

ISP VIRTUAL BUDDY EXCHANGE PROGRAMME

HANDBOOK

ACADEMIC YEAR 2020 - 2021





CONTENTS

Introduction	
About the International Schools Partnership	
What is the Virtual Buddy Exchange Programme?	
Virtual Buddy Exchange Coordinators	
Virtual Buddy Exchange Programme Schools	1
How to apply	1
Timeline	1
Safeguarding and Safety Procedures	1
Application Forms	
Student Application Form	2
Parental Permission Form	2
VBEP Student Code of Conduct Form	2
Media Permission Form	2
School Criteria for Registration Form	

ISP Virtual Buddy Exchange Programme

Introduction

At the International Schools Partnership (ISP) we strive to provide collaborative learning opportunities across our schools. For students who are from 12 -17 years of age, the ISP Virtual Buddy Exchange Programme (VBEP) is an eight-week initiative consisting of weekly video calls lasting 45 minutes with other ISP students worldwide.

The VBEP delivers a unique international and cultural experience; enabling students to develop their language and communication skills, whilst learning about other cultures and cultivating long-term friendships across the world. It is an experience that offers students amazing and diverse learning opportunities within a safe and secure online environment.

The VBEP was launched in May 2020 as a response to the COVID-19 pandemic in order to give our students the opportunity to reach out beyond their own school community so that they could practise their language, presentation and personal skills in English. The programme was a huge success in terms of popularity and obtaining its key outcomes; knowing more about different cultures, building language skills and developing understanding of students' own strengths and areas for getting better. Connecting 72 students, across 27 schools in 11 countries, there were a grand total of 135 hours of amazing virtual learning. To get a real flavour for the programme you can watch the 'golden moments' in this informative and entertaining **VBEP Wrap-up Video**.

Communicating in English with other ISP students and colleagues is a valuable way to meet new people and practise fluency, and although at times this can be challenging, it is a good struggle providing students with the chance to improve language skills, build confidence, raise cultural awareness and improve presentation skills.

This Handbook is designed to inform you in detail about the ISP Virtual Buddy Exchange Programme and the necessary steps that you need to follow in order to participate in the programme. It is vital that you read the Handbook thoroughly and we work in conjunction with each other to make the process as seamless as possible.

Students can choose between two eight-week programmes which will run twice during the Academic Year 2020/21; Intake 1 runs from October to December 2020, and Intake 2 runs in Spring 2021. This Handbook contains the forms to register for Intake 1. To apply for Intake 2 students will have to wait until 2021.



The VBEP is a really cool way to be able to speak with people all around the world and create friendships that will hopefully last forever.

Miguel, Virtual BEP student from Laude Palacio de Granda in Spain.

About the International Schools Partnership

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our students, colleagues and parents. We are committed to getting better, all the time.

Our growing group of private schools located in the UK, the USA, Spain, Chile, Colombia, Costa Rica, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and students from 2–18 years of age. We have now expanded to 46 schools delivering multiple curricula and building on local brands and reputations with around 45,000 students and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and live in a rapidly changing world. Our goal is to enable our schools to be the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities.

ISP Vision

To be the leading international schools group of quality and scale, with schools of choice recognised across local communities and the global education sector for amazing learning, ambition and growth.

ISP Purpose

ISP has a clear **purpose**: We are a focused, growing and financially secure group of schools. All our schools:

- Help children and students learn to levels that amaze them;
- Inspire children and students to be successful now and equip them to be successful later;
- Are truly international, working in partnerships within and across regions, cultures and languages;
- Aim to be the first choice for children, students and their families, wherever we are.

ISP Principles

Our principles emphasise and underpin how we do what we do. We:

- · Begin with our children and students;
 - Our children and students are at the heart of our business. Simply, their success is our success.
- Treat everyone with care and respect;

We look after one another, embrace similarities and differences and promote the well-being of each other.

- · Operate effectively;
 - We focus relentlessly on the things that are most important and will make the most difference.
- · Are financially responsible;

We make financial choices carefully based on the needs of the children, students and our schools.

- Learn continuously;
- Getting better is what drives us.

What is the Virtual Buddy Exchange Programme?

