



Hinchingsbrooke School

Inspiring excellence Fulfilling potential
A DfE Academy with a Specialism in Sport

8th October 2013

2014 Lower School German Exchange Hinchingsbrooke (Huntingdon) - Andreae Gymnasium (Herrenberg)

Dear Parent/Carer,

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 15th May to 22nd May 2014

Hinchingsbrooke leaving in the evening of 11th July and arriving back on the morning 20th July 2014

I would like to encourage your son/daughter to participate in this highly successful, well-established exchange which has been running for 24 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. In recent years we have visited the Wilhelma animal park, Burg Hohenzollern and Badkap swimming complex. Additionally, the host families often organise excellent excursions for after school and weekends.

When the German students visit us, we organise 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, 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 **£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. **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 £70 deposit (non-refundable) as a sign of firm intent and the remaining four payments spread across January - April 2014. 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 Tuesday 22nd October 2013**, together with a deposit payment of £70 to the Finance Cashier in the OMD (Old Middle School Dining Room) at any break time or before school. Cheques should be made payable to 'Hinchingsbrooke 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 them having acceptable standards of behaviour in school. Deposits are returnable in the event of students not being allocated a place. 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 ezw@hinchbk.cambs.sch.uk or 01480 375700 ext 5796.

Yours faithfully

E. Wagstaffe

Miss E Wagstaffe
(KS2/3 Transition Leader Modern Languages)

NB: 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. You acknowledge that while in Germany your 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. You accept that the organiser will take no responsibility for such activities and visits.

For the attention of Miss E Wagstaffe, c/o Finance Cashier, Old Middle School Dining Room.

LOWER SCHOOL GERMAN EXCHANGE 2014 – Authorisation Form

Student's name: _____ Form: _____

I wish my child to take part in the 2014 German Exchange and enclose a deposit of £70.00. I further acknowledge that this deposit forms part of the voluntary contribution of £290.00.

£70.00 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 knowledge and over which he/she has no control, and therefore the organiser/teacher will have no responsibility. (Please tick) Yes No

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 tick) Yes No

Parent name: _____ Parent signature: _____

Date: _____

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

Passport Number _____

Issued on _____ in _____

Date of expiry _____

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.



Please print two copies in black ink and attach a photograph to each copy. One copy will be sent to Germany and one copy kept by the English teachers. If you do not have a suitable photograph please return your forms and we will use your school photograph.

Pupil's full name.....Form.....
Home address.....
.....
Telephone no. (day-time).....(home).....
Parent/carer's name
Parent/carer's Mobile phone no.
Parent/carer's e-mail address
Student's date of birth.....Town.....Country.....
Ages on 15th July 2014(years).....(months)
Religion.....Nationality.....
(Each pupil will be required to have his/her own passport and EHIC card)
Occupations of parents/carers.....
.....
Brothers and sisters (names + ages).....
.....
Pets.....
Hobbies and interests.....
.....
Other information which might contribute to a successful match (please continue on the reverse if necessary).....
.....
Medical problems (including allergies and medication).....
.....
Dietary requirements (vegetarian etc.).....
Do any members of your household smoke?.....
If the adults in the German home smoke, would this be a problem?.....
If you wish to exchange with a partner from a previous German exchange, please give the following details:
Name of partner.....Date of exchange.....

I undertake to inform Miss Wagstaffe of any changes to the above information. Should my son/daughter.....require medical attention during this exchange, I hereby authorise Miss Wagstaffe or any other member of the accompanying staff to act on her behalf in authorising such treatment, including the hospitalisation of my son/daughter and the use of anaesthetics.
I agree to my son/daughter undertaking activities organised by the host family.

Signed.....Date.....
Name of current German teacher.....