



21st November 2012

Dear Parent/Carer,

**2013 Lower School German Exchange
Hinchingsbrooke (Huntingdon) - Andreae Gymnasium (Herrenberg)**

For many years Hinchingsbrooke 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 Lower School German Exchange to be as follows:

**Herrenberg visitors in Huntingdon from 5th June to 11th June 2013
Hinchingsbrooke leaving in the evening of 15th July and arriving back on the morning of 23rd July**

I would like to encourage your son/daughter to participate in this highly successful, well-established exchange which has been running for 23 years. 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 studying German in Years 7 and 8 only. Experience has shown that students benefit socially and academically from living with their host family for a week.

An exchange visit gives all pupils preparing for their Key Stage 3 German assessments the opportunity to hear, practice 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.

When we are in Germany our pupils attend some lessons with their German partners and visit a number of places of interest in Southern Germany. Some of our pupils may have already visited Herrenberg on the Lower School Exchange, but we actively encourage as much contact with Germany as possible and therefore those who have already participated are welcome to take part again. In recent years we have visited the Wilhelma animal park, Burg Hohenzollern and Badkap swimming complex. Additionally, the host families often organize excellent excursions for after school and weekends.

When the German students visit us, we organize a similar programme and they attend some lessons at Hinchingsbrooke with their partners. Additionally, we organize some excursions for them such as a trip to Woburn and punting and a treasure hunt in Cambridge.

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 **£295.00** 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. **The school reserves the right to cancel this activity if there are insufficient funds available.**

We propose that payments should be made in five stages: the first payment of £50 deposit (non refundable) as a sign of firm intent and the remaining four payments spread across January - April 2013. 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 Monday 14th January 2013**, together with a deposit payment of £50 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, 'Lower 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.

Please note that students will require their own passport as well as a European Medical Card which can be obtained by applying online at www.ehic.org.uk . 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 as well as behaviour in school. Deposits are returnable in the event of this not being possible. The attached form must also be filled in **BY AN ADULT** in capital letters, giving FULL names and returned complete with a passport photo attached to the form along with the deposit.

If you have any questions regarding this exchange please do not hesitate to contact me at nu@hinchbk.cambs.sch.uk or 01480 375700 ext 5796.

Yours faithfully



Mr N. Urwin
(Deputy Head of Modern Languages)

For the attention of Mr Urwin, c/o Finance Cashier, Old Middle School Dining Room.

LOWER SCHOOL GERMAN EXCHANGE 2013 – Authorisation Form

Pupil's name: _____ Form: _____

I wish my child to take part in the 2013 German Exchange and enclose a deposit of £50.00. I further acknowledge that this deposit forms part of the voluntary contribution of £295.00.

£50.00 deposit paid by (please tick the appropriate box)

Cheque

Debit card

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 prior knowledge and over which he/she has no control, and that the organiser/teacher will have no responsibility therefore.

Parent name: _____ Parent signature: _____

Date: _____

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

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Passport Number

Issued on in

Date of expiry

Lower School German Exchange 2013: Personal Details/Matching Form

To be completed in CAPITAL LETTERS by a PARENT or CARER.

Surname Forename Sex: M / F

Form Date of Birth Age on 15th July 2013 yrs months

Town and country of birth

Religion Nationality

Address

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Tel (Home) Photo

Tel (Work)

Mobile

E-Mail

Father's occupation

Mother's occupation

Brothers/sisters (plus names and ages)

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Hobbies and interests (please write an account of a typical day at home on the back of this sheet to help match your child with the most suitable partner)

Pets

Does anyone in your family smoke?

Would it cause any medical problems if anyone in the partner's family smoked? (we cannot guarantee to find a match if there would be a medical issue connected to a member of the partner's family being a smoker)

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Please give here details of any medical or dietary problems, including allergies and fears of animals. We MUST be made aware.

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I acknowledge that while in Germany my child may be invited by the host family to participate in activities and visits of which the organisers have no knowledge and over which the school has no control. I accept that the organiser will take no responsibility for such activities and visits.

In the event that my child needs medical treatment while in Germany, I hereby give consent for the organiser to authorise such treatment on my behalf.



Parent name: Parent signature:

Date:

On the reverse of this sheet, please give an account of your child's daily routine and interests and hobbies.

This form must be completed by an adult in capital letters.

Please note that students will need their own passport to take part in this exchange and that passports and European Health Insurance cards will be collected from students about 2 weeks prior to departure.