The ISP Virtual Buddy Exchange Programme (VBEP) brings students and schools from across the world together for a unique international and cultural learning experience. Providing an eight-week-long programme of weekly video calls, the programme offers diverse opportunities for amazing learning and lifelong friendships in a safe and secure online environment in which students reach out beyond their local school community practising communication and language skills, whilst discovering new cultures and topics.

SS

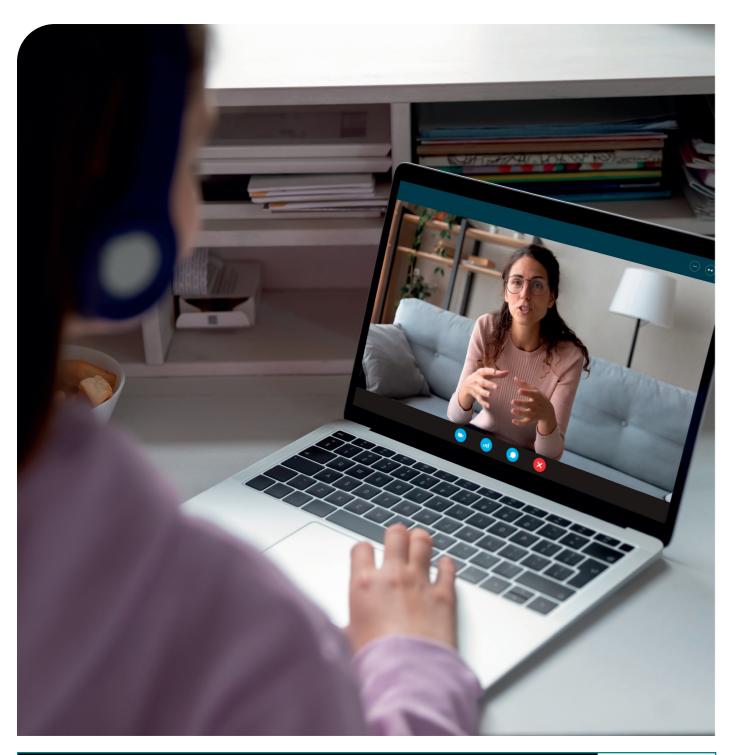
I think the VBEP has been going really well and I have already made two new friends. I enjoyed meeting new people and learning about their interests and culture. It was a unique experience and I look forward for our next video calls.

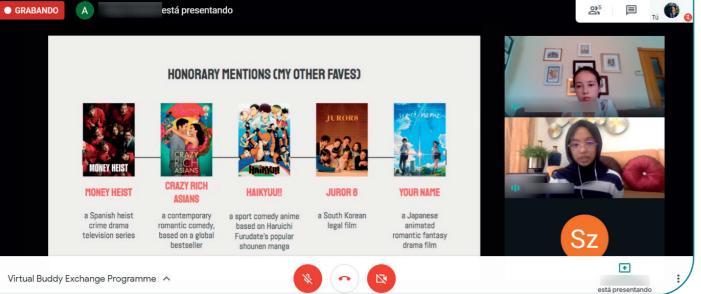
Dylan, Virtual BEP student from Tenby Ipoh in Malaysia

Key Facts

- Practise communication skills in English and discover other cultures beyond local school environment
- The eight-week programme will run twice during the Academic Year 2020/21
 - Intake 1 runs 12th October 4th December 2020
 - Intake 2 runs in Spring 2021 (exact dates to be confirmed)
- Up to four students per school and intake from 12-17 years of age.
- Students aged 12 & 13 are paired together. Similarly, students aged 14 to 17 are paired together.
- Opportunity to **meet eight students** from around the world a different student each week.
- Video calls of 45 minutes are done on an online communication platform convenient for everyone.
- Present and discuss topical teenage themes.
- All video calls are arranged and supervised by Virtual Buddy Exchange Coordinators (VBECs).
- The **Learning Reflection Task** and **Feedback Forms** are to be completed at the end of the programme.







Criteria for Registration

Students must be an ISP school student aged 12 to 17. There are two age groups; the Junior VBEP and the Senior VBEP.

