



# International Exchange Outgoing Application

To be completed by students where applicable. Please print single sided and complete in black pen.

STUDENT NAME		HOME GROUP	
PASSPORT #	EXP: /	DATE OF BIRTH	/ /
AGE AT TIME OF APPLICATION		DATE OF APPLICATION	
HOME ADDRESS			
STUDENT EMAIL		ACADEMIC YEAR	
PARENT/GUARDIAN CONTACT DETAILS:	NAME:	MOBILE:	
	EMAIL:		
<i>Relationship to student e.g. Mother / Father / Step-parent / Grandparent</i>			
<i>*This person will be the 1st contact in an emergency</i>			
PARENT/GUARDIAN CONTACT DETAILS:	NAME:	MOBILE:	
	EMAIL:		
<i>Relationship to student e.g. Mother / Father / Step-parent / Grandparent</i>			
<i>*This person will be the 2nd contact in an emergency</i>			
FAMILY DETAILS (GUARDIANS/SIBLINGS)	GENDER	LIVING AT HOME?	WWC CARD
	Male / Female	Yes / No	Yes / No
	Male / Female	Yes / No	Yes / No
	Male / Female	Yes / No	Yes / No
	Male / Female	Yes / No	Yes / No
	Male / Female	Yes / No	Yes / No

REGION PREFERENCES FOR EXCHANGE				
REGION	VERY INTERESTED	INTERESTED	WOULD CONSIDER	NOT INTERESTED
CANADA / US				
EUROPE				
INDIA				
JAPAN / ASIA				
SOUTH AMERICA				
SOUTH AFRICA				

\*Please be aware that the exchange can only be arranged if another School wishes to participate in an exchange with our School.

*Remember this is a learning experience, not a holiday to your favourite destination.*



**ACADEMIC PERFORMANCE FOR LAST SEMESTER**

SUBJECT	GRADE
English	
Mathematics	
Science	
Humanities and Social Sciences	
RaPS	
Health/Sport/PE	
LOTE	
Options (please name)	
Options (please name)	

**Have you received any academic awards, achievements and certificates whilst at BCGS?**

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**Co-curricular activities:** Involvement in school life including sport teams, team leadership positions and other co-curricular activities:

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**PERSONAL INFORMATION**

What are your hobbies and interests?

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Do you have any pets? If so, what are they?

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Have you ever lived away from home? Give details

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What would you do if you were on exchange and you found yourself in a situation that made you uncomfortable? This could be homesickness, confrontation with your partner, the exchange not meeting expectations. Who would you go to in order to resolve the problem?

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**MOTIVATION**

What do you hope to gain from participating in an international exchange?

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Do you think you would be a good ambassador for BCGS? Explain Why?

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Please describe the nature of the accommodation at your home to be provided to a visiting student:

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Where would you take your exchange partner when they stay with you and how will you ensure they have a rewarding experience?

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**Round Square IDEALS:** Please provide information of your understanding of the six Round Square pillars.

Internationalism: \_\_\_\_\_

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Democracy: \_\_\_\_\_

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Environment: \_\_\_\_\_

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Adventure: \_\_\_\_\_

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Leadership: \_\_\_\_\_

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Service: \_\_\_\_\_

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**STUDENT'S HEALTH** (to be completed by Parent/Guardian)

Please tick yes or no to ALL questions in the table below. Provide detailed information wherever possible. *How serious is it? What is it? When? Has it fully recovered? Any known triggers? Is it self-managed? Anticipated special management? Attach a sheet with additional information if required.*

	YES	NO	ADDITIONAL INFORMATION
Dizzy Spells / Fainting			
Nose Bleeds			
Headaches / Migraines			
Eye problems			
Ear infections / Hearing impairments			
Kidney problems / Bladder issue			
Skin conditions			
Menstrual problems			
Diabetes (if yes please attach a Diabetic Action Plan)			
Epilepsy / Seizures			
Sinusitis / Hayfever			
Physical disability			
Food allergies / Intolerances			
Asthma *			
Allergies *			

*\*Please complete the Asthma & Allergenic Reaction Management Plan at the end of this form if required.*

**PAST HEALTH**

**Other serious health incidents: (please provide dates)**

Illnesses: \_\_\_\_\_

Hospitalisations: \_\_\_\_\_

Operations: \_\_\_\_\_

Are there any medical, psychological, behavioural or relationship issues (past or present) that we need to be aware of for the care of your son or daughter while on exchange:

\_\_\_\_\_

\_\_\_\_\_

We will make the school aware of any changes that occur after this date.

