

RONDEBOSCH BOYS' PREPARATORY SCHOOL

POLICY FOR OVERSEAS EXCHANGES

PURPOSE OF POLICY

1. To ensure that all eligible boys are made aware of the opportunity.
2. To ensure that the process is transparent and fair to all boys.
3. To ensure that no boy is excluded or discouraged from applying as a result of a financial restraint.

PROCEDURE

Written notice must be given to all parents of boys in the eligible grades of the opportunity to apply. The notice is to outline all relevant details of the exchange, and detail the following costs to the parents:

- approximate airfare
- exchange fee
- pocket money

The notice to parents is to state that no boy will be prejudiced as a result of financial considerations, and that financial assistance is available to all successful candidates. To be eligible, a reply slip must be signed both by the pupil and parent, acknowledging relevant dates and monies due.

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2. A short talk by the assigned responsible staff member is to be given to the classes eligible, encouraging boys to examine themselves re: coping abroad
homesickness
catching up on work etc
maturity
3. Interested boys that have returned a correctly completed reply slip are then to complete a questionnaire dealing with the following issues:
 - Academic record
 - Discipline/DT record
 - Family support

- Independence and maturity
 - Time spent away from home
 - Leadership roles
 - Extra-mural involvement at RBPS
4. Teachers who interact with the boys evaluate and comment on the criteria for possible exclusion of applicants.
 5. The appointed overseas exchange teacher then does the sifting of the applicants and identifies the boys who might be excluded because they fail to meet the criteria. The relevant class teachers meet to discuss the applicants and the excluded group is identified.
 6. The headmaster then contacts the parents of those boys who will not make up the group from which the qualifying boys will be drawn and explains why they have not met the requirements for inclusion.
 7. A public draw is then held, where all parents of qualifying boys and any other interested parents are invited to attend, and at which the final number of boys that will attend the overseas exchange are drawn from the “hat” of qualifying boys.
 8. Once the public draw is completed, the results are announced to all applicants by the headmaster and each qualifying boy receives a signed letter advising him of the results of his application, whether successful or not.
 9. The names of the successful applicants are then announced in a general school newsletter.
 10. A notice is then sent out to all successful applicant parents, offering financial assistance if necessary. All such applications are to be considered by the headmaster and where appropriate, financial assistance made available.

CRITERIA

- 1) Academic - Boys must achieve more than 50 % in all learning areas for at least the two terms prior to the selection process

- 2) Emotional maturity - This is very important criteria and has therefore been accorded a number of different points
 - 2.1 Able to take responsibility for himself
 - 2.2 Able to behave appropriately away from adult supervision
 - 2.3 Is able to accept decisions of the majority and not expect his own ideas to be followed
 - 2.4 Communicates confidently with peers and adults
 - 2.5 Treats others with respect and also shows respect for: self, others, school and others' belongings
 - 2.6 Responds politely at ALL times
 - 2.7 Be able to "survive" away from family for three weeks
- 3) Behaviour -Will not have attended detention more than once per term for the previous two terms
- 4) Time at RBPS - Boys must have completed at least a year (4 terms) at RBPS prior to the selection process taking place
- 5) Costs - No boy will be precluded from going on the exchange by virtue of his parents' financial position. Parents who need financial assistance would apply directly to the headmaster when the selection has been done

