



# The English-Speaking Union

## Secondary School Exchange

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### SECONDARY SCHOOL EXCHANGE HANDBOOK

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# THE ENGLISH-SPEAKING UNION

## SECONDARY SCHOOL EXCHANGE HANDBOOK

### SECTION I GENERAL INFORMATION

#### A. School Membership

##### 1. Participation

Independent schools wishing to participate in the exchange are asked to write to the Secondary School Exchange Committee member of their region, or to the International Programs Department of The English-Speaking Union of the United States, 144 East 39th Street, New York, NY 10016 or auhl@esuus.org.

##### 2. Requirements for Membership

Each participating school will provide tuition, board, normal fees and all required expenses per term (or one third of the year) for one British student or Argentine student selected by the Committees of the ESU at the following specified intervals unless exempted by the U.S. Committee.

- a. Single-sex schools, day and/or boarding, with an enrollment in grades 9-12 of 200 or more, are expected to offer a scholarship annually. Those with an enrollment below 200 may elect to offer a scholarship in alternate years. Those with an enrollment of more than 400 are expected to offer two scholarships annually.
- b. Coeducational schools\*, day and/or boarding, with an enrollment of 400 or more in grades 9-12, are expected to offer two scholarships annually, one to a boy and one to a girl. Those with an enrollment below that figure are expected to offer one scholarship annually, to be alternated between boys and girls. Those with an enrollment below 200 may elect to offer a scholarship in alternate years to be alternated between boys and girls.
- c. Each participating day school will provide tuition, normal fees and all required expenses for one British student selected by the ESU Committees according to the schedule given above for boarding schools. In addition, day schools will arrange for their British or Argentine student to live with a host family.

Schools are expected to offer the required number of places, however, as the pool of applicants fluctuates, there will not always be a sufficient number of applications to fill all openings with qualified candidates.

\* Coordinate schools having a single board of trustees are regarded for this purpose as coeducational; those having separate boards of trustees are regarded as two single-sex schools.

##### 3. Annual Dues

Each participating school will pay membership dues of \$250 annually.

**B. Authorization to Issue I-20 Forms**

All schools must complete I-20's online through SEVIS (Student Exchange Visitor Information System). (School must be registered with SEVIS to issue I-20's). The SEVIS procedure is a step-by-step process which is self-explanatory online. It is important to print the I-20 and send it to the student as he/she will need a printed and signed I-20 to take to the American Embassy.

**C. ESU Branches**

Member schools are encouraged to form a relationship with a local ESU branch. This vibrant volunteer community plans membership events, coordinates local high school Shakespeare Competitions, scholarship programs and hosts visiting speakers and educators. Go to [www.esuus.org](http://www.esuus.org) to find the contact information of the ESU Branch closest to you.

**SECTION II PROGRAM FOR U.S. STUDENTS**

**A. Information for Potential Applicants**

Please refer to the general information pages located in Appendix II. Each school receives a supply of these materials in the fall and is asked to give copies to the parents of students who complete applications. It is essential to provide both parents and students with the Guide to Program Costs.

In addition, schools are encouraged to refer interested students to school alumni who have participated in the SSE program.

**B. Application Procedure for Students**

1. Students obtain application forms from their school or they can be downloaded from ESU's website: [www.esuus.org](http://www.esuus.org). The application consists of four parts: one is completed by the student, one by the student's parents, one by the student's doctor and one by the school. The completed form must be accompanied by a check for the application fee (\$100).
2. The student gives the parts of the application for which he/she is responsible, plus a check for the application fee to the school SSE coordinator.

**C. School Screening of Applicants**

**1. Eligibility**

The program is designed to provide the opportunity for American students to spend a post-high school graduate year in a British school or one semester in Argentina. Applicants need not be U.S. citizens. However, command of the English language is necessary and the student must have been at the school for a minimum of one year prior to application.

Each participating school will be entitled to nominate up to five candidates for scholarships at British or Argentine schools every year.

It is expected that schools will not permit students to apply unless they are satisfied that they are well qualified for a scholarship and prepared for the kind of experience offered by the exchange. The program is not intended to serve therapeutic ends. The experience is a demanding and challenging one, and requires a great deal of the participants. They are expected to work hard and also play a full part in the extracurricular life of their school. It is not recommended for the timorous, the introverted, the lazy or the escapist.

