This matching form is for an exchange visit to take place during October/November 2018 and must be submitted no later than …………….

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| 1. **ABOUT ME**
 |
| **Name** |  |
| **School Name** |  |
| **School Address** |  |
|  |  |
|  |  |
| **Telephone No.** |  |
|  |  |
| **Preferred Email Address:**  |  |
|  |
| 1. **About your School(s)** (e.g. school size, location, learners’ age range, number of staff, special needs)
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| 1. **You/your school’s key strengths:** (is there anything you would be particularly keen to share or learn with an exchange partner?)
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| 1. **Timings:** Principals from Ireland will visit Scotland during week beginning 29th October 2018 (during our mid-term) Please indicate your confirmed availability:
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| 1. **. Professional Enquiry** (what do you wish to explore during your exchange visit?):
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|  |
| **6. Useful Information** (we would like to know the following): |
| Do you have pets? | Yes 🞏 No 🞏  |
| Do you smoke?  | Yes 🞏 No 🞏  |
| Does anyone in your house smoke? | Yes 🞏 No 🞏  |
| Please tell us a bit about your home, the space available for your exchange partner and anyone else who lives there: |
|  |
| Is there anything else it would be helpful for us to know?  |
|  |
| 1. **Medical issues**, allergies or dietary restrictions which need to be addressed? Yes/No

If yes please provide details:We would wish to be respectful of any accessibility issues you may have. Please note below  |
|  |
| 🞏 I have read and agree with the conditions as outlined in the AnnexSignature………………………………………………………… Date……………………Please return the completed survey by emailing pat.goff@ippn.ie |

**Application and Matching Form**

**Expectations of those involved in the IPPN/SCEL Small School Exchange Programme**:

* to establish email or other communication with your matched partner as soon as you are connected
* to host, in your home, your exchange partner during the overseas part of the exchange
* ensure any required permissions are given by your employer for your exchange partner to be in your school/s and to engage with your work
* to participate in appropriate job shadowing and educational experiences being presented by your exchange partner
* Participants from Ireland will be expected to report back to IPPN Council on small schools’ structures, how change agenda and workload is being managed and how schools are evaluated in Scotland.