



# IGS 2023 Europe Exchange Program Program Handbook

**Italy** - Rovereto

**France** - Montpellier and Evreux | **Spain** - Madrid

**Germany** - Bad Salzuflen

**Year 11 and 10 students**

**Tentative hosting dates:**  
June 2023 - 10 August 2023

**Tentative travel dates:**  
November 2023 - January 2024



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## INTRODUCTION AND RATIONALE

IGS has been involved with exchange for a number of years now with schools from France, Italy, Germany, Spain, Noumea, Japan and China. We have come to recognise the enormous advantage to our students, both linguistically and socially, of being immersed in another culture and language. The goals of the program for the students are linguistic development, intercultural understanding and social development. Our hosting of students from other schools benefits not only the families involved but a range of other students in the school, through formal and informal contacts.

In a school like IGS with a curriculum which places special emphasis on languages, an 'overseas experience'; in the target country constitutes a logical step in the language development of the students. This greatly extends the students' language learning experience and goes well beyond the possibilities offered in an English-speaking environment. Besides the obvious increase in fluency, a stay in the target country promotes familiarity with idiomatic usage that only a native speaker environment can provide.

In addition to actual language acquisition, an important underlying aim for the teaching of languages is the development of intercultural understanding and an appreciation of other cultures and ways of thinking. It is only by spending time in a country that one can really learn to understand its people and the subtleties of cultural differences.

This motivating experience has the added benefit of setting the students' language learning experience in a cultural context which will make the pursuit of language study in the senior years a more meaningful and attractive proposition.

On a personal development level, the experience of having to adapt to living under conditions and circumstances different from the ones at home increases our students' maturity, flexibility and ability to cope in new situations.

Exchange allows our students to forge links which can develop into rewarding, life-long friendships.



## THE EXCHANGE SYSTEM

The exchange program operates through a number of well established relationships with the other schools. The schools are

- France:
- Lycée Jean Monnet, Montpellier  
Contact teacher - Mr Alex Ciliegio  
[www.lyc.monnet-montpellier.ac-montpellier.fr/](http://www.lyc.monnet-montpellier.ac-montpellier.fr/)
- Lycée Aristide Briand, Evreux  
Contact principal- Jean-Michel Diot  
<https://briand-lyc.spip.ac-rouen.fr/>
- Germany:
- RBG Bad Salzufen  
Wasserfuhr 25E  
32108 Bad Salzufen  
Contact teacher – Ms Tina Brockmann  
[www.erbege.de](http://www.erbege.de)
- Italy:
- Liceo Antonio Rosmini  
Rovereto, Italy  
Contact teacher – Prof Luciano Di Maio  
[www.liceorosminitn.it](http://www.liceorosminitn.it)
- Spain:
- Colegio Estudio Madrid  
Madrid, Spain  
Contact – Ms Cristina Vazquez  
<http://www.fundacion-estudio.es/eng/index.html>

These European schools have been selected by IGS, through personal contacts, and the relationships have been carefully built up. They have all been visited by IGS staff. We believe that each school is in tune with the IGS ethos and with the purpose and appropriate conduct of the exchange. We believe that their policies are appropriate for the care of our students.

- Year 10 or 11 students spend approximately 6 weeks during Dec – January in the target country where they will be billeted by local families.
- They attend school for approximately four weeks, before and after Christmas holidays. They may get the opportunity to see some of the country, but this is entirely dependent on what the host family offers.



## INTERNATIONAL GRAMMAR SCHOOL

- Reciprocity is essential to the scheme. The European students come to IGS and IGS families host in June/July/August, often over our winter holidays. Any IGS family wishing their child to go on exchange **must** reciprocate the hospitality, entertainment and costs which will be extended to our students at the European end.
- The cost of the exchange package will be approximately \$5500 - \$6000. Please note this is an estimated cost only. This covers return fare to the target country, travel insurance, cost of visiting teacher and support administration costs. The families receive no remuneration for hosting a student. School fees are reciprocally waived. A member of staff is designated in each school, both here and overseas, to look after the welfare of the exchange students. An IGS teacher will visit the students in the schools within the exchange period.

