**SAMPLE AGREEMENT**

**MEMORANDUM OF UNDERSTANDING**

**between**

**SCHOOL X & SCHOOL Y**

*(This is only a guide. The agreement should include goals and activities which meet the needs of both schools.)*

School X in Victoria, Australia (full address of school) and School Y in (country & full address of school), hereby agree to become sister schools in order to develop friendship and cooperation between our two schools and promote mutual understanding and cultural awareness between Victoria, Australia and (country).

**SISTER SCHOOL PROGRAM GOALS**

1. To strengthen relationships, understanding and appreciation between people in (country) and School xxxx in Victoria, Australia
2. To increase cultural awareness and respect for each others cultures
3. To provide opportunities for students and teachers to develop skills which enhance Australia-(country) relationships
4. To support the teaching of (language) in Victoria and English in (country) and to continue to teach the languages in their respective schools
5. To develop ties of friendship through regular communication
6. To build an international perspective within the school.
7. To develop students into citizens who are globally engaged, comfortable with diversity and with the skills to operate effectively across cultures with different world views and belief systems.

**SISTER SCHOOL ACTIVITIES**

Suggestions for activities that schools may wish to consider:

1. Exchanges of information about curriculum, school policy and school events
2. Exchange of teaching resources, course materials and teaching strategies
3. Exchange of student work, email, letters, photos, student newspapers, etc to promote mutual understanding
4. Both schools will endeavour to maintain student, teacher and administrator exchange programs to provide the opportunity to study, work and live in the sister school community
5. Exchange of leadership development information between principals.
6. Organizing pilot’ classes or groups of students in both countries to collaborate in curriculum areas such as english, art/design etc through ICT-mediated communication.
7. The inclusion of the studies of Asia into the humanities and english electives.
8. involving the community through newsletters and websites and inviting parents to meet with the visiting teachers.
9. Starting a club for organiszing a trip overseas and fundraising.
10. Starting an E Pen Pals sister school Club
11. Convene a Working Party with representation across other curriculum areas to increase involvement across the school and to progress the program.
12. Use the college’s interactive portal (eg Wall-e) to enable students to post work, display and discuss their work and communicate live with students from their sister school.
13. provide video conferencing facilities which should be used for the development of electronically supported relationships between both schools. This can include class interaction and PD sessions.
14. prepare a professional development program for the staff from your sister school on subjects of interest eg student engagement, literacy, thinking curriculum; and
15. investigate best practice in your sister school’s areas of expertise eg Maths and Science.

In 200…., School X and School Y will review this agreement to determine future directions of this agreement.

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Principal, School X Principal, School Y

Address: Address

Tel Tel:

Fax: Fax:

Email Email

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President, School X School Council President, School Y School Council