- Junior VBEP: Students need to be 12 years old by 12th October 2020.
- Senior VBEP: Students need to be 14 years old by 12th October 2020.
- Students must have good attendance and exemplary behaviour records.
- Students should be confident and fluent enough in English to hold a conversation for 45 minutes. It is recommended they have a good level of written and spoken English (at least B2 Common European Framework of Reference for Languages CEFR).
- Students have to have enough flexibility in their timetable and have at least two available timeslots per week in order to accommodate the other students.
- Students need to have been enrolled for at least one full academic year in an ISP school.
- School fees need to be up to date and parents should have no debt with the school.

Learning

The VBEP gives students an innovative, engaging and communicative learning opportunity. We want to encourage our students to raise their cultural awareness and practise their language skills in order to take full advantage of their time spent with their weekly buddy from a different country. Below are the **learning goals** students should think about before and whilst taking part in the programme and the **learning outcomes** they should achieve:

Goals

- To offer students the opportunity to learn about different lifestyles, cultures and traditions.
- To develop and apply a range of language, communication and presentation skills.
- To develop and apply a range of personal skills including confidence and organisation.
- To connect students and colleagues at ISP schools across the world to learn, share and get better together.

Outcomes

- Know more about a range of lifestyles, cultures, traditions and languages from different countries.
- Be able to give presentations and communicate confidently in English with other ISP students and colleagues.
- Develop their understanding of their own strengths and areas for getting better.



Both students have learned how stimulating it is to broaden your social circle beyond your day-to-day and are now looking forward to hopefully being able to visit these new friends they have made around the world.

Alice Pallarés, Virtual Buddy Exchange Coordinator from Colegio Internacional Aravaca in Spain

Structure of Video Calls

The 45-minute video calls have the following suggested structure:

- 1. Student A personal introduction (5 mins) (name/ age/ school/ why you chose to do VBEP)
- 2. Student B personal introduction (5 mins)
- 3. Student A **topic presentation** (5 mins) (introduction/ background/ main ideas/ summary to raise questions)
- 4. Student B topic presentation (5 mins)
- 5. Open **free discussion** between students A and B (25 mins) about the discussed topic and any other thing they would like to talk about; the impact on teenagers in their respective countries, how the topic has changed over recent times, etc.

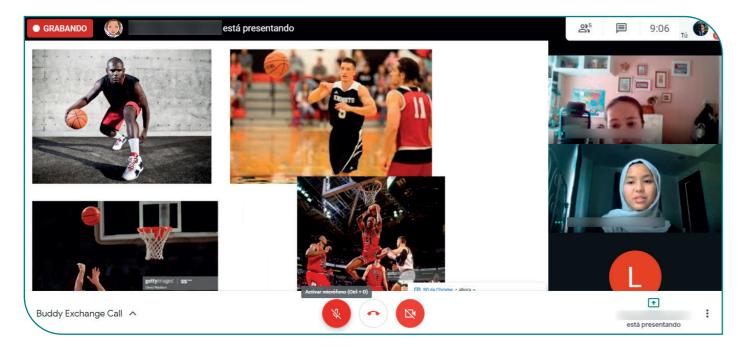
Topics

To guide the video calls and conversations, students are asked to prepare a short presentation in advance which is no more than **five minutes** - about the topics listed below. Extra questions and prompts are given as guidance.

- Week 1: Being a teenager in 2020
- Week 2: Music
- Week 3: Films & TV series
- Week 4: Sports
- Week 5: A tour in your city/country

The presentation is the talking point and can be a PowerPoint, a YouTube video, a live demonstration, a story, the sky's the limit! Two example presentations can be found here <u>VBEP - Week 1 - Example Presentation</u> & <u>VBEP - Week 2 - Music - Example Presentation</u>

Topics for weeks six to eight will be decided by the students themselves through an online topic poll.



Learning Reflection Task

The Learning Reflection Task is a portfolio for students to keep of their work as well as an evaluation of their experience. This task enables students to analyse their own learning focusing on the gain of knowledge, the development of personal and communications skills, and improvement of their own strengths and weaknesses. The Learning Reflection Task is submitted shortly after the eight-week programme.

