

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 may stay for five to six weeks. The maximum length of the stay is one 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. Procedure

Parents need to submit a request to the school Management and forward to the coordinator of exchanges a copy of the [Application form](#).

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.

Coordinator of pupils exchange in Tallinn European School is Ms Kaidi Tärk (kaidi.tark@est.edu.ee).

Coordinator for finding host families in Tallinn European School is Ms Dorian Semprini (Doriana.Semprini@est.edu.ee).

