

**DFE INTERNATIONAL SCHOOL EXCHANGE GRANTS 2019**

# REPORT FORM

**PLEASE COMPLETE ALL PARTS OF THE FORM:**

- A. Details of institutions & participants
- B. Details of activities:
  - i. Preparatory visit
  - ii. School exchange with students
  - iii. Personal evaluation from a student that participated
  - iv. Evaluation from Head/Senior Leadership team
- C. Financial report & balance payment request
- D. Statements & signatures
- E. Checklist

and then email to [school.exchanges@britishcouncil.org](mailto:school.exchanges@britishcouncil.org), within 4 weeks of your return from your exchange visit.

**A. INSTITUTIONS & PARTICIPANTS**

UK school / institution (England only)

Name of institution	
Address and postcode	
Name of coordinating contact	
Direct Contact Email	

## Partner school / institution abroad

Name of institution	
Address and postcode	
Country	
Partner coordinator Name:	
Partner coordinator email:	

## B(I). PREPARATORY VISIT

If your project grant included a preparatory visit, please give us a few bullet points of how that helped your exchange:

<b>Dates of visit</b>	
<b>Main topics covered</b>	
<b>Learning points from the visit</b>	

## B(II). SCHOOL EXCHANGE VISIT WITH STUDENTS

1. Please provide a completed programme itinerary of the actual activities for your exchange visit. You can use our suggested programme template for this, accessible at the bottom of our [website here](#).
2. Please attach to this report any promotion, press articles, newsletters etc, where your exchange visit was mentioned.
3. Dates and duration

Please indicate when your visit took place:

<b>Date of departure from the UK</b>	
<b>Date of return to the UK</b>	

<b>Total number of exchange days (excluding travelling):</b>	
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4. Numbers of people directly experiencing the exchange visit

	Female	Male
<b>Number of students from the UK</b>		
<b>Number of teachers/chaperones from the UK</b>		
<b>Number of students in the host country</b>		
<b>Number of teachers/chaperones in the host country</b>		

5. Numbers of people indirectly impacted by the exchange visit

	From England	From Partner country
<b>Number of other students indirectly impacted (eg. attendance at assemblies, participated in a workshop but not part of exchange group, recipients of face to face communication from students/teachers in the visit etc)</b>		
<b>Number of other people/adults indirectly impacted (host families, local community members involved in activities, meeting students on visits etc)</b>		

6. What definition(s) of disadvantage did you use for selecting students for the exchange visit?

7. How many students in your school group were from this/these disadvantaged group(s)

	Female	Male
<b>Number of disadvantaged students from the UK</b>		

8. Please provide one paragraph on how your exchange went:

9. Do you consider your project could be used as a case study for an international school visit? For what reason? What made your project notable?

Would you be happy to be contacted by one of our team, to create a case study of your visit for marketing and promotion of international school exchanges?

Yes / No

## **B.III STUDENTS THAT PARTICIPATED**

10. Please ask one of the students who was involved in the project to write one paragraph about their personal experience of the international school exchange. (We also accept videos, with a link emailed to: [school.exchanges@britishcouncil.org](mailto:school.exchanges@britishcouncil.org)).

## **B.3. HEAD TEACHER/SENIOR LEADERSHIP TEAM**

11. Impact of the Exchange Visit, from the Head Teacher

Please read the following statements and indicate how strongly you agree or disagree...

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither agree nor disagree</b>	<b>Agree</b>	<b>Strongly agree</b>
This international exchange visit was a valuable educational experience for our pupils					
The pupils are more confident as a result of their experiences on the international exchange visit					
The international exchange visit has had positive impacts in the school beyond those pupils who took part					
I am more likely to encourage another international exchange visit as a result of this new programme					

As a member of the Senior Leadership Team, please provide any comments or reflections of the exchange visit. You could comment on the reasons for any high or low scores you have provided above, or any ideas you have for how we could make improvements to the programme.

## C. FINANCIAL PLAN & BALANCE PAYMENT REQUEST

Please provide a clear and comprehensive finance report using this template.