Our students' thoughts and opinions are important to us at ISP so there is also a brief Feedback Form to be completed online at the end of the programme.

Pairing Process

Each week students are randomly paired with another student giving them the unique opportunity to meet eight different students from around the world. Pairings are done with time zones in mind, meaning that it is impossible for students from Mexico to be paired with others from Malaysia. That said, we try to ensure as much variety as possible in the pairings, and students are always paired with others from a different country.

- The **Junior VBEP** is for students from **12 & 13 years of age**. Pairings are done at random with only other 12 & 13-year-olds of any gender.
- The **Senior VBEP** is for students from **14 to 17 years of age**. Pairings are done at random with any age (14, 15, 16 or 17) and of any gender.
- Virtual Buddy Exchange Coordinators (VBECs) will receive a schedule at the beginning of the programme with the parings of their students. They are responsible for arranging the calls bearing in mind both students' and VBECs' availability.
- With different time zones, it's important that students, teachers and families are as flexible and accommodating as possible.

Costs

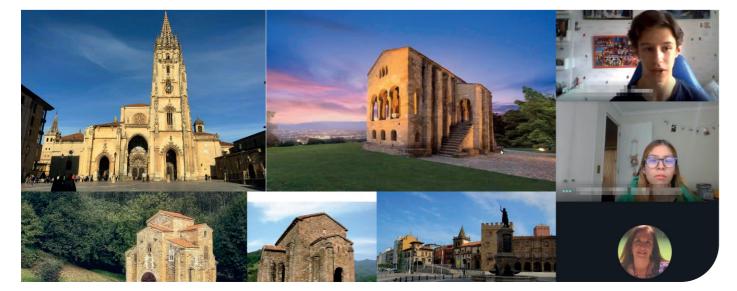
Taking part in the VBEP involves no cost to students and families, just your enthusiasm, dedication and commitment!

IT Requirements

Nowadays, there are many platforms and applications which teachers and students use to virtually communicate and learn, for example, Microsoft Teams/ Zoom/ Skype/ Hangouts, etc. Each of our schools has a preferred platform, but both VBECs need to agree on the most suitable one for both the students and themselves to be able to have the most effective video calls and shared experience.







Virtual Buddy Exchange Coordinators

The Virtual Buddy Exchange Coordinators (VBECs) are the regular point of contact for students throughout the programme. Their main role is to ensure all participants are well supported and are able to make the most out of the experience. Their four key responsibilities are:

- To help students with the registration process.
- To arrange video calls with other VBECs on the most suitable platform for everyone.
- To help students make their presentation, think about talking points and give feedback.
- To ensure students complete the Learning Reflection Task and Feedback Form.

The safety of ISP students is of utmost importance and therefore all video calls are supervised and recorded by the VBEC of each student.

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I have really valued the experience and it was all new for me.

I think these activities change the way students perceive education. It is definitely an innovative way to teach and change education as we know it.

Juan Felipe, Virtual Buddy Exchange Coordinator from Colegio La Colina in Colombia.

Virtual Buddy Exchange Programme Schools

The following ISP Schools are part of the VBEP:

Europe:

- Claremont School (East Sussex UK)
- · Colegio Internacional Aravaca (Madrid - Spain)
- Laude El Altillo School (Jerez Spain)
- Laude Fontenebro School (Madrid Spain)
- Laude Newton College (Alicante-Spain)
- Laude Palacio de Granda (Asturias Spain)
- Laude San Pedro International College (Marbella - Spain)

- · Laude The British School of Vila-Real (Vila-Real - Spain)
- · Laude The Lady Elizabeth School (Jávea - Spain)
- · The British School of Almería (Almería - Spain)
- The British School of Málaga (Málaga - Spain)
- International School Andalucía (Sevilla -Spain)

Mexico & Central America:

- · Instituto Thomas Jefferson Palomar (Guadalajara - Mexico)
- · Instituto Thomas Jefferson Querétaro (Querétaro - Mexico)
- · Instituto Thomas Jefferson Santa Mónica (Mexico City- Mexico)
- · Instituto Thomas Jefferson Valle Real (Guadalajara - Mexico)
- · Instituto Thomas Jefferson Zona Esmeralda (Mexico City - Mexico)
- St. Jude School (San José Costa Rica)
- Tomás Alva Edison School (Mexico City - Mexico)

