

September 2025

MLC School Year 10 International Round Square Exchange

MLC School is delighted to be able to offer Year 10 students the opportunity for a reciprocal exchange with a female student from [Bridge House School](#) in Franshoek, South Africa.

The exchange will take place for six weeks. The MLC School student will travel to South Africa in July 2026 and the Bridge House School student will travel to Australia in November 2026.

A student exchange program complements a student's formal education in important and exciting ways. Experiences at school, both in students' academic and co-curricular lives provide the opportunities that will assist them to be global citizens. Living in a home with a local host family gives students the opportunity to become immersed in the culture of both the school and country. This allows students to see beyond their own world and have real life experiences to become an agent of change.

During an exchange program students will also have an opportunity to learn critical skills, such as resilience, perseverance and independence whilst being away from the family unit. Long after the student returns from their exchange experience it will inform and influence their life. In addition, an exchange opportunity provides a backdrop for future study and career choices. Employers are increasingly alert to the benefits of student global exchanges and these experiences can set students apart from the crowd and mark them as someone who has proven themselves in challenging circumstances.

Participation in these programs provides wonderful opportunities for students to embrace the challenge of living in a global community and facilitate the development of life-long friendships and enduring experiences. Students may also have the opportunity to develop or enhance their understanding of another language while on exchange. With global experiences being firmly embedded in the school philosophy an exchange opportunity leads to all the graduate attributes of an MLC School student.

Round Square Exchange

At MLC School we facilitate our exchange program through the Round Square framework and protocols.

A Round Square exchange is an opportunity to immerse yourself in another school, community and culture for an extended period. Taking place with another Round Square school with similar values and expectations. It is an exciting opportunity to not only learn more about yourself, but also to learn about others and broaden your perspectives, potentially changing your life.

'Round Square's role in student exchanges is one of the 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 play a 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.'



MLC SCHOOL
A UNITING CHURCH DAY SCHOOL FOR
GIRLS, PRE-KINDERGARTEN TO YEAR 12

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Information for MLC School Students and Parents for an International Exchange Experience

Risk Assessment

A risk assessment for each exchange will be provided by the MLC School Director of Experiential Learning in collaboration with the exchange school. This will be provided to the student and parents prior to departure.

Working With Children Check (WWCC)

In order to host an exchange student, every residential adult 18+ years in your household will be required to obtain a Working with Children Check (volunteer). MLC School works in partnership with host schools to minimise risk but cannot guarantee similar processes as child safety laws vary in other countries.

Australian Embassy – DFAT

Parents and the MLC School Director of Experiential Learning are required to register for updates for the proposed country of travel with the Department of Foreign Affairs and Trade (DFAT), ensuring they receive the latest information used by DFAT concerning any changes in the political situation while overseas. If any concerns arise, MLC School, in consultation with the Director of Experiential Learning reserves the right to cancel any exchange if student safety becomes compromised. Terrorism is a threat throughout the world. As such, it is important that students always maintain awareness of their surroundings.

Student Behaviour

As exchange students, MLC School students are expected to be good ambassadors of both the School and our country.

All students are expected to abide by the MLC School Code of Conduct at all times while on exchange. Additionally, it is important that the MLC School exchange student and family familiarise themselves with the laws of the country the student will be visiting. In the event that a student breaches the MLC School Code of Conduct whilst on exchange, there may be disciplinary action taken. If a student breaks the law or engages in behaviour deemed to be a serious breach of the Code of Conduct, parents may be required to collect their daughter from the exchange country at their own expense.

Cultural Considerations

Families from diverse backgrounds can have different cultural expectations to your family expectations and experiences in Australia. Parents and students are required to contact the host family to discuss any rules or expectations they may have for you while you are staying with them. As part of the exchange process, you may be expected to participate in cultural events with your host family. This may include religious or family observations and celebrations. If parents have any concerns about the cultural fit of the host family, they are required to raise these with the Director of Experiential Learning as soon as possible.