Yes



**SPECIFIC NEEDS**

Does your child have specific needs e.g. diet, medical, religious observances, that need to be taken into account Yes  No

If yes please provide details: \_\_\_\_\_

**MEDICATION PERMISSIONS**

- Paracetamol Yes  No
- Ibuprofen (Nurofen) Yes  No
- Cetirizine (Zyrtec) Yes  No
- Cold & Flu Tablets Yes  No
- Salbutamol (Asthma Reliever) Yes  No

**IMMUNISATION**

If your child is not immunised it is your responsibility to look into the hosting schools policies on this matter

DATE OF LAST IMMUNISATION	
MMR – Measles, Mumps, Rubella	
dTpa – Tetanus, Pertussis, Diphtheria	
Tetanus Boostrix (Administered in Year 7)	
COVID-19 (please supply vaccination certificate)	

**MEDIA INFORMATION**

The School often promotes the student exchange program to the School community through the website and social media as well as in the local newspapers. Please advise whether you give permission for your child's:

- Name or photograph to be published as part of a media article.
- Photograph to be published on the School website (password protected).
- Photograph to be published on Bunbury Cathedral Grammar School's social media accounts (Facebook and Instagram).



## STATEMENT OF AWARENESS & RESPONSIBILITY

***“Round Square’s role in student exchanges is one of facilitator, enabling Round Square Candidate and Member Schools to connect and organise exchanges for the benefit of the students taking part. Round Square does not organise any exchanges itself and is not therefore responsible for individual exchange arrangements. It is important for students and parents to note that Round Square does not vet or monitor the arrangements made by the schools and does not have any contact with or role in selecting host families. Round Square provides schools with best practice protocols but you must satisfy yourselves that the arrangements made by the individual school you are considering allowing your child to visit are appropriate. Round Square therefore accepts no legal responsibility or liability for student exchanges whatsoever.”***

### **Students who wish to participate in the exchange program and their parents should be aware that:**

1. It is a condition of application that all due School Tuition and Boarding Fees, at the time of application and time of exchange, must be paid in full or be under a payment program that is pre-approved by the School Bursar.
2. Acceptance to represent the School in the Round Square International Exchange Program is contingent upon their continuing enrolment in BCGS Senior Secondary at the time of application and the allocation of an exchange. Any student who gives notice of intended withdrawal from BCGS prior to the exchange commencing could potentially have the exchange revoked by the School.
3. Students will miss schoolwork during the exchange and they are responsible for collecting work from their teachers to take with them before leaving. It is possible that you may have to work independently while on exchange due to language difficulties.
4. Prior to departing, a student’s family will find it useful to speak to the families of students who have been on a similar exchange.
5. Students should take a copy of their immunisation documents and any other specific medical records with them.
6. There will be additional paperwork to complete from the school the student will be attending.
7. Students will need to make arrangements to be able to phone home (which will not be an expense to the host family) so that they can contact their family whilst overseas. Skype or WhatsApp are good options.
8. With some initial guidance from each student’s family about their preferred exchange options, the School will try to find a suitable exchange for the student. There are NO guarantees.
9. Students will have the opportunity to accept or decline the exchange offer made by the School.
10. If this offer is declined by the student, he/she should not expect that the School will continue to seek a suitable exchange for him/her as the process is a long and involved one.
11. Participating in the exchange program is not a right but a privilege. Students accepted to participate in exchange will be expected to make a donation to help support a student from Starehe in Kenya. Students participating in the international program are asked to donate \$100. Students are encouraged to raise this money for themselves.  
Starehe Boys’ Centre & School is a boy’s school supported by Round Square in Kenya, and aims at offering homely support and a holistic education founded on strong principles of discipline, character formation and leadership development for underprivileged children. The Starehe centre has a vision to be a global centre of excellence in youth development, effectively providing



leadership and academic skills geared towards promotion of a just and caring society that is founded on high moral standards.

The Round Square values are practiced through the broad curriculum and co curricula activities offered in the centre by all students and staff.

Round Square schools from all over the globe sponsor students to attend. An entire year's tuition is approximately \$1200. We think that if we are lucky enough to be able to go to a good school and travel the globe to other schools then we should help those less fortunate than ourselves to get a better education.