Middle East:

- Aspen Heights British School (Abu Dhabi - UAE) Junior VBEP only
- Nibras International School (Dubai UAE)
- Park House English School (Doha Qatar)
- Reach British School (Abu Dhabi UAE)
- The Aquila School (Dubai UAE) Junior
- The Hamilton International School (Doha - Qatar) Junior VBEP only

South America:

- Colegio La Colina (Bogotá Colombia)
- Colegio Pedro de Valdivia Agustinas (Santiago - Chile)
- Colegio Pedro de Valdivia Las Condes (Santiago - Chile)
- · Colegio Pedro de Valdivia Peñalolén (Santiago - Chile)
- · Colegio Pedro de Valdivia Providencia (Santiago - Chile)
- La Moderna (Guayaquil Ecuador)
- · Liceo Panamericano Samborondón (Guayaguil - Ecuador)
- Liceo Panamericano Centenario (Guayaquil - Ecuador)
- St. George's College (Lima Peru)

Southeast Asia:

- Asia Pacific Schools (Selangor Malaysia)
- Tenby Schools Ipoh (Ipoh Malaysia)
- Tenby Schools Penang (Penang -
- · Tenby Schools Setia Eco Gardens (Johor - Malaysia)
- · Tenby Schools Setia Eco Park (Kuala Lumpur - Malaysia)
- · Tenby International School Setia EcoHill (Selangor - Malaysia)
- · Tenby International School Tropicana Aman (Selangor - Malaysia) Junior VBEP

USA:

- Baton Rouge International School (Baton
- Kehoe France Northshore (New Orleans -USA). Junior VBEP only
- Kehoe France Southshore (New Orleans -USA). Junior VBEP only
- · The Montessori Academy of Broward (Miami – USA)
- Willows Preparatory School (Seattle -USA)

How to apply

So, you're interested in doing the ISP Virtual BEP? Here are some tips to make sure you are prepared when applying.

Step 1

Express your interest and meet with the Virtual Buddy Exchange Coordinator (VBEC) at your school, who will help you with your application process.

Step 2

Complete the Student Application, Parental Permission, Code of Conduct and Media Permission Forms and send them to your VBEC. All of these forms are at the end of this Handbook.

Step 3

Receive your pairings list and get excited about all the students you are going to meet around the globe on your international learning journey!



Timeline

Before 25th September 2020

Register your interest with your Virtual Buddy Exchange Coordinator and start completing the forms.

2nd October 2020

Deadline for application. The Student Application, Parental Permission, Code of Conduct and Media Permission forms included in this Handbook need to be signed using Adobe Reader and emailed to your VBEC.

7th October 2020

Receive your pairings list for the whole eight-week programme.

12th October - 4th December 2020

Programme of eight weekly video calls takes place as follows:

- Week 1: 12/10 16/10. Topic: Being a teenager in 2020
- Week 2: 19/10 23/10. Topic: Music
- Week 3: 26/10 30/10. Topic: Films & TV series
- Week 4: 02/11 06/11. Topic: Sports
- Week 5: 09/11 13/11. Topic: A tour in your city/country
- Week 6: 16/11 20/11. Topic to be decided by the students themselves through an online topic poll
- Week 7: 23/11 27/11. Topic to be decided by the students themselves through an online topic poll
- Week 8: 30/11 04/12 Topic to be decided by the students themselves through an online topic poll

11th December 2020

Submission deadline for your Learning Reflection Task and Feedback Forms.

Safeguarding and Safety Procedures

The health and wellbeing of our students is of paramount importance to ISP, that's why the ISP Safeguarding Guidance on Virtual Learning and Video Conferences needs to be in place during all the video calls. The purpose of the guidance is to safeguard all students and staff whilst they are taking part in online learning via video conferences, learning platforms and online classrooms.

