

**OUR LADY'S
SECONDARY SCHOOL**



Policy on Visiting Students

1.1 Mission Statement:

This policy was created in accordance with Our Lady Secondary School's Mission Statement.

Our Lady's Mission Statement

Our Lady's Secondary School is a Voluntary Catholic Secondary School operating under the trusteeship of CEIST according to the traditions of the Sisters of Mercy. We, the staff and students, enjoy working together to realise our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. We take a holistic approach focusing on the wellbeing and development of each individual socially, culturally and academically. Within our school community, each student is treated equally. All are considered uniquely talented, with effort valued as much as excellence. On a day-to-day basis, the Christian message inspires everyone in the school to be charitable, inclusive and understanding.

1.2 School Context

Our Lady's Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 880 students and over 60 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes/is cognizant of the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

1.3 Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy Education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, Students, Parents/Guardians and the wider community.

1.4 CEIST Core Values

The Core Values of CEIST are:

- Promoting Spiritual & Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

Aim

- Our Lady's Secondary School welcomes Visiting Students from other countries on School Exchange visits.

Objectives

- To ensure a positive, enjoyable and productive experience for visiting students.
- To facilitate a positive learning experience for these students.
- To facilitate inclusion of visiting students in the school community.
- To ensure the uninterrupted teaching & learning experience for all students.

Criteria for Acceptance.

- Students must be 16 or over on the date their visit commences.
- A report must be presented from the visiting student's school before they are accepted. This report should detail the student's academic and behaviour record.
- Should a serious disciplinary issue arise or there be serious concerns over a visiting student's mental or physical wellbeing, the student's parents are required to meet with school management.
- The visiting student must have an adequate proficiency in English sufficient to allow two way communications in class.
- The visiting student must be placed for a minimum of 1 Academic Year before September 30th.
- The visiting student must be resident with a family who have children in Our Lady's Secondary School or the family of a member of staff.
- Acceptance is subject to a place being available in an age appropriate year group.
- Subject placement is contingent on availability.
- Student must have a proficiency in subjects selected.
- Students should make a genuine effort to speak English at all times during their placement.
- Visiting students must accept the School's Admissions Policy & Code of Behaviour.

Signed: Alan Loggins (Chairperson of the Board of Management)

Date: 11th December, 2025

Date of next review: December 2027