More can be learnt about this school by visiting <http://www.stareheboyscentre.ac.ke/>

I understand and agree with the statements and information the listed on pages 7 & 8

Parents/Guardians signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_





### RULES FOR STUDENTS ON ROUND SQUARE EXCHANGES

**Below are a few rules and guidelines which students need to consider carefully and understand prior to applying for an exchange**

While on exchange you are acting as an ambassador for your Country and more specifically your School. This is a position not to be taken lightly, as your time with the host school obviously leaves a deep and lasting impression and one that will affect future exchange prospects with that institution. To help you with this, please read and understand the following points

1. Students must abide by rules and regulations of the particular school with which they are exchanging.
2. Students must act positively as a member of the school, the boarding house or the host family and fulfil responsibilities and perform duties appropriate for their age.
3. As it is likely that you will be travelling to a country that you have not visited before it is necessary for you to research the school and the country to familiarise yourself with the different culture and, more importantly, local safety considerations and laws.
4. Understand and abide by the rules and ethics of social media, including, but not limited to; posting illegal activities, bullying or threatening violence, and negative comments about peers or school/staff, posting confidential information, unprofessional profiles and emotional posts.
5. When on exchange, students may only be permitted to travel extended distances when they are accompanied by a staff member, a host parent or when participating in an organised trip. At any time, travel must be with the express permission of the host parent or Head Teacher of the host school.
6. Students will keep a journal while on exchange and be prepared to give a written report of their exchange for publication in school magazines or journals. Students may be asked to make a special presentation at school assemblies (either at the exchange school or BCGS).
7. Engaging in any of the following acts during the period of exchange will put the continuation of a student's exchange in jeopardy and may cause the host school to send a student home:
  - I. Driving a motorcycle or motor vehicle without express permission.
  - II. Absenteeism from school without adequate reason.
  - III. Possession or use of an illegal drug.
  - IV. Disobeying school rules regarding alcoholic beverages and smoking.
  - V. Disobeying other published rules and regulations of the host school.
8. Students will be expected to support Round Square activities at BCGS upon their return to the School. This includes attending meetings at recess and lunchtime and playing an active part in Round Square activities, such as fundraising and helping to organise Round Square conferences.

I agree that I understand the information above and will abide by these rules.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents' signatures: \_\_\_\_\_ Date: \_\_\_\_\_

*(for students under 18 years)*



**TO BE COMPLETED BY THE PARENTS/GUARDIANS OF THE APPLICANT:**

I \_\_\_\_\_ have read this application from our son/daughter and  
PARENT/GAURDIAN NAME (PLEASE PRINT)

fully endorse and consent his/her application to proceed.

- We understand that it is a condition of this application that all due school tuition and boarding fees at the time of application and of the exchange, must be paid in full, or be on an agreed payment program pre-approved by the Bursar.
- It will be necessary to provide Student's personal information, including sensitive information to potential host schools for the primary purpose of your child participating in exchange. Further information regarding the disclosure of personal information to overseas recipients, please refer to the BCGS privacy policy at [www.bcfgs.wa.edu.au](http://www.bcfgs.wa.edu.au)
- We understand that it is expected that our family will host an incoming exchange student in return for my son/daughter participating in the exchange program. The incoming exchange student is usually the student in the reciprocal arrangement with my child.
- We understand that we will need to apply for a "Working with Children" card prior to an exchange taking place. Please collect the paperwork for this through the Head of School's Assistant. The cost of the card is minimal (\$11) as this is for category # 5 on the form.
- We undertake to forward a copy of the "Working with Children" cards for all members of the household over 18 years to the Exchange Co-ordinator as soon as we have received them – OR – we have attached current copies of our "Working with Children" with this application.
- We understand that our child may be staying in a home where a background check on the host family has not taken place, and we accept that this is the case. There is a certain amount of trust, good will and common sense in all exchanges.
- We understand that we will be responsible for meeting the reciprocal exchange student at Perth Airport and transporting the student back to Bunbury at the start of the exchange. We are also responsible for transporting the student back to Perth Airport at the end of the exchange, and ensuring that the student is checked onto their correct flight home.
- Parents need to be aware of the different expectations with respect to discipline and acceptable standards of behaviour in schools in other countries. Where possible parents should speak to other BCGS parents of students who have attended the exchange school previously, for more information about this, prior to their son or daughter leaving on exchange.
- Parents must contact the parents of the reciprocal exchange student for more advice with respect to the last dot point, and maintain this contact for the duration of the exchange.
- Parents should also visit the website of the exchange school for more information about the school's ethos

**Parents of students participating in the exchange program are also aware that:**

- Students will miss schoolwork during the exchange and the students are responsible for collecting work from their teachers to take with them before leaving. It is possible that students may have to work independently while on exchange due to language difficulties.
- Students should take a copy of their immunisation documents and any other specific medical records with them.
- There will be additional paperwork to complete from the school students will be attending.
- Students will need to make an external email address and to make arrangements to be able to phone home (which will not be an expense to the host family) so that they can contact their family whilst overseas.
- With some initial guidance from each student's family about their preferred exchange options, the School will try to find a suitable exchange for the student.
- Students will have the opportunity to accept or decline the exchange offer made by the School.
- If this offer is declined by students, students and parents should not expect that the School will continue to seek a suitable exchange for them, as the process is a complicated one.
- All possible care is taken of each student's safety, health and general welfare. Safety regulations are applied in all activities. The School wishes to encourage a spirit of adventure and independence. Consequently, there is bound to remain a residual risk of personal accident and the School cannot acknowledge liability for accident or injury to a Student.