## 2. **Financial Responsibility**

Schools are asked to determine whether parents of applicants will assume responsibility for the cost of the year. From time to time, after they have been selected, students will announce that they are solely responsible for the cost of the year. Such students usually fail to stay for the full year on the grounds that they have run out of money or leave sizable debts. This can unnecessarily damage the relationship the ESU has developed with the host schools and jeopardize the availability of this opportunity for future students.

## D. **Application Procedure for Schools**

### 1. Collection

The school is responsible for collecting the four parts of the application, ensuring that all parts of the application are complete, making 2 copies of the entire application, collecting the application fee and completing the checklist.

### 2. Deadlines

Applications should be sent with the application fees and checklists to the appropriate Regional Interviewing Chair in early December. Please refer to the Calendar of Application and Notification and the List of Regional Interviewing Chairs in the Appendices.

## E. **Selection of Applicants**

1. The ESU-US notifies schools in February of those applicants recommended to the UK or Argentina as Finalists and those named as Alternates. Please advise alternate candidates that they may indeed receive an award, either by the withdrawal of a Finalist or because additional school places become available.
2. Successful applicants are notified by the ESU in February that they have been recommended as Finalists and that their application has been forwarded to the British SSE Committee and Argentine SSE Committee for further consideration. This is the last stage in the selection process. Because there are limited places available in the United Kingdom and Argentina, their committee tries to place each selected US finalist at the best school available to match their talents and skills.
3. The ESU sends a letter announcing placements to the students in April with copies to parents and schools.
4. The ESU also notifies unsuccessful applicants of their status.

## F. **Travel and Other Information**

In addition to notification of placement, the students and/or their parents receive the following information from the ESU:

1. Travel arrangements - This includes information on student visa, International Student I.D, travel suggestions and orientation information.
2. Memos to parents and students throughout the summer. This includes what bills to expect, school, packing and travel advice.

## **SECTION III PROGRAM FOR INTERNATIONAL STUDENTS IN THE UNITED STATES**

### **A. Terminology**

Some international students spend a full academic year at an American school (September - June), they are referred to as three-Term students. Others come for half the year (January - June), and are called two-Term students.

### **B. Selection of Applicants**

The international students are recommended by their schools and each applicant is interviewed in their country by the ESU Secondary School Exchange Committee.

The applications of international students who will spend a full academic year in the U.S. are usually sent to their American schools in May of the previous academic year. The applications of two-Term students are sent to their American schools in November, two months prior to arrival.

### **C. Travel Arrangements**

Because of varying start dates, students usually do not travel in groups, but will arrive on the date requested by the school.

### **D. Financial Provisions**

1. American boarding schools offer full scholarships including tuition, room, board and fees. American day schools, or boarding schools accepting British students as day students, offer a scholarship for tuition and fees, and find an American family with whom the student will live.
2. If it is not feasible for one family to host an international student during his or her entire stay, it is acceptable for the student to be lodged with more than one family. A maximum of three families per year works best. Experience has shown that more than three moves tend to be disruptive and unsettling for the British students.
3. The parents of international students are responsible for transatlantic and domestic transportation, incidental expenses and support during vacations.

### **E. Insurance Coverage**

All foreign students are required to obtain sickness and accident insurance for the entire period of their stay in the U.S. before they depart their country.

In order to accept a SSE scholarship placement, all foreign students and their families must agree to the U.S. hosting school's insurance requirements including purchasing the school's health insurance plan if required. Health insurance must be purchased no later than 1 month prior to the start of school and copies of the policy sent directly to the school with copies sent to ESU National Headquarters.

### **F. Immigration Regulations**

See Appendix VI.

#### **1. Employment of International students**

International students may be employed for pay during the academic year if they work on campus and if the work "will not displace a U.S. resident and will not affect the student's ability to carry a full course of study."

Students who wish to work outside the school's premises or during the summer must apply to the nearest Immigration and Naturalization Service office for permission to do so.

All money earned by international students in this country must be reported to the Alien Tax Bureau of the I.R.S. before the student leaves the country. The Alien Tax Bureau will determine what is owed to the I.R.S. if no tax has been deducted from the student's wages.

## 2. Departure from the U.S.

Students who successfully complete the program have 60 days after the date of graduation to remain in the U.S. before they must return to their country. If a student wishes to stay in this country beyond the 60 day period, he/she must request a change of status and obtain another class of visa.

Any student who withdraws early from the program is required to notify the ESU in writing and return home immediately. Schools are also asked to inform the ESU in writing of any early withdrawal.

