



MEMORANDUM OF UNDERSTANDING between Huntingdale Primary School & Kuramochi Primary School

Parties

Victorian State Government School

Huntingdale Primary School

Address: Grange Street
South Oakleigh
Victoria Australia 3167

Email: huntingdale.ps@education.vic.gov.au

Nabari City School

Kuramochi Primary School

Address: 338 Haraide
Kuramochi Town, Nabari City
Mie, Japan 518-0752

Email: g01_e-kura@nabari-mie.ed.jp

Introduction

The parties recognise the value of continued international cooperation and wish to recognise their ongoing relationship by continuing to be sister schools and updating this memorandum of understanding (**MOU**).

Agreed Terms

1. Term

- (a) This MOU will commence on the Commencement Date set out below and will continue for 4 years (**Term**), unless terminated earlier.
- (b) The Term may be extended by mutual agreement in writing of the parties.
- (c) This MOU may be terminated by either party on written notice to the other party.

2. Guiding Principles and Purpose of this MOU

The parties will communicate regularly, work collaboratively and encourage new approaches to achieve the following positive outcomes:

- (a) Strengthen relationships, understanding and cultural awareness between Victoria, Australia and Japan.
- (b) Provide opportunities for students and teachers to develop skills which enhance Australian and Japanese relationships.
- (c) Support the teaching and learning of Japanese in Victoria and English in Japan and to continue to teach the languages in their respective schools.
- (d) Develop ties of friendship through regular communication.
- (e) Build an international perspective within the schools.
- (f) Develop students into citizens who are globally engaged, comfortable with diversity and with the skills to operate effectively across cultures with different world views and belief systems.

3. Sister School activities

To meet these goals, Huntingdale Primary School and Kuramochi Primary School will collaborate in education across the following areas:

- (a) Huntingdale Primary School will visit Kuramochi Primary School in even years, pending travel approvals from DE (Department of Education) and DFAT (Department of Foreign Affairs and Trade) and sufficient interest from students (as per our Japan Trip Policy).
- (b) Huntingdale Primary School will facilitate visits from Kuramochi PS staff prior to the trip, if they are organized.
- (c) When at Kuramochi Primary School, Huntingdale students will be involved in normal classroom programs, homestay activities and completing a presentation to the whole school.
- (d) When at Kuramochi Primary School, Huntingdale teachers can be involved in classes and teach some lessons about Australian Culture and English language learning and staff professional development activities.

Both schools will endeavor to:

- (a) Exchange information about curriculum, school policies and school events.
- (b) Exchanging student work, emails, letters, photos, newsletters, etc. to promote mutual understanding.
- (c) Exchanging leadership development information between principals and their respective leadership teams.
- (d) Involve other important bodies and the community in the exchange activities, for example, School Council, Local Councils or other local schools.
- (e) Exchange best teaching practice, resources and teaching strategies.
- (f) Exchange student work, email, letters and photos to promote mutual understanding.
- (g) Exchange of leadership development information between principals.
- (h) Provide opportunities for video conferencing to support relationships between both schools and promote collaboration in different curriculum areas.
- (i) Including the intercultural understanding, critical and creative thinking and studies of Asia into the curriculum taught to students

4. Roles and responsibilities of the parties

Both schools will ensure that we make contact at the beginning of each school year so:

- We know the names of key staff in each school to keep this Sister School Relationship thriving.
- A draft plan of yearly activities can be organized for the year.
- Correct contact details and information can be exchanged.

5. Costs

- (a) The costs of conducting the sister school activities and each party carrying out its respective obligations under this MOU will be met by the individual party as a component of their own work program.
- (b) Any additional costs arising out of this MOU will be met in accordance with agreement from time to time between the parties based on the principles of mutual benefit and reciprocity.

6. Confidentiality

- (a) For the purposes of this clause, **Confidential Information** means information (in whatever form) of a party including which comes into the possession of the other party through intentional or unintentional disclosure, excluding information which:
 - i. is or comes into the public domain other than by disclosure in breach of the terms of this MOU.
 - ii. is or becomes available to the recipient party from a third party lawfully in possession of it and with the lawful power to disclose it to the recipient party.
 - iii. is rightfully known by the recipient party (as shown by its written record) prior to the date of disclosure to it under this MOU; or
 - iv. is independently developed by an employee of the recipient party who has no knowledge of the disclosure made under this MOU.
- (b) Each party may use the Confidential Information of the other party only for the purposes of this MOU.
- (c) Each party must keep Confidential Information of the other party confidential except:
 - i. with the prior written consent of the other party.
 - ii. to the extent that party is required by law to disclose any Confidential Information or the existence of this MOU; or
 - iii. for a disclosure to employees of the party required for the purpose of carrying out the obligations of that party under this MOU.
- (d) Each party's obligations under this section will survive termination of this MOU and will continue in relation to Confidential Information until the Confidential Information disclosed to it lawfully becomes part of the public domain.

7. Privacy

The parties will cooperate to ensure they do not cause the other to breach any privacy obligations that party has at law.

8. Representatives

- (a) Each Party will nominate a representative to act as the contact point for all communications under this MOU.
- (b) On the Commencement Date, the representatives of each party are as follows:

Huntingdale Primary School

Name: Ruth Biddle

Title: Principal

Email: ruth.biddle@education.vic.gov.au

Kuramochi Primary School

Name: Hajime Kawai

Title: Principal

Email: g01_e-kura@nabari-mie.ed.jp

- (c) Each party may change its representative at any time by providing notice of such change to the other party in writing by email, specifying the contact details of the new representative.

9. Miscellaneous

- (a) This MOU is not intended to constitute a legally binding contractual agreement between the parties. However, the parties will comply with the terms of this MOU.
- (b) This MOU is governed by and is to be construed in accordance with the laws of the State of Victoria, Australia.
- (c) This MOU may be amended at any time by agreement in writing between the parties.
- (d) This MOU may be executed by electronic signature which shall have the same force and effect as a handwritten signature.
- (e) The parties may sign this MOU on different copies, where each copy will constitute that party's counterpart. All counterparts together will be read as the one MOU.

This MOU has the support of both Huntingdale and Kuramochi Primary School Councils and is signed on behalf of the principals of both schools:

Ruth Biddle

Ruth Biddle
Principal, Huntingdale Primary School

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Hajime Kawai
Principal, Kuramochi Primary School

4 August 2023

Commencement Date: 4 August 2023