



## **Oakhill Exchange Policy**

The **selection process** takes place during the second and third term and runs the following course:

- Grade 9s are informed of the exchange options and of the interview process. They are encouraged to engage in discussions with their parents and with older students who have been on exchange.
- Prospective exchange students are required to complete an exchange application form and submit it online to the Director of Exchanges.
- Students book an interview slot.
- ALL applicants are granted an interview. The interview panel will consist of the Director of Exchanges, one other staff member, as well as a student who has been on exchange.
- Candidates are shortlisted and provisionally placed in line with the availability of exchanges.
- Once final confirmation of mutual exchanges are received from our exchange partners, students and parents are notified of placement.
- All relevant documentation is given to exchange families either by Oakhill or by the exchange partner school.

The **selection criteria** include, but is not limited to the following:

- Academic strength, maturity and rigour.

- General maturity and the ability to adapt to challenging and different environments.
- Strength of character and the ability to serve as ambassador for Oakhill.
- Disciplinary record.
- All-rounded contribution to Oakhill (sporting, cultural, outreach).
- Any positions of leadership (SRC representative, sports captain).
- Since we do not have boarding facilities, the ability to host an exchange student is a key consideration.
- Students that knowingly might leave Oakhill before Grade 12 will only be considered for exchange if they are outstanding candidates and if their selection does not prevent other candidates from going on that particular exchange.

#### Documents and travel arrangements:

- While Oakhill will provide some of the required documentation for exchange, it is up to the exchange families to organise unabridged birth certificates, passports, visas and flights. Oakhill will advise on flights, but families that are sending students to the same destination are encouraged to book the same flight. Families that have experienced the exchange process will be of great assistance in this regard. Our exchange partner schools will also supply parents with important documentation, such as visa letters.

#### Hosting:

- Parents of students that have been selected for exchange must be able and willing to host exchange students from our partner schools for the full duration of the exchange. Host parents are the primary caregivers for the exchange students and need to be available as they would be for their own children. An additional space in your home will be required for the German exchange students, since

they arrive in South Africa while our Oakhill exchange students are still in the country. The other exchanges are straight swaps. As a host family, you are not entirely responsible for taking your exchange student on excursions, but are more than welcome to do so. All other basic requirements need to be met by the host family, including transport to and from school, sporting and cultural events, and so on. You will have the opportunity of contacting a family with exchange hosting experience, should your child be selected to go on exchange.

#### Conduct:

- Oakhill exchange students need to conduct themselves in an exemplary manner at all times while on exchange. They are, first and foremost, ambassadors of Oakhill, and poor conduct may have repercussions for the exchange relationship as a whole. The consumption of alcohol, tobacco, drugs, or any other illegal substance, will not be tolerated and will be heavily sanctioned. Any other behaviour unbecoming of an Oakhill student will also be dealt with accordingly.
- We want our Oakhill exchange students to immerse themselves in the schools they visit. We want them to have total experiences. They should partake in all the schools have to offer. It is, in many ways, a once in a lifetime opportunity, and we want our students to grasp it with both hands.

#### Academic expectations:

- Exchange students need to stay up to date with their academic commitments at Oakhill. Work requirements and important assessments will be shared with exchange students via email or Google Classroom, and the onus is on the student to contact his/her teacher should he/she need clarity on any academic matters.
- Students that go on exchange to Gordonstoun and Woodstock will not receive a first term Oakhill academic report.