**Any student who is asked by their school to leave early, must depart the country within 48 hours.**

## H. Evaluations

1. Schools are asked to contact the ESU as soon as possible if the student is experiencing significant academic and/or emotional difficulties during the course of the year.

### 2. Final report

The final report should include, in addition to a transcript, specific comments on each student's adjustment and development during the year, contribution to the life of the school, what it is thought the student may have gained, and whether or not his/her presence has furthered Anglo-American understanding. Any information which will help the American and British Committees to evaluate the exchange and to plan sensibly for the future will be much appreciated. Since copies of the reports are given to the British Committee, it is suggested that if you have anything to say which you want us to keep confidential, you forward such comments separately.

## I. College Counseling

College placement advisors are asked not to encourage or assist British students to apply to an American college or university. Any exchange program which appears to encourage students to leave their own country and settle in another is viewed with suspicion by the governments concerned. The purpose of an international exchange program is defeated when this occurs. The main objective is to provide young people with an opportunity to learn about another country and then return to their own to share what they have learned.

It is the policy of the Secondary School Exchange Program that all students should return to their home country to attend college or university. We anticipate that all schools participating in the SSE program will support this policy.

## **SECTION IV**

### **FINDING HOST FAMILIES FOR INTERNATIONAL STUDENTS**

As Day Schools are required to find host families, we have listed below some helpful information.

#### **Who Should You Ask?**

Ask only families who have children at the school. The number of families utilized for hosting an international student depends upon whether the student will be attending the school for two or three terms. We leave it to the discretion of the school to decide upon the number of host families required. In general, we do not recommend more than one family per term. In some cases, the school and/or a particular host family may elect to have the student stay with one family for more than one term.

To find host families, one person is usually more effective than a committee. If a committee is necessary, use them to suggest or rule out possible host families, but always just have one person be the contact person. Otherwise, complications arise: the same families are contacted more than once, some not at all.

A faculty member can be quite effective. Additionally, a family or a parent that has hosted in the past is great resource. Potential host families have the opportunity to ask questions and get feedback from families that have hosted a student already.

You will rarely receive an immediate answer. Remember, a great favor is being asked of the families and aggressive persuasion would defeat the whole purpose.

#### **How To Present Your Case:**

Approaching the American student himself during a free period at school is often a good start. Make the suggestion of hosting an international student sound like a compliment: "Bill, I'm trying to find a good home for a British student next year. Like you, he's an excellent student and an avid tennis player. I wonder if you would consider talking it over with your family. If you are interested, I could give your parents a call over the weekend."

It's best to call in the evening, after dinnertime. Ask if Bill has mentioned the possibility of hosting an international student during the following year. Emphasize that one of the main reasons they are being asked to host is because of their wholesome, warm family situation and because Bill is a nice guy. In fact, that is invariably the truth of the matter.

If they obviously do not want to host a student, try not to cut them off short in order to make other calls. Say something like: "If you have any doubts at all, perhaps you'd like to consider this another year, or perhaps you might like to have the student over one evening for dinner instead. It all helps to make a pleasant stay for these international students. In any case, you already have helped the school in many ways, which is why we thought of you. So, thank you very much for taking the time to consider this ..."

If you take a refusal with good grace and suggest another year as a possibility, there is a strong chance this family will host in the future. More importantly, you must not risk offending good people who simply do not want a stranger in their home for an extended period of time. A successful home stay program should never be perceived as a burden by the host family. If the families express interest, tell them a bit about the program, its history at the school and some of the success stories: lasting friendships, the maturing effect on their own children, the summers spent at the students' homes in Europe, etc. Also try to mention parents they know who have hosted students in previous years, so that they can do some research on their own.



Never minimize the commitment of hosting an international student. Taking a stranger into one's home even for a month is a large undertaking and not to explain that fact fully to the family is unfair.

Explain carefully all of the pitfalls, but also add that these international students are well screened before being accepted to the program. In most cases international students have already lived away from home and are quite mature for their age. Moreover, they are here to attend school and to experience the ordinary, daily American way of life. The host family is not supposed to be organizing a program of sightseeing and guided tours, but merely to treat the student as they would treat their own children.

After the initial phone call, send some materials about the student to the prospective host. Always include a copy of a personal statement that the student writes, describing family, hobbies, favorite sports, and why he/she wants to come to the U.S.A.