Health Risks

An exchange can be physically and emotionally demanding. Students need to be medically approved/cleared prior to departure of exchange. This may include independent assessment by a school-nominated medical professional.

It is normal to feel homesick. Developing positive relationships with your host parents and the exchange coordinator from your host school will enable you to build trust and seek their support as needed. You will also be required to log weekly updates with the MLC School Director of Experiential Learning via an online blog of your experience.

Medical Information

All students are required to complete the medical information form and return to the Director of Experiential Learning. You will also be required to complete medical information forms for the host school. All pre-existing physical and mental health conditions need to be disclosed. Your daughter's participation on exchange will need to consider any increased risks associated with her condition due to challenges associated with international travel and risk to other while overseas.

If your daughter is taking any medications with her on exchange, she will be required to take a letter from her GP stating which medications she has on her person, the dose required and when it needs to be taken. A copy of this will be kept with the Director of Experiential Learning for the duration of the exchange and then destroyed.

Immunisations/Vaccinations

It is a requirement that students are up to date with immunisations. It is advised that you consult with your GP or the Travel Doctor regarding any further immunisations recommended for the country to which you are travelling. Please provide the relevant vaccination details on the medical information form.

Personal Safety/Emergency Arrangements

Exchange students should not go out on their own in the evening and should be clear about the time they are expected to be home with the host parents. An exchange student should never leave school or host family without advising them of where you are going. The exchange student must always carry her mobile phone with contact numbers (host family, an MLC School staff number, exchange school coordinator) in case of an emergency.

The student can communicate any concerns with either the host parents, own parents, host school exchange coordinator or the MLC School Director of Experiential Learning.

Prior to departure, the student and their parents must attend a pre-departure briefing. This briefing will involve scenario training to ensure she is equipped with strategies to manage difficult or uncomfortable situations with confidence.

Electronic Devices

Students will be required to have their own mobile phone with a phone plan that enables international calls and calls within the country traveling in. Students will be responsible for their own laptop, camera or any other electronic device taken on exchange. MLC School takes no responsibility for lost or damaged items.

Accommodation

As a reciprocal exchange, you will be required to provide suitable accommodation for your exchange guest at your home. Guests are required to have their own bed and wherever possible their own room. The same conditions will be applied when your daughter is abroad.

Uniform

MLC School students are required to wear their MLC School uniform whilst at their host school on exchange. Exchange guests will wear their own uniform whilst visiting MLC School.

Travel Arrangements

Students will travel independently from Sydney to the city where the school is located. Flights are to be arranged by parents for final approval by the Director of Experiential Learning. Parents are encouraged to seek the most direct route. Lengthy layovers in airports will not be approved for safety reasons. Once confirmed, the Director of Experiential Learning will share flight details with the host school exchange coordinator and host family.

Exchange Costs

Parents are responsible for all costs borne including:

When travelling:

- Flights
- Passport costs
- Visa costs
- Travel insurance
- Spending money for personal needs, gifts and items purchased during their visit
- Any fees for optional activities (with agreement prior)

When hosting:

- Meals for the exchange guest
- Excursions and activities organised for the exchange guest

If for any reason a reciprocal exchange is interrupted, MLC School takes no responsibility for any out-of-pocket expenses borne by the host family.

School Fees

Exchange students will continue to pay normal tuition fees during the exchange period. The reciprocal nature of the exchange program is in lieu of tuition to the host school.

Expenses related to co-curricular activities such as excursions, sport or music lessons at the host school are expected to be paid for by the exchange student.

Any other unforeseen expenses incurred at the host school are to be paid for by the exchange student. Students will be expected to settle any balance prior to departure.

Insurance

Exchange students are required to get their own travel insurance to cover the trip.

Passports

All students must have a valid passport with six (6) months validity from the date of return to Australia. If your daughter does not currently have a passport valid until this time, please arrange this immediately. If travelling on a non-Australian passport, it is necessary to have a valid visa and or re-entry permit which will meet the requirements of immigration and other government authorities.

