##### Memorandum of Understanding

between

##### (Name of school)

**and**

**(Name of overseas school)**

**for a**

**Sister-school Agreement**

This Memorandum of Understanding (MOU) is between:

**Insert full name of school and address**

And

**Full name and address of overseas school**

(“The Parties”).

**BACKGROUND**

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of school) and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of overseas school)

reached an understanding in relation to a mutually beneficial relationship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of school) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of overseas school), wish to continue the cooperative relationship through this MOU with the aim of further developing cooperative arrangements to the benefit of all Parties.

GENERAL OBJECTIVES

The Parties agree as follows:

**1. Recitals**

1.1 This MOU provides the framework within which detailed proposals for reciprocal programs of cooperation in education are to be jointly considered by the Parties.

* 1. The Parties will cooperate in implementing educational activities on a reciprocal basis as outlined in this MOU.
  2. This MOU is not intended to impose binding legal obligations on either of the Parties.

**SPECIFIC OBJECTIVES**

The Parties agree as follows:

**2. Period of Memorandum of Understanding**

2.1 This MOU will operate from the date of signing and will end on ***\_\_\_\_\_\_\_*** [***date***].

2.2 This MOU may be amended or extended by mutual agreement between the Parties. Any amendment shall be in writing and signed by each party to be effective.

2.3 This MOU may be terminated by one party giving to the other Parties three (3) months notice in writing.

#### **3. Cooperation**

3.1 Cooperation between the Parties under this MOU includes the following activities and programs: (*select desired activities as described below or add other agreed activities*)

* Exchange of teaching methodologies / curriculum / program outlines.
* Student e-pals - exchange of emails.
* Student project / assignment conducted by both schools on an agreed topic / subject area.
* Lessons by videoconference (if technology available).
* Staff professional learning by videoconference.
* Reciprocal school visits for up to \_\_\_\_\_\_\_\_ students and \_\_\_\_\_ teachers (*insert numbers as appropriate for reciprocal visits and should* be *similar numbers for a balanced program*) for a period of \_\_\_\_\_ days / weeks (*insert number of days or weeks to a maximum of 3 weeks*) to be conducted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(insert frequency, such as alternate years / annually / one reciprocal visit after the program is established.*)

Other



3.2 Where the Parties agree to collaborate on specific reciprocal programs, the terms and conditions will be set out in future agreements.

#### **Execution of this Memorandum of Understanding for a Sister School Agreement**

This MOU was signed by the Parties on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

in \_\_\_\_\_\_\_\_\_\_(location) in the state of New South Wales / province of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
| On behalf of (name of school):  ) | And | On behalf of (name of overseas school ):  ) |
| ) |  |  |
|  |  | ) |
|  |  |  |
|  |  |  |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name  Principal |  | [Name]  [Title] |