



Rosemont School Policy on School Exchanges

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School exchanges offer the opportunity for Rosemont students to live abroad in families and host a student from abroad in their own homes, reciprocally. Exchanges include school time spent in another school as well as opportunities for tourism.

Students and parents/guardians shall be acquainted in advance of the exchange with rules, regulations and special requirements of that exchange.

Procedures for School Exchanges

1. The approval of any school exchange must be obtained from the Principal and the Board of Management. The Principal and the BOM reserve the right to cancel any school exchanges, if deemed necessary, with appropriate notice given to parents and students, *in as far as is feasible*.
2. It is for the Principal to decide which teachers/adults will organize the exchange. A teacher shall be appointed as exchange leader. Depending on the exchange, teachers may not accompany the students to the host country. The exchange leader is the point of contact for students and parents. It is recognised that the organisation of or participation in any school exchange is voluntary on the part of teachers.
3. Once the Principal has been appraised of all the details of an exchange and has given its approval, then the exchange leader(s) is/are fully empowered to proceed with organising the exchange.
4. Hosting parents and Exchange Leader will ensure they have a list of students with any medical conditions/allergies and the medications they need/take.
5. Adequate supervision of students will be arranged. Appropriate insurance should be put in place by parents/guardians. In the exchange, hosting parents will act as guardians of the Rosemont student, and Rosemont parents will act as guardians when they host the student from the exchange school. All adults hosting students will be fully Garda vetted in accordance with JMB guidelines, or the equivalent process in the hosting country.
6. Students and parent(s)/guardian(s) have already acquainted themselves with the school's Code of Behaviour and have agreed to abide by it. Parents/guardians shall be given an outline of the purpose, itinerary, dates and costs of the exchange before a deposit is sought. Each student and her parent(s)/guardian(s) shall be given a form outlining the rules, regulations and special requirements and they shall be required to sign that (i) they understand the rules and (ii) they are willing to abide by them at all times.
7. A list of all students intending to travel must be submitted to the Principal. The inclusion of particular students in a school exchange shall be at the discretion of the school authorities.

8. The Board of Management specifically wishes to draw attention to the following:
 - Students must always obey members of staff, including staff from the hosting school.
 - A student may not leave the host's home without prior approval from both her parents and the hosting parents. Students must be particularly vigilant on public transport.
 - Rosemont's Smart Phone Usage policy applies while the students are abroad, alongside the relevant Code of Behaviour and policies in the hosting school.
 - Students must not purchase alcohol or tobacco products for any purpose at any stage of the exchange, even if a student is 18+
 - The use of alcohol or other non-medically prescribed drugs by students on an exchange is absolutely forbidden, even if a student is 18+.
 - The Board of Management requires parent(s)/guardian(s) to guarantee that when their daughter comes to the airport or the school to assemble for the start of a school exchange, she does so free of illegal substances either on her person or in her luggage.
 - Students are representing Rosemont when on school exchanges, and so are expected to dress appropriately. Guidelines on standard of dress will be given to students in advance.
9. Parent(s)/guardian(s) shall be required to sign a consent form which will allow medical advice to be followed in the event of injury/illness and where it is not possible to contact them in the time available. In the event of accident or injury, medical opinion will be sought immediately and best practice will be followed. Parent(s)/guardian(s) will be contacted as soon as is practically possible.
10. Parent(s)/guardian(s) shall be required to give details of phone numbers for contact in the event of an emergency on a twenty-four-hour basis for the duration of the exchange. Host parents will have access to the phone numbers of the visiting student's parents. The first point of contact should be parent to parent. The Exchange leader will liaise with the hosting Exchange leader if required.
11. Parent(s)/guardian(s) must inform the exchange leader in writing of any special medical needs or medication required by their daughter while on the exchange (see appendix A).
12. Students on exchanges must have a completed E1 EHIC (European Health Insurance Card) form and a valid passport. Students who need a visa to travel on the exchange must complete their visa requirements without the assistance of the school
13. School Exchanges may require vaccinations. Rosemont will notify parents with sufficient time what vaccinations are required. The parents are responsible for vaccinations.
14. School exchanges are contracted through a travel agent. Deposits, balances, and cancellation fees are paid or communicated between the parent/guardian and the travel agent. The school takes no responsibility and will not answer queries relating to payments, outstanding balances, or cancellation fees.
15. Students who are behind in payment of school fees shall not be allowed to register to take part in the exchange. Management reserve the right to refuse any student they deem unsuitable for the trip; those considered unsuitable include the following list- which is not exhaustive:
 - Students who have proved unruly or undisciplined on school trips in the past
 - Students who have a poor discipline record in school.
 - Students who become involved in serious discipline issues subsequent to booking a place on a school trip may be excluded from the trip. In this case, parents are liable for the full cost of the trip.