Handbook

The MLC School Exchange Handbook for students detailing essential information will be provided to the student, parents and guardians prior to departure.

Academic Expectations and Study Arrangements

MLC School students are expected to participate fully in the life of the host school by:

- Attending and participating in all classes (during core classes it may be an opportunity to complete MLC School work via Canvas if the host school is studying different topics/units)
- Completing school and homework as required
- Participating in co-curricular activities
- Having a positive attitude and being involved in the life of the host school.

Whilst abroad, students will not be required to complete MLC School assessment tasks. Students will receive an estimate for missed tasks which is calculated at the end of the year, based on their performance prior to and post exchange. Students are required to keep up to date in their core subjects using Canvas to ensure they don't return with significant learning gaps.

Application Process

Students are to complete all the required paperwork and return to the Director of Experiential Learning by the due date. Forms include:

- Student application form



- Informed consent
- Medical information

From the written application students will be shortlisted for an interview with a panel consisting of Director of Experiential Learning, Deputy Principal and Head of Students – Year 10 to Year 12.

Students interested in exchange must meet the following criteria:

- Positive school conduct
- Participation in the life of MLC School – attendance at school events
- Academic record – able to keep up with the work while away
- Recommendations from teaching staff, Head of Year, Luminary teachers
- No outstanding school fees

Selection process:

- Written application, demonstrating their interest and commitment to providing a reciprocally positive experience for other students involved
- Interview

The Principal (or delegate) reserves the right to refuse any student participation on an exchange.

If you are interested in applying for an international exchange, please complete the below application form by **20 October 2025**. The application form must be [uploaded here](#).

If you have any questions do not hesitate to contact **Sarah Jauncey**, Director of Experiential Learning, by emailing sjauncey@mlcsyd.nsw.edu.au.

Kind regards,



Sarah Jauncey
Director of Experiential Learning

Student International Exchange Application Form

Personal Information

Name:

Date of Birth:

Email:

Mobile:

Home Address:

Language Spoken at Home:

Can you provide a separate bedroom when you host a student exchange?

Passport validity – please select one option:

Special Requirements

Dietary requirements:

Religious requirements:

Medical requirements:

Co-Curricular Activities

Sport:

Music:



Leadership positions:

Clubs and societies:

Lists of Subjects and Teachers

Luminary Teacher/House:

Subject	Teacher

Further information in support of your application

Why do you want to participate in this exchange?

What prior travel experiences have you had and what have you learnt from them? If you haven't travelled before, what do you hope to learn through this exchange?

What benefits do you believe you will gain from the student exchange experience?

What contribution do you believe you could make to the school community you will be visiting?

Describe your family (include siblings and ages) and the accommodation you would provide.

Outline some experiences you would like to provide for your exchange guest.

What would you do to ensure you and your exchange sister have a positive relationship?

Going on exchange means that you need to be an ambassador representing MLC School. Briefly explain how you have lived the MLC School Values (Courage, Compassion, Respect, Growth) in the last year.

Is there any other information you would like to add in support of your application?

Parent/Carer Information

Parent/Carer 1

Name:

Relationship to student:

Email:

Mobile:

Home Address (if different to student):

Language Spoken at Home:

Volunteer WWCC Number:

Parent/Carer 2

Name:

Relationship to student:

Email:

Mobile:

Home Address (if different to student):

Language Spoken at Home:

Volunteer WWCC Number:

Other people over 18 years old in the house

Name:

Relationship to student:

Email:

Mobile:

Home Address (if different to student):

Language Spoken at Home:

Volunteer WWCC Number:

Student Acknowledgement

I _____ wish to apply for the Round Square Exchange, and I agree to abide by all Exchange Conditions as advised.

Student Signature:

Date:

Parent/Carer Consent

I agree that if my daughter breaks the MLC School Code of Conduct, or needs to return to Australia for any reason (including health/medical), I will fly to collect her at my own cost.

Parent/Carer 1 signature:

Date:

Parent/Carer 2 signature:

Date:

[Upload your application form here.](#)