



Roll No: 91427C

Heywood Community School

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Heywood Community School Exchange Student Policy

Policy Statement

Heywood Community School welcomes overseas students as part of our commitment to fostering intercultural awareness, diversity, and global citizenship among our students. This policy outlines the terms and procedures under which foreign exchange students may be accepted for a temporary placement at our school.

Aims & Objectives

- Promote cultural exchange and global understanding.
- Provide educational opportunities for foreign students.
- Enrich the school community through diversity.
- Ensure appropriate safeguarding, academic support, and integration.

Definitions

- **Oversees Student:** A student from another country attending Heywood Community School for a limited period, not for the purpose of gaining certification through the Irish Leaving Certificate.
- **Exchange Organisation:** A recognised and reputable organisation responsible for placing students in Ireland and ensuring compliance with Irish regulations.

Eligibility Criteria

- The student must be aged between 14 and 19 years and currently enrolled in secondary education.

- The student must have a working knowledge of English sufficient for integration into mainstream classes.
- The student must be placed through a reputable, Garda-vetted exchange organisation (unless part of a bilateral school-to-school programme).
- The student must have appropriate visa (if required), insurance, and health cover for the duration of stay.
- The student/exchange organisation must provide the school with all documents outlined in the Application Process.
- The student's placement must not displace an Irish student from admission to the school.
- In advance the student should become familiar the school's **Code of Behaviour**, **Attendance Policy**, **Acceptable Use Policy**, and other relevant documents.

Application Process

- Applications must be made at least 3 months before the intended start date.
- Required documentation:
 - Academic transcripts and English language proficiency evidence.
 - Health and immunisation records if necessary.
 - Copy of passport and visa (if applicable).
 - Confirmation of host family details.
 - Letter of support from the student's home school and family.
 - Details of the responsible exchange organisation if applicable.
 - Personal Statement from the student
- The principal (or delegated senior leader) will assess each application on:
 - Space availability.
 - Suitability of the student.
 - Capacity of the school to provide support.
- Acceptance is at the sole discretion of the school and is not subject to appeal.
- Application must be made on standard school application form.

Placement Duration

- Students are normally accepted for a **full academic year, a single term** or several weeks
- Extensions are not guaranteed and must be requested in writing.
- The student is not eligible to sit the Junior or Leaving Certificate exams.

Curriculum & Attendance

- Students will attend mainstream classes appropriate to their age and academic level.
- Students are expected to speak English during the school day or when engaged in school activities.
- The school will make reasonable efforts to support the student's integration but is not required to provide tailored instruction or EAL support beyond existing provisions.
- Attendance will be monitored in accordance with Tusla guidelines.
- Students will receive a school report on request, but no state certification.

Pastoral Care & Safeguarding

- Host families must be Garda-vetted, and their suitability is the responsibility of the exchange organisation.
- The Designated Liaison Person (DLP) must be informed of each student and their hosting arrangements.
- Any safeguarding concern will be reported in line with **Children First** and the school's Child Protection Policy.

Code of Behaviour

- Foreign exchange students must adhere to the school's **Code of Behaviour, Attendance Policy, Acceptable Use Policy**, and other relevant documents.
- Breaches may result in dismissal from the programme after due process.

Fees & Costs

- Exchange students are charged tuition fees. This fee will be set by the school finance committee to cover cost incurred by the school. For the school year 2025-26 the fee will be set at €30 per week. Students must also contribute to:
 - Uniform
 - Books and materials.
 - Extra-curricular trips or activities.
 - Examination fees for internal assessments, if applicable.

Termination of Placement

The school reserves the right to terminate the student's placement if:

- Behavioural expectations are not met.
- Academic participation is insufficient.
- There is a safeguarding or welfare concern.

The exchange organisation or host family will be notified and arrangements made for the student to return home if necessary.

Review


This policy will be reviewed every three years, or sooner if required by legislative or procedural changes.

Related Policies

- Admissions Policy
- Code of Behaviour
- Child Protection & Safeguarding Statement
- Attendance Policy
- Acceptable Use Policy (ICT)

Signed: 
Chairperson Board of Management

Date: 16th September 2025

Signed: 
Principal

Date: 16th September 2025