

Guidelines for student exchanges between European Schools

1. Student exchanges between European Schools

Exchanges give pupils in years 4 and 5 the chance to improve their second or third language by visiting another European School, with the intention of returning to the school of origin. The pupil must follow the curriculum, assessment and homework policy of the host school. The pupil pursues classes in his/her usual language section while staying with a host family speaking his/her second or third language.

Pupils in the 4th year may stay for two to four weeks, and fifth year pupils must stay for the duration of the first semester.

All exchanges are dependent on the approval of both directors. Approval will only be given if an exchange can be arranged without administrative or financial charge to the schools. An exchange can only be approved if the pupil's subjects can all be taken in the host school.

Before going to the host school, the pupil must write a personal statement explaining why he/she would like to do the exchange and agreeing to certain conditions proposed by the school(s). This statement must be accompanied by a report from the class teacher. On return, the pupil must write an account of the stay, describing what has been accomplished.

2. Conditions

An exchange will only be approved if the pupil's subjects can all, without exception, be taken in the host school. Therefore, the parents – if necessary with the help of the exchange coordinator – must find a European School or an accredited school offering the linguistic section of the pupil in question, where he/she can follow his/her programme without any changes. For students in sections that do not exist elsewhere, the requests will be considered on a case by case basis.

3. Specifications for exchanges in S4

- The class council, at the end of second term (June) of the preceding year, provides advice – notably on the school results and on the behaviour of the pupil. The final decision concerning the request is taken by the Director. The agreement may possibly be withdrawn should the results or the attitude of the pupil deteriorate in the second term.
- Exchanges should, if possible, take place in January, February and April.

4. Specifications for exchanges in S5

- The class council, at the end of the first term of the preceding year, provides advice – notably on the school results and on the behaviour of the pupil. The final decision concerning the request is taken by the Director. The agreement may possibly be withdrawn should the results or the attitude of the pupil deteriorate in the second term.
- Year 5 students must spend the entire first semester in the host school.



5. Miscellaneous

- For 2017-2018 school year, Tallinn European School accepts pupils to English language section only. Options for L2 –English, German or French, L3 – French, Spanish or Estonian.
- If the Tallinn European School supports the request, it will ask the Director of the host school to consider the request.
- Should a positive answer be granted by the host school, parents agree to accept the procedure and practicalities and to transfer the rights and duties from the school of origin to the host school.
- Neither the school of origin nor the host school may be charged with additional administrative or financial burdens (travelling expenses, school books, insurances etc.).
- Coordinator of pupils exchange in Tallinn European School is Ms. Kaidi Ojasoo (Kaidi.Ojasoo@est.edu.ee).
- Coordinator for finding host families in Tallinn European School is Ms. Doriana Semprini (Doriana.Semprini@est.edu.ee).

6. Procedure

- Parents need to submit a request to the school Management and forward to the coordinator of exchanges a copy of the following documents:
 1. A written request for the exchange
 2. The duly completed Application form (available on the school website)
 3. A letter of motivation written by the student
 4. The Student Commitment Form (available on the school website)
- For exchanges in S4, requests need to be submitted at the latest on 1 April of the schoolyear when the pupil is in S3.
- For exchanges in S5, requests need to be submitted at the latest at the beginning of January of the schoolyear when the pupil is in S4.
- Each request will be considered based on these elements and the pupil's school record. Both the school of origin and the host school will then authorize or deny the request. The decision will be communicated to the parents as soon as possible.

