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