The process of finding host families should begin as early as possible, ideally before the end of the previous school year. Matching students of similar ages is frequently a good idea, but the school need not be rigid about this.

It is also important not to neglect the host family once they have taken the student. Contact those families who agreed to have the student over for dinner or for a weekend. Quite often, different families will gladly take the student along with them to their vacation homes during the winter break or spring breaks, if they feel they cannot have the student for a full term.

Hosting an international student can bring joy and satisfaction to all of the concerned parties as well as make a valuable contribution towards international understanding.

## APPENDICES

### APPENDIX I

#### **CALENDAR FOR SSE APPLICATION AND NOTIFICATION**

For SSE Scholarships for the 2016 – 2017 Academic Year

September 2015	ESU sends application forms and information on program to school coordinators.
October 2014	ESU sends interview materials to Regional Chairs.
December 2015	Schools mail completed applications (original and 2 copies) to Regional Chair.
January 2016	Regional committees meet to interview candidates (between January 3 & January 15).
January 26, 2016	Date for Regional Chairs to mail applications, fees, evaluation sheets and rating list (please include original and 2 copies) to the ESU.
Mid-February 2016	ESU notifies school heads of selected students, both finalists and alternates. ESU simultaneously notifies finalists and alternate candidates of their status.
Early April 2016	ESU notifies successful students of placement in a British school.  \$2000 non-refundable program fee is due at the ESU within two weeks of notification.
Summer 2016	Obtain International Visa and Plane Tickets.
August 2016	School starts in Argentina.
September 2016	School starts in the United Kingdom.

## APPENDIX II

### **THE ENGLISH-SPEAKING UNION SECONDARY SCHOOL EXCHANGE GENERAL INFORMATION:**

#### **BACKGROUND**

The English-Speaking Union of the United States was founded in 1920 by a group of distinguished Americans and presently has 70 branches throughout the U.S., with its National Headquarters based in New York. It is non-partisan and non-governmental and derives its support from membership dues, contributions and bequests. It works closely with its sister organization in London, the ESU of the Commonwealth. The objective of both is to create a climate of understanding among the English speaking peoples of the world through educational programs such as the Secondary School Exchange.

The International Schoolboy Fellowship was begun in 1928 to bring British boys to the U.S.A. Since 1936 there has been a reciprocal exchange of boys from participating American independent secondary schools and British schools. The Isabel Carden Griffing Exchange was established in 1955 as a memorial to the wife of a former President of the ESU, making the opportunity available to girls. To date, more than 2,000 American and British students have been able to live and study in the opposite country through the SSE program.

#### **ELIGIBILITY**

The program is designed to provide the opportunity for American students to spend a post high school year in a British secondary school or semester in an Argentine school.

1. Applicants must attend schools which participate in the exchange.
2. Applicants must demonstrate a genuine interest in studying for a year at a British or Argentine school.
3. Applicants must have a strong academic record.
4. Applicants should have good physical and mental health, emotional stability and adaptability.
5. Preference will be given to applicants who have had at least one full year at their American school at the time they apply.

#### **APPLICATION PROCEDURE, SELECTION AND NOTIFICATION**

Candidates must apply through their schools. Application forms are available from their school in September and the school sends the completed application to the appropriate Regional Screening Committee.

Applicants are interviewed in January by the Regional Screening Committee nearest their school. Schools normally arrange, or help to arrange transportation to the place of the interview. Once selections are made at the SSE Committee meeting in February, applicants will be notified of the status of their application.

Successful candidates are assigned to British schools by the Selection Committee in England based on their knowledge of the schools and the recommendations of the U.S. Committee to achieve the best possible placement for each student. Scholars are usually notified of their placement by the ESU in April.

## **FEES**

An application fee of \$100 must accompany each application. In addition, a non-refundable Program Fee of \$2000 must be submitted by each candidate who accepts a scholarship.

## **TERMS OF AWARD**

Successful candidates must accept the placement at a British school arranged by the Committee. They must be prepared to take a full course of study, to abide by all rules and regulations of the host school, complete at least two "A" Level examinations, if applicable, and remain until the end of the term in July\*. Any student who leaves his/her British school before the end of the academic year, for any reason, must return immediately to the United States. Furthermore, students are expected to return to the U.S. at the expiration of 12 months and to attend college in this country.