## OVERSEAS EXCHANGE PROGRAM

The overseas student exchange program is a cooperative venture between ourselves and certain schools overseas. Our mutual involvement in the exercise emanates from our belief in the educational advantage that it offers. The object is not to provide an overseas holiday but to offer an opportunity to learn at first hand something about the language, culture and educational system of the respective countries involved in the program. When undertaken in the appropriate manner the experience should be both beneficial and enjoyable.

It is important, clearly, to state what our expectations are of the students' involvement, both of IGS students going overseas and of overseas students visiting IGS.

It is expected that exchange students,

- Will attend school regularly;
- Will adhere to the rules and regulations of the host school and comply with directions given to them by teachers and others with authority;
- Will respect the laws of the host country;
- Will show accepted standards of courtesy to host families and respect the values of such families. This means that out of school activities in which they will engage will be approved by the host family and students will keep host families fully informed of their whereabouts and meet the return time deadlines that might have been set;
- Will be ambassadors of the countries, the schools and the homes from which they come and will do nothing to bring the name of any of these into disrepute.
- Will take care of personal safety
- Will immediately contact host school exchange coordinator, parents and the IGS exchange coordinator with any concerns regarding the exchange experience



- Will not consume any illegal drugs or associate with anyone involved with illegal drugs
- Will not consume alcohol
- Will not travel over night without the supervision of an adult

In accepting a place as a participant in the above Overseas Exchange Program, students are required to agree to the above principle and conditions. (Failure to comply may result in arrangements being made for an early return.)

## POINTS OF UNDERSTANDING RE EXCHANGE PROGRAM

- The exchange program operates through sister school relationships. It is our agreement with the exchange schools that only students of a high level of maturity and behavioural standard will participate.
- **No teacher accompanies the group**, students must be completely self-reliant in undertaking travel. If students wish to make arrangements to check-in together to get seats together, they must arrange this amongst themselves. Students will be provided with contact numbers, travel agent, full school contacts, for use in event of flight delays. An IGS staff member will visit students briefly in the first few weeks to provide support and deal with any difficulties. The travel cost of this supervisory teacher is supported by student package cost.
- The exchange program is offered to Year 10 and 11 language students only.
- Yr 11 students fulfilling all criteria will be given priority to participate in the exchange trip. This includes students accelerated into Year 11 languages.
- The exchange program can only be undertaken by students committed to continuing their language studies in senior years at IGS and demonstrate a commitment to their language studies and the language program within IGS.
- Students leaving IGS at the end of Year 10 are not permitted to participate in the exchange and will be withdrawn from the program.
- The exchange program is offered to students with the strongest language skills in order to cope with the demands of being immersed in the language of their host country whilst also adapting to a new family environment.
- IGS has no part in selecting host families, nor can control the conduct of the host family. Host families are selected by the sister school. They are completely unscreened by IGS.
- IGS has no direct control over day to day activities of students while on exchange



## INTERNATIONAL GRAMMAR SCHOOL

- Students on exchange are expected to follow the rules of the exchange school and to comply with directions given by teachers and others with authority. Students will be subject to the discipline of the sister school while there. This could include a request that the student leave the school and return to Australia.
- Students are expected to take care of their own safety at all times while overseas. These matters will be discussed in student meetings prior to departure.
- All participants will be covered by a group Travel Insurance policy to be taken by school, cost included in the exchange package.
- An ability and willingness to host an exchange student from the corresponding country is critical, as our system is reciprocal. Families should not apply if this can not be guaranteed.
- All **school fees** must be up to date, both at time of application and up to time of departure.
- Both parent/caregiver and student must come to a pre-trip briefing meeting.
- **All** pre-existing and current physical, mental and emotional conditions **MUST** be documented on application form.
- All students must be aware of all contact details of exchange program coordinators both in the country and IGS.
- All students must attend all pre – trip meetings with IGS exchange coordinator and visiting teacher.
- If the School considers that a student is not emotionally and/or physically fit to participate in the program the School may require additional information including a medical report or may not allow the student to participate at the School's absolute discretion. If the student is not allowed to participate in the program the School will not be responsible for any costs incurred by the parents/caregivers or student.
- The School also requires parents/caregivers and students to sign off on the physical, emotional and mental health of the student and provide updated medical information just prior to departure for the host country. Parents are also required to give a release and indemnity, which they are urged to read carefully.
- Parents/Carers must provide **ALL** accurate up-to-date contact information both during term and during summer vacation. It is their responsibility to provide any change of information to EXCHANGE COORDINATOR.
- Parents/Carers accept that students will be exposed to and participate in the social and cultural life of the host environment town/city. Any personal requirements or anxieties regarding their child's' life while on exchange should be made