Please take the time to read the ISP Safeguarding Guidance on Virtual Learning and Video Conferences procedures by following this **link**. This document contains the responsibilities of all persons taking part in on-line learning tools, including teachers, students and parents/guardians. This guidance should be read alongside the ISP and/or School s Safeguarding Policy.

While taking part in the VBEP:

Students should ensure that they:

- . Don't log onto a virtual learning session unless the VBEC or responsible adult is present.
- Are expected to adhere to the school's normal expectations on behaviour and appropriate language.
- Should ensure they are dressed appropriately for the video calls.
- Should not contact the VBEC outside the video call or planning session unless it is via the school secure learning platform /email system or via their parents, who will use their email address.
- Should report any dispute or inappropriate behaviour with a VBEC to a parent/responsible adult and this should then be reported to the school's Senior Leadership team.
- Need to be aware that video calls are recorded and monitored by the schools Senior Leadership Team.

VBECs should ensure that:

- Their environment does not display any inappropriate images or documentation capable of being viewed by the student when overseeing a video call.
- Their behaviour and conduct are in line with the school's normal procedures e.g. the use of appropriate language.
- Any contact with the student is appropriate to their role as a VBEC and confined to the relevant to the video call or planning session.
- They report any dispute with a student to their line manager.
- Any safeguarding issues, inappropriate behaviour or illegal activity identified within a video
 call by the student or third party, must be reported to the school s DSL in accordance with the
 Safeguarding policy.
- If the VBEC is unable to be present during the video call, another teacher must be present.

The VBECs on the call are there to monitor, advise students and ultimately step in if they feel a child is at risk.





Application Forms

Students and their parents/legal guardians need to complete the following four forms:

- 1. Student Application Form
- 2. Parental Permission Form
- 3. Code of Conduct Form
- 4. Media Permission Form

Virtual Buddy Exchange Coordinators and Heads of School/Principals need to complete the School Criteria for Registration Form.

All of these forms must be completed electronically. Handwritten or incomplete forms won't be accepted. All fields are mandatory. The deadline for completion of these forms is Friday 2nd October 2020. By signing these forms students have contractually agreed to participate in the complete programme.

Please ensure that you fill this form in using Adobe Acrobat Reader and save the completed version as a new PDF before sending back to your Virtual Buddy Exchange Coordinator. Some information may be lost from the forms in this document if not completed using Acrobat. You can download a free version for your device here:

https://get.adobe.com/uk/reader/

(Form O1)

Student Application Form

This form must be completed electronically. All fields are mandatory. Handwritten or incomplete forms won't be accepted. The deadline for completion of this form is Friday 2nd October 2020. Remember that by signing these forms you are agreeing to take part in the complete eight-week programme.

Student First Name:
Student Surname:
Year Group/Grade: Age on 12th October 2020:
Date of Birth: Gender:
I am aware that I am taking part in the Junior VBEP Senior VBEP
School: Country:
Did you participate in the VBEP last year? Yes No
Why would you like to take part in the ISP Virtual Buddy Exchange Programme?

(Form 02) Parental Permission Form

The purpose of this form is to obtain your permission for your child to take part in the ISP Virtual Buddy Exchange Programme. The deadline for the completion of this form is Friday 2nd October 2020.

I, the undersigned, being the parent/legal guardian of the student named above, give consent for the child to take part in the ISP Virtual Buddy Exchange Programme.

Student First Name:	
Student Surname:	
School:	
live details of any specific requirements or medic	al conditions that you think we should know about:
,,,	•
arent/legal guardian 1	
lame:	
iignature:	Date:

(Form 03)

VBEP Student Code of Conduct Form

All students must read through the Code of Conduct in order to take part in the ISP Virtual Buddy Exchange Programme and are expected to behave in a responsible manner at all times. They must take direction from their Virtual Buddy Exchange Coordinator (VBEC).

Students must not engage in any inappropriate behaviour on the Virtual Buddy Exchange Programme as this may affect not only their own safety and well-being, but also that of their fellow students. They must follow the Handbook of their own school and all local and national rules. Students should remember that that they represent themselves, their school and their families at all times.

As a student taking part in the Virtual BEP, I agree to:

Accept the Code of Conduct.