As mentioned previously, scholars are required to prepare for and enter two Advanced Level papers of the General Certificate of Education examinations. Although arrangements for advanced standing at an American college or university on the basis of these "A" Level examinations must be worked out with the American institution concerned, sometimes college credit may be given to students who have completed these examinations satisfactorily.

*\*Some British schools may not require the American SSE students to complete two "A" Level examinations. The ESU will exempt students from those examinations only when requested to do so by their schools.*

## **FINANCIAL PROVISIONS**

British boarding schools provide tuition, room and board. The parents of American candidates are responsible for transatlantic transportation, incidental expenses and support during school vacations. It is estimated that a minimum of \$11,000 is needed to cover these expenses.

The British National Health Service is available to students attending a full year program. Parents may want to provide insurance for private treatment of illness or injury which would also cover the student en route to/from the U.K. and during any possible vacation travel outside the U.K.

## **SECONDARY SCHOOL EXCHANGE GUIDE TO PROGRAM COSTS**

The SSE scholarship provides acceptance at a British boarding school which covers full tuition comparable to that of an American school. It does not cover any purchase of incidentals such as clothing, books or food purchased at the school shop. Neither are such extras as instruction in a musical instrument, riding, etc. covered. Bills for such items are sent to the parents of the scholars at the end of each term, in December, March and July. Some schools require a deposit at the beginning of the year of up to £1000 and others require a deposit payable at the beginning of each term to cover the cost of books, equipment or personal expenses which the student may incur. Your UK school will inform you if that is the case. Some schools bill at the end of each term. You are expected to respect and abide by the schools payment requirements and procedure.

## **SECONDARY SCHOOL EXCHANGE GUIDE TO PRE-PROGRAM COSTS**

The SSE Application Form must be accompanied by a \$100 Application fee payable to The English-Speaking Union.

The SSE Acceptance Form must be accompanied by a \$2,000 non-refundable Program Fee

The cost of a UK student visa is approximately \$700 + \$300 for mandatory submission via CIBT/Briggs Passport Visa Expeditior Service

Estimated cost of round trip airfare: \$1400 from New York to London

<b>Estimated Pre-Program Costs:</b>	<b>\$4,500</b>
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## **SSE PROGRAM ESTIMATED ADDITIONAL COSTS FOR YEAR IN THE UK**

Estimated cost of incidentals while at school	\$3,000
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Estimated additional spending money & vacations	\$8,000
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<b>Estimated Additional Costs:</b>	<b>\$11,000</b>
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<b>Estimated Pre-Program and Program Total Cost:</b>	<b>\$15,500</b>
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## APPENDIX III

### **REGIONAL INTERVIEWING COMMITTEE CHAIRS**

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#### **REGION I**

Ms. Trudy E. Hall  
Head of School  
Emma Willard School  
Troy, NY 12180  
(518) 274-4440  
thall@emmawillard.org

Emma Willard School  
The Lawrenceville School  
Packer Collegiate Institute  
Stony Brook School  
Princeton Day School

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#### **REGION II**

Mr. Kenneth H. LaRocque  
Headmaster  
Avon Old Farms  
500 Old Farms Road  
Avon, CT 06001  
(860) 404-4100  
larocquek@avonoldfarms.com

Avon Old Farms  
The Ethel Walker School  
Kent School  
Miss Porter's School  
Salisbury School  
Taft School  
Westminster School

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#### **REGION III**

Ms. Carolyn Kimball  
The Governor's Academy  
1 Elm Street  
Byfield, MA 01922  
(978) 499-3176  
ckimball@govsacademy.org

Belmont Hill School  
The Governor's Academy  
Holderness School  
Tabor Academy  
Groton School

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## **REGION IV**

Mr. Stephen Culbertson  
Dean  
Woodberry Forest School  
898 Woodberry Forest Road  
Woodberry Forest VA 22989  
(540) 672-3900  
Steve.culbertson@woodberry.org

Ashley Hall  
Episcopal High School, Florida  
Porter-Gaud School  
St. Andrew's School  
The Lovett School  
Ravenscroft School  
Woodberry Forest School  
Chatham Hall  
Virginia Episcopal School

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## **REGION V**

Dr. Annette C. Smith  
Head of School  
The Hutchison School  
1740 Ridgeway Road  
Memphis, TN 38119  
(901) 761-2220  
asmith@hutchinsonschool.org

The Hockaday School  
The Hutchison School  
Memphis University School  
St. Mary's Episcopal School  
St. Stephen's Episcopal School