## INTERNATIONAL GRAMMAR SCHOOL

- direct to the host family prior to departure. Exchange may involve incurring risks which students may not experience in Australia.
- In the event that information about a student's state of health, or mental or emotional condition has been omitted from forms prior to travel, a parent/s will be required to travel overseas to attend to the child if necessary at their own expense.
- Basic fare to and from exchange destinations within prescribed dates will be covered by the package cost of exchange. Any extra travel after the period of the exchange must be arranged by the student's family, and extra costs will be covered by the family by arrangement with a nominated travel agent.
- A \$500 dollar deposit will be required on formal application. Final payment of the exchange package **MUST** be made by the end of **September**.
- At the time of application parents/carers and students must provide a photocopy of the student's current passport valid until **31 July 2024**.
- IGS reserves the right to withdraw any student from the exchange program at any time and to require the student to leave the host family and host school in circumstances in which IGS determines the continued presence of the students prejudices the exchange relationship between IGS and the host school whether involving contraventions of the law of the host country or otherwise.
- A student may be asked by the School to leave the program and return to IGS if the School does not consider it appropriate for the student to remain on site for reasons such as:
  - The student not meeting expectations of supervising staff;
  - The School becoming aware of a problem relating to a student;
  - A student placing themselves or any other student or staff member at risk of harm;
  - A student consuming, purchasing or carrying illegal substances.
- Any student that consumes, purchases or carries illegal substances whilst on the program risks not only the termination of their participation in the program and return to Australia but also the termination of their enrolment at the School.
- If the School becomes aware of a problem relating to a student, the School will generally inform the parents of the issue and ask them to make decisions in relation to the student's welfare. In the event that the parents are not available, the School will contact the emergency contacts nominated by the parents and invested with responsibility by the parents. However, the final decision on whether the student remains on the program is the School's.
- A student will not be allowed to participate in the program if:
  - All School fees are not up to date at time of departure;
  - Accurate up-to-date information has not been provided;

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## INTERNATIONAL GRAMMAR SCHOOL

- A student is planning to leave the School;
- The application form has not been completed and returned to the School on the due date or additional information requested by the School has not been provided.
- Should a student withdraw or be withdrawn from the Exchange Program after last payment, families will incur a penalty of approximately \$300 within 60 days prior to departure.
- Parents/Carers and students are required to accept these points of understanding in relation to this program.

## RESPONSIBILITIES OF PARENTS AND SCHOOL

It is the responsibility of families to:

- Get all paperwork and documentation in to school on time, correctly and fully filled out, with photos, and photocopies of passport, etc.
- Ensure your child's passport is valid until 6 months past their return date to Australia
- As soon as information is made available, liaise and communicate with the host family by phone and email, get to know them.
- Check all travel arrangements
- When hosting, come to airport to pick up student and likewise farewell at airport
- On school days, provide lunch (or cost) and transport to/from school costs
- If you go out as a family, to cover the costs of the exchange student. (If they go out with friends, they pay for themselves).
- Provide entertainment and activities for student in non-school time
- Inform IGS of any problem or concern in either hosting or being hosted
- Provide reasonable and adequate supervision in non-school time and during holidays
- Take reasonable steps to ensure the safety of the exchange student at all times
- Ensure exchange students do not attend unsupervised parties or consume alcohol