Child protection arrangements on the trip

- The school will communicate with parents and participants about travel times, activity details, suitable clothing requirements, and any other necessary details.
- Accommodation arrangements: Exchanges require direct hosting agreements between Rosemont families and hosting school families with no costs or payments. While a visitor in someone else's home, students should be in single rooms or share a room with her hosting student (female). Adults will never share rooms with students nor will enter the bedroom where a minor is staying.
- Should it ever be necessary for a teacher or other adult to enter a bedroom where a student(s) is staying, two adults will go together.
- All adults (18+) in hosting families will be vetted as per the national systems.
- Any concerns regarding Child Protection should be raised immediately with the Relevant Person in the Hosting school.

Requirements for Students who participate in a School Exchange:

1. Respect host parents and behave as part of that family.
2. Help the host family according to their guidelines. Keep your bedroom space and bathroom tidy. Offer to help. Because household appliances and machines are made differently in different countries, ask your host parents before operating any machine.
3. If you need to leave the house, always ask your host parents first and tell them where you are going and at what time you expect to return. Host parents are not obliged to provide lifts for recreational reasons.
4. Being an international student does not exempt you from any laws of the hosting country. It is your responsibility to respect and follow the local laws. Consult your host parents if you have any questions.
5. Host Families can request a change if the student they are hosting fails to comply with family expectations more than once. Any illegal behaviour will result in a student's immediate removal from the exchange and her return to Dublin at her own expense.

Requirements for Parents whose daughters are participating in a School Exchange:

1. You are opening your home to an exchange student and treating her as part of your family during her time with you. This includes providing a safe home environment, providing meals at home as well as packed lunches, and transporting your exchange student to Rosemont events.
 1. Lifts and Collecting: Students need to be dropped to and collected from school at times listed on the itinerary. Students may take the school bus with their host sister. If they are going to take public transport, their host sister must accompany them.
 2. Medical Needs: Students must have medical insurance for travel and have also completed a medical form for Rosemont. In case of emergency, first contact their host parents and then emergency services. Finally, contact the exchange leader.
 3. Students have a list of medications on their medical form that they have brought with them.
 4. Meals: Students should be given 3 meals: breakfast, packed lunch and dinner. Snacks should be made available for them. Please explain to the students how to help themselves and/or how to use appliances. Please refer to the itinerary for meals needed/ times.
 5. Alcohol: Students (even those who are 18) may not be served alcohol at home nor should they be permitted to drink outside the home.

6. Overall Safety: Students are not allowed to sleep in someone else's home. Please ensure you are always aware of where the student is. Students should always ask you for permission to go out.
7. Miscellaneous: If you decide to give the student a key of your house, please note that if the key is lost by the student, it needs to be replaced by the host family. Rosemont is not responsible for covering the cost of any damages to appliances at home.
8. Sunday Mass: Host families have the responsibility to facilitate their visiting student attending a Saturday evening or Sunday Mass, unless it is already part of the exchange itinerary.
9. Host Family Change: Because school exchanges are of a short duration, a student must stay with the originally assigned family, unless a concern arises of a grave nature.

