SACRED HEART GRAMMAR SCHOOL VIENNA, AUSTRIA –

TEACHER EXCHANGE WITHIN THE INTERNATIONAL NETWORK OF SCHOOLS OF THE SACRED HEART

GUIDELINES

**Recommended period of time: Two weeks**

**Expectations of hosting school**

1. The visiting teacher should be given a general introduction to the schools: history, community life of students & staff, social background of students, special features of the school.
2. The exchange teacher should be given the opportunity to learn more about how the school implements the Sacred Heart Goals and traditions.
3. The visiting teacher should be assigned a buddy teacher getting him/her involved in the community of faculty members, helping with organizational matters as well as leisure time activities.
4. The exchange teacher should be given the opportunity to give a presentation about her/his school/city/country for students and faculty members.
5. Accommodation should be provided by the hosting school either on site or with host families.

**Expectations of visiting teachers**

1. Visiting teachers should be interested in learning more about other school systems and Sacred Heart Schools, appreciating diversity.
2. They should be prepared to teach some classes (preparation best done before visit with buddy teacher of the hosting school).
3. They must be able to teach in English or in the students´ language.
4. They should be willing to share resources and ideas.
5. Visiting teachers should be prepared to give a presentation about her/his school/city/country for faculty members and students.