It is the responsibility of the school to:

- Liaise with the coordinator in other countries
- Arrange hosting when students come to Sydney
- Meet incoming exchange students at Sydney airport
- Provide orientation to IGS
- Look after exchange students while they are at school
- Provide a welcome morning tea function, and a feedback lunch at school at the conclusion of the program
- Encourage and prepare outgoing IGS students before going on exchange
- Assist students in preparing for exchange experience and hosting
- Farewell IGS students at Sydney airport



- Collect feedback from homecoming IGS students, to be aware of any new developments in Europe, and to continually refine and support the program

## EXCHANGE PROCESS TIMELINE

### TERM 1:

**15 Feb:** Families receive Exchange Handbook and Expression of Interest form

**21 Feb:** Information Night - via Zoom

**28 Feb:** Expression of Interest forms to participate in the Exchange Program submitted.

**10 March:** Parents/Carers and students informed regarding preliminary approval for formal application. Application package sent home.

Should there be more suitable applicants than places available students priority will be given to Year 11 students or students will undergo an interview process.

**18 March:** Application submission. If Points of Understanding are accepted, the full application package is to be filled out in detail at home, and submitted to Miss Navaneri at IGS, with all relevant documents and photocopy of valid passport attached. Students can leave forms at reception or hand them in at the GLC, Level 3 (Languages department).

Applications are processed and documents of successful applicants are sent to European counterparts for matching with European host families

**Please note:** A fully refundable **\$500** deposit is required at time of application. Please pay the deposit via the IGS accounts office.

Application package consists of-

- Application form with all information
- Personal profile ("identity "sheet).
- Exchange commitment re expectations
- Student to provide two nice photos of themselves for sending to family/school
- Student to supply photocopy of valid passport - must be valid to 31 July 2024\* (6 months past date of return)

Commitment **must** be made at this point to host incoming European students if hosting. **Applications will be considered in this light**

**Participation in the exchange program.** Students are subject to ongoing monitoring of maturity, responsibility and behaviour and may be withdrawn prior to commencement of exchange.

**Bookings** are made by IGS through a travel agent nominated by IGS. Any arrangement other than direct return ticket within regular dates of exchange must be privately arranged as early as possible with our agent by the student's family and extra expenses paid above Exchange Package cost. Students may travel together to either Paris or Frankfurt, or Milan, then split up, then many travel home together.

**Hosting in Sydney.** Details of incoming students are given to families hosting in June/August 2023. A meeting will be held for hosting families to discuss responsibilities and concerns.

Parents/Carers will be informed of the payment schedule via mail.  
Final payment is due mid September.

#### **TERM 4:**

Series of lunchtime meetings for students to consider preparations, cultural differences and responses to difficulties.

**Final briefing** which both students and parents/carers **MUST** attend. The travel agent will speak about travel arrangements, final preparations.

**Departure** around 29 November – 2 December. Year 11 students must ensure arrangements regarding school assessments are in place. There may be language tasks or other work to be completed while they are away.

**Return** around 6-10 January, 2024.

**Obligations:** to contribute to the exchange program at the beginning of the following school year: - assembly presentations, writing for Jigsaw. Attending the Exchange Program Information night, to be role-models at school and events in 2024.

## IGS OVERSEAS EXPERIENCE

You are about to embark on a most exciting adventure which will benefit you enormously linguistically and leave you with a wealth of knowledge and worthwhile experiences. Here is some information which, no doubt, you will find most useful.



