

SOP - EXCHANGE PROGRAMS

- Establish contact with partner school through various reliable and authorized platforms like Connecting Classrooms, British Council, and Embassies or through individual teacher visit /study tour.
- Prepare Memorandum of Understanding between partner schools to decide upon common objectives, policy and sustainability procedures.
- Select teachers for project, collaboration and visit to partner school through a well-defined process.

- Broadcast the program to students of appropriate age for collaboration through notification via circulars/ alerts on website followed by orientations.

- Select the students depending upon criteria like academic excellence, positive attitude, adaptability, parent consent etc.
- Match the students on the basis of family backgrounds, interests, food habits and gender compatibility.

- Plan projects mutually with partner school after inclusion of inputs of various discussions & meetings with all stakeholders.
- Finalize travel program in sync with school academic calendar, holidays and season.

- Select travel agency & confirm logistics (Flights & land arrangement) after preparation of comparative analysis of costing, itinerary & services proposed by at least three renowned agencies, followed by proper approvals from the school administration.
- Communicate with partner school for invitation letters, visit schedule, travel itineraries, and reference letters to concerned embassy.

- Procure documents from students for travel including all Consents, Guidelines documents, medical declarations, student's profiles and personal data and preserve the same for future references.
- Conduct workshops/ orientations for students, parents & escort teachers to prepare the delegates for exchange visit, inter cultural learning, travel and home stays, collaboration practices and conflict management.

- Frame & Disseminate charter of Do's and Don'ts for students as well as parents.

- Program evaluation or debriefing sessions with all stakeholders highlighting reflections from students, teachers and parents for improvement of the program.

- Upload program details and highlights of achievements on school website.

- Settle of financial concerns with school accounts department if applicable in case of grants received or collection of money made from students.