**MEMORANDUM OF UNDERSTANDING**

between

**XXXXXXXXXXXX New Zealand**

and

***overseas school (name and address)***

This memorandum records and formalises an exchange agreement made between our two schools in \_\_\_\_\_\_\_\_\_ ***(year)*** for a period of up to \_\_\_\_\_\_\_\_\_\_**year/s.**

We have agreed to set up a reciprocal exchange programme whereby students in one school in any one year can exchange places with an equivalent number of students in the partner school for a period of up to \_\_\_\_\_\_\_\_\_ ***(weeks/months)***.

The purpose of the exchange and the educational and cultural / linguistic outcomes of the programme is \_\_\_\_\_\_\_\_\_\_\_ **(such as: to experience the host culture and language in a total immersion environment)** It is intended that students attend class in the host school and join in extra-curricular activities where possible. Risk analysis and appropriate support will be in place for outdoor activities.

Under the terms of this agreement, no fees will be charged.

Both schools guarantee that good pastoral care will be taken of the students involved and that they will be given support while on the exchange, both by the host families and school staff. Overall responsibility for the exchange programmes lies with the Principals and Boards of the two schools.

This agreement does not constitute or create, and shall not be deemed to constitute any legally binding or legally enforceable obligations on the part of either party. It can be terminated earlier if either school requests termination.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal (NZ school)

Principal’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal (overseas school)

Principal’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_