## SETTLING IN

|                         |  |
|-------------------------|--|
| <b>Greeting People</b>  | Shake hands and watch for further cues – maybe a kiss or hug?<br>Take your cues from the host family.  |
| <b>Ask Questions</b>    | Do not be afraid to ask when in doubt. You will need to become familiar with:<br><br><b>i. the household routine</b><br>E.g. what are you expected to help with around the house?<br><br><b>ii. the kitchen</b><br>E.g. are you expected to help with food preparation, settling, clearing the table, washing up, etc?<br><br><b>iii. bathroom use</b><br>E.g. how often can you shower?<br><br><b>iv. laundry</b><br>E.g. where to put dirty clothes – do you need to wash underwear by hand? |
| <b>“Dos and Don’ts”</b> | What are the house rules? E.g. curfews, playing music, watching TV.  |
| <b>Computer Use</b>     | Ask your host family for permission to use the computer.   |
| <b>Homesickness</b>     | It is quite normal and it is to be expected. Ringing home, keeping busy, talking to your host family are some ways of dealing with it. Do not isolate yourself in your room!   |

## PRACTICALITIES

|                        |   |
|------------------------|---|
| <b>Contact Teacher</b> | Get to know your contact teacher as soon as possible. If you have any problems, this is the person you speak to.  |
| <b>Health Matters</b>  | If you are on any kind of medication, make sure you take an adequate supply with you. <ul style="list-style-type: none"><li>● Explain to your host parents what medication you take and why.</li><li>● Make sure you keep ALL doctor /dentist/chemist bills and receipts in order to get reimbursement on your return to Australia.</li></ul> |



Make adequate arrangements for easy access to money: cash passports or a visa card are good. Assume that you pay for all your extra expenses and offer to do so e.g. theatre, cinema, junk food, bus and train fares.

**Safety and  
Security**

- Take every possible precaution to protect your money and valuables.
- Take a “bum bag” or money wallet and wear it under your jumper.
- Never leave bags unattended during travel, even when going to the toilet!
- Be familiar with your insurance policy and if your property is stolen, contact the appropriate authorities.

**Going Out**

- Ask for permission.
- Always tell your host family where you are going and when you will be back.
- Ring if there is a change of plan.
- Do not go if your host family is not happy about it.

**Identification**

Always carry ID with you. A photocopy of your passport is an excellent idea.

**The  
Telephone**

- It is preferable that your parents ring you.
- Otherwise, ask for permission to use the phone

**REMEMBER THE TIME DIFFERENCE.**

- Local calls in many European countries are timed and can prove to be expensive; ask your host family about the phone system in their country.

**PRACTICALITIES**

**Climate of the  
Country Dec / Jan**

Temperatures vary depending on which country you are in, ranging between 0°C and 10°C and even well below 0°C, especially in Germany.

**Clothing**

You will need warm clothing: boots, jumpers and a coat are essential. No school uniform is required.

**Presents**

A present, preferably something Australian, for your host family would be a good idea. If a member of the family has a birthday during your stay, buy a small present – it is the thought that counts!



If you are invited to someone's house, sweets or a bunch of flowers is appropriate.

|   |  |
|---|--|
| <b>Toiletries</b>                           | Take your own or buy them on arrival.  |
| <b>Brochures / Information on Australia</b> | Be prepared to talk about Australia and our style of government. Remember we had and are having the Olympics! Equip yourself with a book, pictures, photos, brochures. |

## Your Obligations

1. You are not allowed to travel outside the local area. You are not permitted to make independent travel arrangements while on exchange.
2. Any illegal drugs or any association with anyone involved with illegal drugs in any way will cause you to be returned home **immediately** with no recourse and at your parents' expense.
3. Your activities must be approved by your host family, who must know **at all times** where you are, with whom and when you will return home.
4. It has been arranged for you to attend school. Attendance is **compulsory**, not optional.
5. You will take care of your personal safety at all times.
6. You are not to undertake any activities not approved by host parents or host school.

## Hints

- Be yourself. Being nervous at first is normal and acceptable, but relax and don't try too hard to impress. Your host family will accept you as you are.
- Always offer to help. Don't wait to be asked and do it with a smile!
- Be considerate e.g. no loud music at the wrong time; do not occupy the bathroom for too long, etc.
- Don't be afraid to ask for clarification or help if you don't understand something. Be resourceful!



