



February 2020

OVERSEAS TEACHER EXCHANGE POLICY

The exchange offers teachers an opportunity to experience life in different school environments and communities, and a chance for personal and professional renewal.

It is important in arranging an overseas teacher exchange that careful thought be given to the teaching, personal and social requirements of the Long Bay College individual and the overseas exchange partner (if there is one).

RATIONALE:

Long Bay College supports overseas teacher exchange programmes for the purpose of:

- Professional refreshment.
- Broadening cultural diversity, particularly from nations where we already have foreign fee-paying students, or are actively marketing to recruit them.

LIMITATIONS:

- The programme will allow up to two teachers each year to explore different locations.
- The duration of each trip will be a maximum of four weeks, of which two weeks should fall within the Long Bay College school holidays or during senior study leave. The Long Bay College teacher will be expected to spend the whole duration (except weekends) participating in activities mutually agreed between Long Bay College and the exchange school prior to departure.

SELECTION:

- Long Bay College staff will be invited to apply for an exchange. Applications will be considered by a committee – the Principal, Deputy Principal and Business Manager.
- Short listed applicants may be required to attend an interview with the committee to enable them to reach a decision.

OBJECTIVES:

This exchange will enable staff to:

- Enhance their subject/curriculum knowledge.
- Develop teaching and learning strategies.
- Develop language skills to converse with Foreign Fee Paying Students at Long Bay College.
- Establish International Department or subject links.

RESULT:

- Provide a report/presentation to staff, Board of Trustees, community.
- Continue involvement with Foreign Fee Paying Students of that region.
- Share knowledge with faculties and/or staff during Professional Development.

COST:

Long Bay College will cover the cost of and arrange:

- Return flights.
- Accommodation where a homestay situation is not practical.
- Transfers between airport and accommodation.
- Cost of relief for up to two weeks.
- Gift(s) for receiving school.

ADDITIONAL EXPENSES:

- The exchange teacher will be provided meals when billeted. It is expected that the exchange teacher will reciprocate homestay costs.
- Clear communication and thorough preparation are required by all parties to ensure that work and living conditions are clearly understood and agreed, and professional standards and requirements known and adhered to.

This policy to be reviewed after the first exchange has been conducted.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
New – 16/4/13	4/6/13	2/7/13	By Robyn van der Sande, Chairperson
Under review 2/8/2016	6/9/16	11/10/2016	By Robyn van der Sande, Chairperson
Under review 9/19	9/2019	4/2/2020	By Kevin de Jong, Chairperson