



Hinchingsbrooke School

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

8th October 2013

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

Dear Parent / Carer,

I am now able to confirm the dates of the Middle School German Exchange as follows: -

Herrenberg visitors in Huntingdon from Thursday 6th February – Wednesday 12th February 2014
Hinchingsbrooke students to Herrenberg – depart afternoon of Friday 11th July and return morning of Sunday 20th July 2014

I would like to encourage your son/daughter to participate in our highly successful exchange which has been running for over twenty years. We make every effort to match our pupils according to age and interest. 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 penfriends, 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 with their German partners and visit 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 the Black Forest, Freiburg, a silver mine and the SWR Radio station in Tübingen. 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 Sports Hotel with excellent facilities. Photographs of many of these activities are displayed in the Modern Foreign Languages Department and on the school web-site.

When the Germans visit us we organise a similar programme; they attend some lessons at Hinchingsbrooke with their partners, spend a day in London and undertake various other excursions to Cambridge, Cadbury World, the Black Country museum and Madame Tussaud's, for example. We also try to include one joint excursion in each country, the year before last we went ice skating and bowling in Milton Keynes.

The total cost of the exchange will be in the region of £290.00. However, the final cost will depend on the exchange rate, changes in entrance charges and fuel prices and, **most importantly, the number of participants**. Last year we had a very large group which meant that were able to keep the price at the initial estimate. 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

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£290.00 per student, in order to cover the cost of transport, entrances, insurance, staffing etc. 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 £70 deposit (non refundable) as a sign of firm intent and the remaining three 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 'Hinchbrooke School' and marked on the reverse with, 'Middle School German Exchange 2014' 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 Department 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 as well as them having acceptable standards of behaviour in school. Deposits are returnable in the event of students not being allocated a place.

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.

If you have any questions regarding this exchange please do not hesitate to contact me at school by email ezw@hinchbk.cambs.sch.uk or on 01480 375700 ext 5795.

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 Wagstaffe, c/o Finance Cashier, Old Middle School Dining Room.
Middle School German Exchange 2014 – Authorisation Form**

Pupil's Name: _____ Form: _____

I wish my child to take part in the 2014 German Exchange. I agree to pay a voluntary contribution of £290.00 and enclose a deposit of £70.00. 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.

£70.00 deposit paid by (please tick the appropriate box)

Cheque

Debit card

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

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. (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

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? (Please tick)
YES NO

Parent name: _____ Parent signature: _____

Date: _____

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**MIDDLE SCHOOL GERMAN EXCHANGE 2014
HINCHINGBROOKE SCHOOL, HUNTINGDON- ANDREA GYMNASIUM, HERRENBERG**



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

Pupil's date of birth.....Town.....Country.....

Religion.....Nationality.....

(Each pupil will be required to have his/her own passport)

Occupations of parents/carers.....

Brothers and sisters (names + ages).....

Pets.....

Hobbies and interests.....

Other information which might contribute to a successful match.....

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.....

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