

Dovetail Exchange Programme – Japan

September 2015

Dear Parents/Guardians

We are delighted to confirm the on-going exchange partnership between Kristin School and **Ritsumeikan Uji Junior and Senior High School** in Kyoto, Japan (please refer to the school profile on our website).

We are now in a position to invite your child to apply as a Japanese Language student to attend Ritsumeikan Senior High School for a period of approximately six weeks over the Christmas holidays at the end of this year. In return, we would request that your family host a Ritsumeikan student for a similar period from late January of next year. The exact dates are to be confirmed.

It is expected that all applicants are genuinely interested in Japanese culture and are keen to improve their language skills. They should also demonstrate both an appreciation and a tolerance of cultural differences and be prepared to face new challenges. Participants are expected to continue their study of the Japanese language on their return to Kristin. Two students are to be selected from Years 11 and/or 12.

The families hosting the incoming Japanese students are expected to be fluent speakers of English. They should also be willing to include their guest in their family routines, encourage involvement in sporting, cultural and social activities and provide transport where necessary. In addition to sightseeing within the Auckland region, a weekend trip away is encouraged. The incoming students often prefer to arrive for the last week of January holidays so that they can settle in before attending school and, in some cases, travel with their host family. The Japanese students will also participate in the Outdoor Education week in February for which they are expected to pay a subsidised fee before their return to Japan. Host families are not invoiced for this expense.

The conditions of the exchange are as follows:

Duration

- Five/six weeks in December 2015/January 2016 to Ritsumeikan High School. Specific dates to be arranged by the partner schools to suit all parties.
- Reciprocation – Five/six weeks in January/February 2016. Specific dates to be confirmed.

Accommodation

- Students to be accommodated in the homes of their respective partner students.
- Three meals a day and laundry assistance are provided.
- Homestay guidelines will be forwarded.
- The host family will be police vetted, and subsequently visited by the school's Homestay Coordinator in accordance with the *Code of Practice for the Pastoral Care of International Students*.

Expenses

- **Return airfare:** Currently airfares are approximately \$2,100. All Kristin students travelling to the same school are required to travel together on the same flight. Travel arrangements are made by Mrs Cindy Tong, International Services Coordinator.
- **Insurance:** Students must travel with medical and health coverage. This can be arranged along with the airfares. The visiting student will also travel with insurance but be covered under Kristin's liability plan for all Kristin students and/or exchange students.
- **Pocket money:** A source of money for social spending, souvenirs and transportation outside of school hours should be arranged by parents, eg a suitable credit card. Our Japanese contact recommends NZ\$120 equivalent per week.
- **Phone calls:** Students can arrange for a phone card or mobile phone with roaming facility for making long distance calls home. In some cases, students have also bought a pre-pay phone on arrival.
- **Tuition fees:** There is no exchange of money between schools for tuition fees. Parents continue to pay their home school fees and applicable costs.
- **Transportation:** Daily costs, to and from school, will be covered by the host family or host school. Kristin supplies a complimentary bus pass.

Additional conditions

- **Uniform:** Students who attend Japanese schools typically wear uniform. Kristin students are therefore required to wear the Kristin uniform while attending the host school, including suitable sports and PE gear. In turn, the Japanese students will wear their Ritsumeikan uniform.
- **Expectations in Japan:** As representatives of Kristin, it is expected that the student would be a worthy ambassador. He or she would be expected to be fully involved in both the academic and the co-curricular programmes. Full participation in the daily routine established by the host family would also be expected. A Code of Conduct form will be issued to both participants to be signed before departure. Students are also expected to write a weekly blog and send these to International Student Manager, Ms Helen Kim, hkim@kristin.school.nz. Regular email updates to the Japanese Exchange Coordinator, Mrs Etsuko Ogata, are also welcomed.
- **Expectations at Kristin:** On return, students will be expected to assist in advertising the programme at assemblies and attend parent information sessions for subsequent selections. Articles and photographs profiling their experience will be requested for the Kaleidoscope magazine and/or the Yearbook. While their partner student is attending Kristin, the Kristin student must take general care of their guest, assisted by the Japanese Exchange Coordinator.
- **Visa regulations:** New Zealand, Korean, Hong Kong and Taiwanese passport holders are eligible for the visa exemption scheme which allows entry up to three months. Other passport holders are recommended to confirm their individual visa requirements at least three months in advance of travel.
- **Travel procedures:** As noted before students are required to travel to Japan together and remain together at all times while in transit. They must not leave the airport should there be a stopover that does not require an overnight stay. These expectations are not only for security reasons but also to facilitate the partner school's airport pick-up arrangements. The host families will meet the students at the airport on arrival. The Japanese students will be met on arrival at Auckland airport by the Japanese Exchange Coordinator and the host families.

Selection process

- If you and your child wish to take up this opportunity, please sign the attached Expression of Interest slip and return directly to Mrs Todd within one week.

- Your child will then be given an application and questionnaire forms to be completed and returned within one week.
- After all the applications have been examined, the students will be interviewed by the Senior School Principal and the Director of International Services.
- Other key staff members such as Deans, Head of Faculty, and Counsellors will be consulted.
- The participating students will be informed of their selection within one week of being interviewed.

An information meeting will be held for parents and students well in advance of their departure. However if you have any questions in the interim please contact the following staff.

Japanese Exchange Coordinator, Mrs Takako Todd, ext 2386 for general information.

Email: ttodd@kristin.school.nz

International Services Coordinator, Mrs Cindy Tong, ext 2837, for travel and insurance information.

Email: ctong@kristin.school.nz

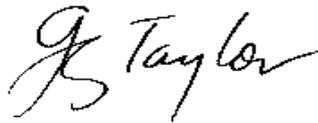
For a profile on Ritsumeikan High School and a list of past Kristin attendees please refer to the Kristin website under Life at Kristin > International > Dovetail Exchanges > Ritsumeikan-Uji High School:

<http://www.kristin.school.nz/life-at-kristin/international/experiences/dovetail/ritsumeikan>

We look forward to receiving your child's application.

Yours sincerely

Kristin School



Jenny Taylor

Director of International Services



Takako Todd

Japanese Exchange Coordinator

Kristin International Exchange Programme

EXPRESSION OF INTEREST IN EXCHANGE WITH RITSUMEIKAN UJI JUNIOR AND SENIOR HIGH SCHOOL, JAPAN

(Please return this form directly to Mrs Todd)

Name of student: _____

We have read and accept the conditions and are expectations outlined in the attached document and are interested in our child applying for the exchange programme with **Ritsumeikan High School**.

We understand we are expected to host a student from Ritsumeikan High School for up to six weeks in January/February 2016.

- We are prepared to host either a boy or a girl.
- We are prepared to host only a boy.
- We are prepared to host only a girl.

Signature of Parent/Guardian: _____

Signature of Student: _____

Date: _____