



4<sup>th</sup> October 2012

Dear Parent/Carer,

**2012-13 Middle School German Exchange**  
**Hinchbrook (Huntingdon) - Andreae Gymnasium (Herrenberg)**

For many years Hinchbrook School has run a successful exchange link with its partner school in Germany. The Andreae Gymnasium is located in the beautiful old town of Herrenberg, close to the city of Stuttgart and the Black Forest. I expect the dates of the Middle School German Exchange to be as follows:

**Herrenberg visitors in Huntingdon from evening of Friday 15th March –morning of Friday 22th March 2013**

**Hinchbrook students to Herrenberg – depart afternoon of Friday 28th June and return Saturday 6th July 2013**

I would like to encourage your son/daughter to participate in this highly successful exchange which is celebrating its 26<sup>th</sup> anniversary. We make every effort to match our pupils according to age and interest and over the years many long-term friendships have been established between pupils and families in the two countries.

This exchange is open to students in Years 9, 10, 11, 12 and 13.

An exchange visit gives all pupils preparing for GCSE, AS and A2 German the opportunity to hear, practise and extend the language they have acquired in the classroom whilst also learning something of the country and the lifestyle of young Germans and their families. Older pupils are also able to undertake some of the research required for their oral presentations and background studies. Interviews recorded with pen friends, their parents, teachers or other adults are an invaluable, very personal resource for such work.

When we are in Germany our pupils attend some lessons and will complete project work with their German partners as well as visiting a number of places of interest in Southern Germany. Some of our pupils have already visited Herrenberg on the Lower School Exchange, so we aim to take them a bit further afield on this visit. In recent years we have visited Heidelberg, the Black Forest, Lake Constance and the Rhine falls in Switzerland. Europapark has proved very popular for the last six years and we also include a shopping trip to Stuttgart, swimming and an afternoon at a Sport's Hotel with excellent facilities. Photographs of many of these activities are displayed in the Languages Block and on the school website.

When the Germans visit us we organise a similar programme, they attend some lessons at Hinchbrook with their partners, spend a day in London and undertake various other excursions to Windsor, Cadbury World, Chatham Historic Dockyard and the BBC Television Centre for example. We also try to include one joint excursion in each country; last year we went ice skating and bowling in Milton Keynes.

Government legislation on charging for school activities, under the terms of the Education Act 1988, means that this visit which is predominantly in school time cannot be charged for compulsorily. A voluntary contribution is therefore requested of **£290.00** per student, in order to cover the cost of transport, entrances, insurance, staffing etc. This amount is approximate and will depend on the exchange rate, changes in entrance charges and fuel prices and, most importantly, the number of participants. It may be

possible to reduce the cost if we have sufficient students taking part. In previous years we have taken very large groups, which has meant that we been able to refund part of the cost from our accounts department. **The school reserves the right to cancel this activity if there are insufficient funds available.**

We propose that payments should be made in four stages: the first payment of £60 deposit (non refundable) as a sign of firm intent and the remaining three payments spread across February - April 2012. Details of payments will be issued once the numbers of participants are finalised. If you wish your son/daughter to be involved in this exchange, please return the attached slip as soon as possible, but **no later than Thursday 25<sup>th</sup> November 2012**, together with a deposit payment of £60 to the Finance Cashier in the OMD (Old Middle School Dining Room) at any break time. Cheques should be made payable to 'Hinchbrooke School' and marked on the reverse with, 'Middle School German Exchange' as well as the student's name and form. Please note that credit/debit cards are also accepted and payment can be made by calling the Accounts Dept on 01480 420502. **Payments must not be handed to form tutors or German teachers.** Please also provide a copy of the photo page of your child's passport.

Places are allocated on a first come, first served basis. Names will also be placed on a reserve list. Receipt of a deposit does not guarantee a place, which is dependent on the ability to match your child with a suitable partner. Deposits are returnable in the event of this not being possible.

Please note that students will require their own passport and their European Health card which can be obtained by applying online at [www.ehic.org.uk](http://www.ehic.org.uk).

If you have any questions regarding this exchange please do not hesitate to contact me at school by email [jzd@hinchbk.cambs.sch.uk](mailto:jzd@hinchbk.cambs.sch.uk) or on 01480 375700 ext 5796.

Yours faithfully,



Miss Jane Driver  
Head of Languages

Students should note that the school's Code of Conduct applies to all educational visits. Parents should note that the staff supervising are acting *in loco parentis* and they should expect the standard of care given by a reasonably prudent parent/carer. The school will not be responsible for any personal loss or injury unless proved to be negligent.

**For the attention of Mrs Driver, c/o Finance Cashier, Old Middle School Dining Room.  
Middle School German Exchange 2013 – Authorisation Form**

Pupil's Name: \_\_\_\_\_ Form: \_\_\_\_\_

I wish my child to take part in the 2013 German Exchange. I agree to pay a voluntary contribution of £290.00 and enclose a deposit of £60.00. I understand that this deposit will only be refunded in the event of the school being unable to find a suitable partner for my son / daughter.

£60.00 deposit paid by (please tick the appropriate box)

Cheque

Debit card

Details of any medical conditions and medication. If none, please write NONE:

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.....

Passport Number ..... Issued on ..... in .....

Date of expiry .....

I acknowledge that whilst my child is staying with the host family, he/she may be involved in visits, arranged by the hosts, of which the organiser/teacher has no knowledge and over which he/she has no control, and therefore the organiser/teacher will have no responsibility.

I hereby give my consent for photographs taken of my child during this exchange to be used for the purpose of display, newsletters, school website etc. (Please delete if you do not wish your child's photo to be used in this way).

If your child has previously taken part in the Herrenberg Exchange and you wish to exchange with the same partner, please provide the German partner's name:

\_\_\_\_\_

Would you be willing to accept another partner if this German student is not participating this year?  
YES/NO (please delete as appropriate)

Parent name: \_\_\_\_\_ Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_