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## **REGION VI**

Mr. Eugene Thomas  
Western Reserve Academy  
115 College Street  
Hudson, OH 44236  
(330) 650-9708  
tariqone69@gmail.com

Culver Academies  
Mercersburg Academy  
Western Reserve Academy

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## **REGION VII**

Mr. Joseph Wandke  
President  
Robert Louis Stevenson School  
3152 Forest Lake Road  
Pebble Beach, CA 93953  
(831) 625-8313  
jwandke@stevensonschool.org

Cate School  
Robert Louis Stevenson School  
The Webb Schools  
Annie Wright School

## APPENDIX IV

### **THE ENGLISH-SPEAKING UNION SECONDARY SCHOOL EXCHANGE**

#### **PARTICIPATING AMERICAN SCHOOLS**

<u>School</u>	<u>School Address</u>	<u>Contact</u>
Annie Wright School	827 N. Tacoma Avenue Tacoma, WA 98403	Ms. Mary Kay Taylor (253) 284-4339 marykay_taylor@aw.org
Ashley Hall	172 Rutledge Avenue Charleston, SC 29403	Ms. Amelia Jenkins (843) 720.2844 jenkinsa@ashleyhall.org
Avon Old Farms	500 Old Farms Road Avon, CT 06001	Mr. Arthur Custer (860) 673-3201 custer@avonoldfarms.com
Cate School	1960 Cate Mesa Road P.O. Box 5005 Carpinteria, CA 93014-5005	Ms. Charlotte Brownlee (805) 684-4127 Charlotte_Brownlee@cate.org
Chatham Hall	800 Chatham Hall Circle Chatham VA 24531-3085	Ms. Vicki Wright (434) 432-2941, ext. 501 vwright@chathamhall.org
Culver Academies	1300 Academy Rd Culver, IN 46511	Ms. Corky Miller-Strong (574) 842-8245 millers@culver.org
Emma Willard School	285 Pawling Avenue Troy, NY 12180	Ms. Trudy Hall (518) 833-1301 thall@emmawillard.org
The Ethel Walker School	230 Bushy Hill Road Simsbury CT 06070	Ms. Susan M. Riggles (860) 408-4200 admission@ethelwalker.org
The Governor's Academy	1 Elm Street Byfield, MA 01922	Ms. Carolyn E. Kimball (978) 499-3176 ckimball@govsacademy.org



Groton School	282 Farmers Row P.O. Box 991 Groton MA 01450	Mr. Ian Gracey (978) 448-7514 admissions@groton.org
The Hockaday School	11600 Welch Road P.O. Box 299000 Dallas, TX 75229-2999	Ms. Karen A. Drawz (214) 363-6311 kdrawz@mail.hockaday.org
Holderness School	Chapel Lane, P.O. Box 1879 Plymouth, NH 03264-1879	Mr. Peter Dunan (603) 536-1257 -ext.311 peter_durnan@holderness.org
The Hutchison School	1740 Ridgeway Road Memphis, TN 38119	Mrs. Patricia C. Newberry (901) 761-2220 pnewberry@hutchinsonschool.org
Kent School	1 Macedonia Rd Kent, CT 06757	Ms. Kathryn Sullivan (860) 927-6112 SullivanK@Kent-School.edu
The Lawrenceville School	2500 Main Street Lawrenceville, NJ 08648	Mr. Tom Shephard 609.895.2030 tsheppard@lawrenceville.org
Mercersburg Academy	300 E. Seminary St. Mercersburg, PA 17236	Mr. Bill McClintick (717) 328-6156 mcclintickb@mercersburg.edu  Karla Bingaman bingamank@mercerbsurg.edu
Memphis University School	6191 Park Avenue Memphis, TN 38119-5399	Richard Broer (901) 260-1363 (317) 415-2753 rick.broer@musowls.org
Miss Porter's School	60 Main St. Farmington, CT 06032	Liz Schmitt (860) 409-3663 liz_schmitt@missporters.org  Deborah Haskins (860) 409-3530 Deborah_haskins@missporters.org
The Packer Collegiate Institute	170 Joralemon Street Brooklyn, NY 11210	Mr. Eric Osorio (718) 250-0200, ext. 227 eosorio@packer.edu

