



SOUTHBOUND EXCHANGE PROGRAM GUIDELINES FOR HOST SCHOOLS

Hosting a student can be an extremely rewarding experience for everyone in the school community, yet it is a role that carries a lot of responsibility. Host schools are to meet the following requirements and expectations:

Before the student arrives

- Appoint a school representative or liaison to act as the point of contact for IndoAustay
- The school representative is expected to disseminate relevant information to students, answer any questions from families about the exchange or refer these to IndoAustay if answers cannot be readily provided
- It is hoped that the school representative will be very supportive of the exchange program and will encourage students and their families to become involved. Sometimes families can be reluctant to host children from other countries. However, after some initial encouragement and their own experience, they find it highly enriching and enjoyable.
- Familiarise yourself with the Guidelines for Host Families and the Rules for Exchange Students provided by IndoAustay to understand the role of host families and the expectations of visiting students
- Know how to contact IndoAustay and the nominated contact person in case of an emergency.

During the exchange

- Provide a safe and welcoming classroom environment for trust and friendship to develop between the student and the school community
- Gently encourage the Indonesian students to learn and use their English skills
- Recognize the student's special and or cultural occasions such as Ramadan and Idul Fitri.
- In case of an emergency, know how to access and use the student's travel insurance policy.
- Voice any concerns and questions regarding the student to IndoAustay or the host family, including serious homesickness, difficulty adapting to family life or school, or illness.
- Exercise supervisory and parental responsibility to ensure the student's well being at school.
- Encourage involvement in school events and extracurricular activities.
- Teach the student about the local culture, and learn about the student's culture.
- Advise the student about matters related to school, family, community functions, and friendship.

Further Information

Host parents and other household members aged 18 years and over are required to undertake a "Working with Children" police check that can be provided to IndoAustay at four weeks prior to the exchange.

An information briefing and orientation session will be organised by IndoAustay for host families. IndoAustay also provides families with a Cultural Handbook to facilitate an understanding of the expectations of the exchange.

Please note that these requirements for the exchange may be subject to change.



IndoAustay abides by the [Victorian Registration and Qualifications Authority guidelines](#) for secondary exchange operators. Schools and host families can contact the Victorian Registration and Qualifications Authority +61 3 9637 2806 to raise concerns at any time.