- Provide a **detailed breakdown of all costs** related to the exchange visit, regardless of who is covering them
- Please read the guidelines to check which costs are eligible and which aren't
- Please separate the items in the grid below, according to eligibility
- List the actual costs that can be proven by invoices and receipts
- Remember: please do not submit receipts to the British Council. Records of receipts and expenditure must be kept on site for 5 years, for audit purposes

	<b>Area of expenditure</b>	Description/details	<b>Actual Cost for eligible items</b> <i>(in £GBP)</i>	<b>Actual Cost for non-eligible items</b> <i>(in £GBP)</i>	<b>For British Council Use</b>
<b>Preparatory Visit</b>  <i>Grant up to £500 (Europe)/up to £1000 (rest of World)</i>  <i>Up to 100% of</i>	Travel & Transport				
	Accommodation				

eligible costs	Cost per head for meals				
<b>Admin &amp; Management costs</b> <i>(For staff costs: please list number of hours, and keep timesheet record showing date and hours for potential audit)</i>					
<b>Exchange visit</b>  <i>Grants for visits in Europe: up to £10,000 / up to 100% of eligible costs</i>  <i>Grants for visits outside Europe: up to £15,000/up to 100% of eligible costs.</i>	<b>International travel</b> (actual costs that can be proven by receipts and invoices)				
	<b>Local travel in UK and partner country</b> (actual costs that can be proven by receipts and invoices)				
	<b>Accommodation</b> (actual costs, or contribution for home stay)				

	<b>Costs for Meals</b> (actual costs that can be proven by receipts and invoices)				
	<b>Project costs</b> (materials, resources that can be proven by receipts and invoices)				
	<b>Other eligible costs</b> (that can be proven by receipts and invoices)				
	<b>Other costs not eligible for the grant</b> (excursions, visits, hardware etc)				
	<b>TOTAL</b>				
		<i>Actual Cost for eligible items</i>	<i>Actual Cost for non-eligible items</i>	<i>Internal check for eligible items</i>	



## Balance payment calculation

	<i>School to complete</i>	<i>British Council check</i>
<b>Total 100% grant awarded from International Schools Exchange Programme (as per award email/Grant Agreement):</b>	£	
<b>80% grant received already from the British Council:</b>	£	
<b>Amount of eligible spend for exchange visit (total from above)</b>	£	
<b>Remaining balance expected to pay (20% payment)</b>	£	

## **D. STATEMENTS & SIGNATURES**

### Data protection

The International Schools Exchange Programme is managed by the British Council, on behalf of the Department for Education.

We will use the information you are providing for the purpose of participation in the International Schools Exchange Programme. We may pass this information on to the Education Endowment Fund and KANTAR for future evaluation of the project. It will continue to be handled in accordance with UK data protection law.

We will keep your information for a period of 7 years from the time of collection. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator

We may want to use your information to send you details of other activities, services and events which you may find of interest.

We may want to use words from this report to quote in publications, reports, web pages, social media and other research outputs for promotion of the programme.

Please tick the relevant statements below.

<input type="checkbox"/>	Yes, I am happy for words from this report to be quoted in publications, reports, web pages, social media and other research outputs for promotion of the International Schools Exchange Programme.
<input type="checkbox"/>	Yes, I would like to be sent details of other relevant activities, services and events.

## Signatures

I confirm by my signature below that all the details submitted are, to the best of my knowledge, correct.

I confirm my endorsement of and support for the above project report and expenditure declaration.

I agree to adhere to the necessary contractual arrangements between my school/college and the British Council.

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Name & signature of coordinator (UK)

Date

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Name & signature of head of institution (UK)

Date

## E. CHECKLIST

Remember to include the following when you submit your report:

1. Finalised daily activity programme for the exchange visit
2. Any promotion, articles, newsletters etc where the exchange visit was mentioned
3. Financial grid with actual costs (eligible and non-eligible under terms of grant agreement) – Section C of this report form
4. Completed report form, signed by coordinator and Head

And then email all the above to: [school.exchanges@britishcouncil.org](mailto:school.exchanges@britishcouncil.org) within one month of your return from your exchange visit.