The Pennington School	112 West Delaware Avenue Pennington NJ 08534	Mr. William Hawkey (609)737-6105 bhawkey@pennington.org
Porter-Gaud School	300 Albemarle Road Charleston, SC 29407	Karen G. Kimberly (843) 402-4702 Karen.kimberly@portergaud.edu
Portsmouth Abbey School	285 Cory's Lane Portsmouth RI 02871	Ms. Susan Wells (401) 683-2005 swells@portsmouthabbey.org
Princeton Day School	PO Box 75 650 Great Road Princeton NJ 08540	Father Dan Skvir 609 924-6700 dskvir@pds.org
Ravenscroft School	7409 Falls of the Neuse Road Raleigh, NC 27615	Mr. David Kates (919) 847-0900 x2670 dkates@ravenscroft.org
Robert Louis Stevenson School	3152 Forest Lake Road Pebble Beach, CA 93953	Mr. Joseph Wandke (831) 625-8312 jwandke@stevensonschool.org  Ms. Kate Bruno (831) 625-8313 kbruno@stevensonschool.org
St. Andrew's School	3900 Jog Road Boca Raton, FL 33434	Mr. Kilian Forgas (561) 210.2021 Kilian.forgus@saintandrews.net
St. Mary's Episcopal School	60 Perkins Extended Memphis, TN 38117	Dr. Carrie Steakley csteakley@stmaryschool.org 901.537.1420
St. Stephen's Episcopal School	2900 Benny Run Austin, TX 78746	Mrs. Sarah Todd (512) 327-1213 ext.232 stodd@sstx.org

The Stony Brook School	1 Chapman Pkwy. Stony Brook, NY 11790	Ms. Christine Loo (631) 941-1541 <a href="mailto:christine.loo@stonybrookscool.org">christine.loo@stonybrookscool.org</a>
Tabor Academy	66 Spring Street Marion, MA 02738	Mr. Stephen Downes (508) 748-2000 <a href="mailto:sdownes@taboracademy.org">sdownes@taboracademy.org</a>
The Taft School	110 Woodbury Road Watertown, CT 06795	Mr. Peter Frew (860) 945-7725 <a href="mailto:frewp@taftscool.org">frewp@taftscool.org</a>
Virginia Episcopal School	400 VES Road Lynchburg VA 24503	Doug Smith (434) 385-3600 <a href="mailto:dsmith@ves.org">dsmith@ves.org</a>
The Webb Schools	1175 West Baseline Road Claremont, CA 91711	Teresa Smith (909)626-3587 <a href="mailto:tsmith@webb.org">tsmith@webb.org</a>  Taylor Stockdale <a href="mailto:tstockdale@webb.org">tstockdale@webb.org</a>
Western Reserve Academy	115 College Street Hudson, OH 44236	Mr. Eugene Thomas (330) 650-9708 <a href="mailto:thomase@wra.net">thomase@wra.net</a>
Westminster School	995 Hopmeadow Street Simsbury, CT 06070	Ms. Kimberly Pope (860) 408-3000 <a href="mailto:kpope@westminster-school.org">kpope@westminster-school.org</a>
Woodberry Forest School	898 Woodberry Forest Rd. Woodberry Forest, VA 22989	Mr. Jason Slade (540) 672-3900 <a href="mailto:Jason.slade@woodberry.org">Jason.slade@woodberry.org</a>

## APPENDIX VI

### THE ENGLISH-SPEAKING UNION OF THE UNITED STATES SECONDARY SCHOOL EXCHANGE COMMITTEE

#### 2015-2016

Dr. Henry E. Flanagan, Jr.  
(SSE President/Chairman)  
Dean, Avon Old Farms  
Headmaster Emeritus  
Western Reserve Academy

Dr. Annette C Smith  
Head of School  
The Hutchison School

Mr. Kenneth H. LaRocque  
Headmaster  
Avon Old Farms

Ms. Trudy E. Hall  
Head of School  
Emma Willard School

Mr. John Doggett  
Headmaster Emeritus  
The Governor's Academy

Mr. Joseph Wandke  
President Emeritus  
Robert Louis Stevenson School

Mr. Graham Cole  
Headmaster Emeritus  
Westminster School

Ms. Carolyn Kimball  
Associate Director of Admission  
The Governor's Academy

Mr. Stephen Culbertson  
Assistant Headmaster  
Woodberry Forest School

Ms. Alison Wilson  
ESU SSE Alumna

Mr. Peter Mosse  
ESU SSE Alum

Mr. Eugene Thomas  
ESU SSE Alum