Student signature:

- Attend all eight video calls of the programme.
- Wear appropriate clothing during the video calls.
- Respect the customs and culture of the other student.
- Be flexible and open-minded when faced with time changes or issues with technology.
- Know how to contact the VBEC in case I need to do so.
- Be an ambassador and promote a positive image of my school.
- I understand that the extended school rules apply. Misuse of mobile phones or technology, or being involved with cigarettes, illegal substances, activities of a sexual nature or being unkind or unhelpful, will lead to further disciplinary action.

Student First Name:	
Student Surname:	

(Form 04) Media Permission Form

This form must be completed electronically. Handwritten or incomplete forms won't be accepted. All fields are mandatory. The deadline for completion of this form is Friday 2nd October 2020.

Authorisation for the Recording and Use of Image Rights

International Schools Partnership Limited and their schools ("ISP Schools") are obliged to comply with the General Data Protection Regulation, of 27 April 2016 (the "GDPR"), and the laws applicable when it takes or publishes images of its students.

By signing this document ("the Authorisation"), I/ we authorise ISP Schools to take and use images, audio recordings and/or videos of the minor (insert name)

(the "Images") during minor's participation in the ISP Virtual Buddy Exchange Programme 2020/2021.

In consideration of minor's participation in the ISP Virtual Buddy Exchange Programme 2020/2021, I give my consent to the ISP School to take and use the Images, as well as, the minor's name and likeness, through any means of use, including but not limited to, its reproduction, distribution, diffusion, exhibition or communication to the public for:

- Internal use of the School, including but not limited to brochures, bulletin boards, presentations, informative documents exclusively for informative and internal School operation purposes.
- Promotional use by ISP Schools, including, but not limited to webpage, social networking platforms, promotional brochures intended exclusively for advertising and promotional purposes.

In connection with the foregoing, I acknowledge ISP's or ISP's designee's right to crop, edit, or treat the photograph, video, or audio clip of my child at its discretion. I understand that ISP has no control over how third-party media use information from my child.

This Authorisation will remain in force for the maximum period allowed by applicable law, and in any case, as long as the rights remain in force and you do not revoke your consent. The territorial scope of this Authorisation is worldwide.

Likewise, I/we expressly consent ISP Schools to process my personal data and the personal data of the minor to use the Images and to execute this Authorization. The legal basis of this data processing is the execution of this Authorisation, and the processing of personal data necessary for the use of the Images under the provisions of the Authorisation. My personal data and the data of the minor will be stored as long as I/we do not expressly revoke my consent, and, in any case, when required by the applicable legislation or as long as any kind of liability may arise thereof.

I/we understand that I can exercise, in the terms provided by current legislation, the rights of access, rectification or deletion of my personal data or those of the minor, as well as the right of limitation or opposition to the processing of data, and the right to portability of the personal data. I may exercise these rights through written communication to the following address: bep@ispschools.com. I understand that I can file a claim, at any time, before the competent data protection supervisory authority.

Student First Name: Student Surname:	
Parent/legal guardian 1 Name:	
Signature:	Date:
Parent/legal guardian 2	
Name:	
Signature:	Date:

(Form 05)

School Criteria for Registration Form

The following section must be completed by the Virtual Buddy Exchange Coordinator and the Head of School/Principal. The deadline for completion of this form is Friday 2nd October 2020.

·	·	
Student First Name:		
Student Surname:		
Year Group/Grade:	Gender:	
School:	Country:	
Does the student have good attendance and an exemple	ary behaviour record? Yes	No
Has the student been enrolled in the school for at least (one academic year? Yes	No
Are school fees paid and up to date?	Yes	No
Are there any outstanding fees owed?	Yes	No
Does the student have a good level of written and spoke at least B2 Common European Framework of Reference		No
Please give details of any information about the student	that staff involved with the VBEP need to	be aware o
We state that the above-named student is a suitable car	ndidate to take part in the	
ISP Virtual Buddy Exchange Programme.		
Virtual Buddy Exchange Coordinator Name:		
VirtualBuddyExchangeCoordinatorSignature:		
Head of School/Principal Name:		

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Your aquenture starts HERE

#ISPVirtualBuddyExchange