Having read, understood and agreed to the above, on this basis we are prepared to host an incoming exchange student in our home and meet the financial costs associated with our child's exchange. We accept responsibility for being happy with the exchange arrangements, before committing to them, and understand that the School's role is just to facilitate the process

Parents/Guardian' signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Students signature: \_\_\_\_\_ Date: \_\_\_\_\_



### QUESTIONS PARENTS MAY LIKE TO ASK OF A BILLETING HOST FAMILY FOR THEIR SON OR DAUGHTER

1. What are the family arrangements? (Some parents may prefer that their son/daughter not be billeted with single parent families).
2. What are the sleeping arrangements? Will your son/daughter have their own room?
3. Will there be after school supervision? Will the parents be home when your son/daughter returns home from school so that the student will not be left to their own devices?
4. Do you have sport, club or family holidays planned while your international exchange student is with you?
5. What excursions/trips are likely to be undertaken? Parents would want to know if their son/daughter is to be offered any high risk activities (eg parachuting, bungy jumping or scuba diving)
6. Are there any special expectations (eg attending church each Sunday, or helping in the house)? Will there be any restrictions on the use of the internet/phone/television for your son/daughter?
7. Will any special clothing be required for the exchange and what will the weather be like?
8. Will your son/daughter have access to email?
9. Socialising of children, are they likely to attend parties? If so, what is the level of supervision likely to be at the parties?

It would be reasonable to expect a host family to ask similar questions of your own family in return.

### Bunbury Cathedral Grammar School Privacy Notice

We draw your attention to the School's Privacy Policy and General Collection Notice that are available to download from our website at [www.bcgs.wa.edu.au](http://www.bcgs.wa.edu.au). The School collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the School. The type of personal information, including sensitive information, that the School collects and holds, is that which is necessary or directly related to the School's primary function of providing an education and associated activities, or in certain circumstances a secondary associated function.

**Health information** about students is sensitive information within the terms of the Privacy Act 1988 as amended. We ask you to provide medical reports about students from time to time. On occasions Health information may be disclosed to third parties to enable the School to discharge its duty of care.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law. The School may from time to time disclose personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, and (sports) coaches.



TO BE COMPLETED BY STAFF AFTER SUBMISSION BY THE STUDENT.

Home Group Teacher and Head of House (to be completed jointly)

Please comment on the student's responses in this application and his/her suitability for exchange.

Three horizontal lines for writing comments.

Please rate the following:

	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	POOR
Ability to mix with people					
Representation of House					
Involvement in School life					
Personal Maturity					
Behaviour at School					

Name of HG teacher: \_\_\_\_\_ Name of HoH: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Head (Pastoral)

Please comment on the student's behaviour and suitability in this respect:

Four horizontal lines for writing comments.

Do you support this application? YES / NO

Deputy Head (Pastoral) Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Head of Secondary**

This student would be a good ambassador for school

**Do you support this application?** YES / NO

(Attach further information if necessary)

Head of Secondary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Exchange Coordinator**

Before a student can be considered for exchange, they must meet several criteria:

- Commitment to the Round Square IDEALS
- Approved by Deputy Head (Pastoral)
- Approved by Head of Secondary
- Approved by School C.F.O

**Do you support this application?** YES / NO

Exchange Co-ordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ASTHMA & ALLERGENIC REACTION MANAGEMENT PLAN

<b>ASTHMA</b>	
Usual maintenance medical program followed:	
Preventer medication:	
Reliever medication:	
Medication and treatment regime to be used during an asthma attack	Please attach an Action Plan if available
List any known asthma triggers:	
Has asthma interfered with participation in normal physical activities within the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child been admitted to hospital due to asthma in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child been on oral cortisone for asthma in the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child suffered severe asthma attacks requiring hospitalisation within the last 12 month?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
<b>ALLERGENIC REACTION</b>	
What is your child allergic to?	
What are the signs and symptoms of your child's reaction?	
<b>Historically, has your child suffered from any of the following:</b>	
A localised reaction (rash, itching, swelling at the site that poison/irritant entered)	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
A systemic reaction (rash, itching swelling away from the site that the poison/irritant entered)	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
An anaphylactic reaction (sever breathing problem, total body swell, emergency situation)	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
What does your child take for their allergic reaction? (if any)	
Have allergies interfered with participation in normal physical activities within the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Has your child been admitted to hospital as a result of allergies in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
Does your child take adrenaline (Epi-pen) when suffering an allergic reaction?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please supply recent Anaphylaxis Action Plan