**A Check list for hosting visits from sister schools**

\*Refer to *Sister School Online Resource Kit* for details and samples

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| Items | Status |
| 1. Obtain enrolment information from visiting students
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| 1. Obtain medical information from visiting students
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| 1. Obtain parental consent form from visitors
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| 1. Advise visitors of insurance requirements
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| 1. Prepare an invitation letter for visa purpose
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| 1. Prepare a risk management plan
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| 1. Revise the existing emergency management plan to include visiting students from your sister school
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| 1. Develop an in-school program for the visitors
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| 1. Identify suitable host families
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| 1. Prepare information for host families including homestay guidelines
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| 1. Prepare information for sister school students and their families, including host family information
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| 1. Adapt the certificate of participation for presentation to visiting students
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| 1. Adapt the student reflection survey for post hosting evaluation
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| 1. Adapt host family survey to collect information about hosting experience
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