel documents ready

Whilst you’re away

- Keep in touch with Mrs Campbell and your teachers – this is important!
- Keep in touch with your family – including any siblings.
- Ask for help if you need it at anytime
- Get involved
- Enjoy your experiences

When you return

- Make an appointment to see Mrs Campbell to chat about your exchange.
- Complete a feedback form.
- Prepare a talk to give to next year’s Year 10s, encouraging them to go on exchange!



ST GEORGE'S
ANGLICAN GRAMMAR SCHOOL
A school of the Anglican Schools Commission Inc.



50 WILLIAM STREET, PERTH WA 6000
+61 8 9312 0800
STGEORGES.WA.EDU.AU