Appendices

A: Parental Consent form & B: Student behaviour Contract

Appendix A: OVERSEAS SCHOOL TRIP PARENT CONSENT

Student Name:	
Year:	
Location of Trip:	
Organising Teacher:	

I/We understand that the Rosemont trip will take place on the following dates:-

Outbound Date:		Time:	:	hrs
Inbound Date:		Time:	:	hrs

to/from Dublin Airport (in the event that the plane is delayed, the exchange ends no later than 15 mins after arrival at Airport)

- I/we understand that it is my/our responsibility to ensure that my/our daughter is at the airport on time and collected from the airport on time.
- Should my/our daughter infringe on any of the rules of this exchange which have been explained by the teachers and which she and I/we fully understand and accept, whether this infringement be of a minor or more serious nature, I accept whatever punishment may be imposed, including being sent home early and, should this situation arise, I/we will cover the cost of the ticket and any other transport necessary.
- I understand that supervising adults from Rosemont School accompanying the trip will be acting in loco parentis for the duration and that my / daughter will obey their instructions. I/we understand that my daughter’s behaviour in school in the lead up to the trip may have a bearing on their participation on the trip. If my daughter is excluded from the trip at any time, I agree that I will be liable for the full cost of the trip.
- I also understand that my daughter may be given some ‘free time’ at some stage on the trip and that during this time my daughter must obey all rules as explained to them.

Illness/Injury

- Should a student become ill or injured on a trip then parents will be informed and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.

- In the event of a student on the trip having a severe allergy to nuts etc, the organiser/teachers of the trip should alert the air host/hostess to ask passengers on the plane to not consume nuts on the flight.
- I consent to a member of staff on the trip giving my daughter paracetamol/ibuprofen if needed on the trip

Covid Related Illness:

If a student contracts Covid before or during the trip, the insurance policy of the exchange agency will be followed.

The student’s parent/guardian must fly out to attend to the student and facilitate transportation home.

Please fill in the following medical information:

Allergies: Medication Allergies:	
Illnesses:	
Medication currently being taken:	
Other relevant information:	

EMERGENCY CONTACT INFORMATION

Parent Name:

Parent Email:

Parent Phone Number:

Signature of Parent/Guardian:	
Signature of Parent/Guardian:	
Date:	

[Please return this completed form to the Trip Organiser]

Appendix B:

OVERSEAS SCHOOL TRIP STUDENT CONTRACT

Please complete the details below and return your signed contract to the Trip Organiser:-

Student Name:		Class:
Date of Birth:		
Location of Trip:		
Organising Teacher:		

Agreement:

- I agree to participate in and to make a commitment to the entire Rosemont trip.
- I have read the document, supplied by the leaders of the trip, listing the rules regarding the trip and agree to all of the rules included in that list.
- I accept that any failure on my part to behave responsibly at all times to the teachers/supervisors/instructors/exchange guides, may lead to appropriate sanctions.
- I am also aware that a possible sanction for what is deemed unacceptable behaviour could result in my being sent home from the trip after my parents/guardians have been informed.
- I understand that failure to behave appropriately may have a bearing on my selection for future trips.

Student Signature:	
Date:	

[Please return this completed form to the Trip Organiser]

Dear Parents,

We are delighted that your daughter can go on the _____

So that the trip will be a complete success we suggest that the following be considered very carefully:

Firstly, students will be requested to participate fully in all activities. In doing this, full co-operation with teachers is of vital importance. Students will be expected to act responsibly towards themselves and others in order to ensure the safety of all.

Secondly, as safety is paramount, and the consumption of illegal substances is unacceptable, students are forbidden to partake in any of the following for the duration of the trip:

Substances:

- . Smoking/vaping
- . Drinking of alcohol
- . Illegal substance

If any member of staff has good reason based on reasonable grounds, such as concern for physical safety, suspected possession or use of drugs or alcohol or other concerns, two members of staff, one of whom must be female, may carry out inspections of personal property (lockers, bags) with the student present. If deemed necessary, the student may be asked to empty out her own pockets

Any student found in possession of or part-taking in any of the above will be asked to return home once her parents have been contacted. In the unlikely event that this might happen, there would be serious consequences and we would also have to consider their future participation in other school outings and exchanges. This is just a precautionary measure as we are sure none of the students would engage in these activities.

Please sign consent to the above conditions and return to the School by _____

Daughter's name (in capitals):

Daughter's signature: Date: .../.../....

Parent's/Guardian's name (in capitals)

Parent's/Guardian's signature: Date: .../.../...

Many thanks. We look forward to a marvellous trip.

Yours sincerely