- Observe how people act around you and act accordingly.
- 
- Be sociable! Don't hesitate to join in.
- Last but not least, communicate!
  - in order to practise the language
  - in order to establish good relations

BON VOYAGE

BUON VIAGGIO

GUTE REISE

BUEN VIAJE

## STUDENT LANGUAGE DEVELOPMENT TASKS

Students should be involved in learning activities during their stay in the host country, to maximise their learning. Activities may be of benefit to the **student** on the exchange program, or of benefit to the **host community, or both**

### Activities In the host school - please take the initiative and offer.

- You may be asked by the English teachers (or you could volunteer) to help with English lessons. You may be asked to talk in class about your home, family, Sydney, Australia. You need to think about this beforehand and prepare, and then be aware of speaking in slower-than-normal slang-free English. Please take some simple (eg a calendar with pictures) visual resources to help. Photos of your family and local environment are also a must. You often are asked to help in conversation classes. The host school exchange coordinator may also set you tasks which he/she considers beneficial. You should regard these as compulsory.
- A weekly timetable is usually established for you at the school.
  - As a starting point, exchange students could follow the timetable of their host student.
  - Some subjects will not be appropriate, as exchange students may not necessarily have adequate grounding in a subject and its vocabulary to allow them to follow the material.
  - In classes in which you are participating, you should have the same expectations of discipline and work as other students - this should include homework tasks.
  - In place of certain subjects, you are given (see below) a range of tasks to complete that will specifically benefit your linguistic and cultural development.
- Help create resources for host school language classes (these are things we ask European students to do for IGS)
  - Film a documentary in English about the city where you are staying that can be used in language classes as a resource for listening



- Interviews/dialogues for listening activities - these could be filmed or simply audio recordings. Audio recordings could be made digitally so they can be used on computers as individual listening practise for students
- Make flashcards/stimulus material for language classes
- Make crosswords/gap-fill exercises using appropriate software (eg Hot Potatoes)
- Record simple reading material onto tapes so younger learners can read and listen
- Researching English websites that may be useful in a language classroom
- telling/reading short stories/myths/legends/nursery rhymes to younger students.
- Listening to younger students reading
- Create/update a website relating to the exchange with advice to other students/observations/impressions/information

### **Compulsory Activities set by IGS:**

Here is an example of tasks that you will be asked to complete during your stay (your language teacher may amend these):

- Write a daily diary in the target language - impressions of school experience, daily routines, impressions of life with the family, interactions with other young people, food etc.
- Keep a notebook handy to write new vocabulary. Make sure you have a bilingual dictionary
- Keep an eye out for interesting media articles, advertisements, documents that could be of interest back home, or useful to your language teacher .
- Write 150-250 words on at least 4 of the following topics:
  - Christmas and New Year with your exchange family
  - Write a description of the host city. Include monuments, places of interest, people, history, and the climate.
  - Write about a festival in the host city or country
- Compare school life in the country you are going to visit with school life in Australia
- Comparison of how young people spend their free time in the target country and Australia.

## **EXCHANGE PACKAGE COSTS**

The cost of the IGS exchange is an educational package, designed for best value and most helpful support and care of our students, and reflects our observation of student's needs and concerns, over many years' experience.

It includes:

- an economy airfare (based on quotes from Emirates, Air France, QANTAS, British Airways, Qatar, Lufthansa, KLM plus taxes, agent fee)





## INTERNATIONAL GRAMMAR SCHOOL

- insurance (group policy, taken by school, details available re cover)
- IGS administration costs
- IGS visiting teacher component
- Weekly English lessons for incoming exchange students
- 2 or 3 excursions for incoming exchange students

As airfares and taxes are subject to change without notice, this quotation could change.

Total anticipated cost approximately \$5,500- \$6,000

To be a participant on the IGS exchange, parents/carers accept this package in total and no part of it may be dispensed with or private arrangements made.

If a student wishes to make further travel arrangements after the dates of the exchange, parents must arrange this with travel agent and pay the extra costs on top of the existing package. ***This must be done no later than the end of August or it puts whole group booking at risk.***