

Dear Parent/Carer

April 2016

### **German Exchange to Immenstadt 2016/17 – current Years 8/9**

Thank you for your interest in the 2016-17 German Exchange, with Immenstadt. The trip will take us to Immenstadt (Wellington twin town) which lies in the Allgäu region of the German Alps, where we will be staying in host families. This trip will be in February half term and incorporates skiing for 4 full days, and for a mid-week break, we will also be offering a visit to Neuschwanstein Castle and shopping in Kempten. We will spend 3 mornings in German school. During the first weekend Castle students will spend time with their host families, normally participating in local events and activities.

The trip will take place from Friday 10 February (2017) until Saturday 18 February during the half-term holidays.

The details are as follows:

- German youth in Taunton: Friday 9 September until Saturday 17 September 2016
- English youth in Immenstadt: Saturday 11 February until Saturday 18 February 2017
- Travel by: To be confirmed at a later date, usually Berry's Coaches. We are also looking into the cost of flying.
- Total cost: £500.00, but could be less depending on number of participants and exchange rate. The Castle School seeks to make no profit.

The above price includes:

- All travel including Coach and Ferry OR flight to Munich and train to Immenstadt.
- Full comprehensive insurance.
- 4 days of skiing in the Immenstadt region.
- Entry into places of interest.

The price is very reasonable due to the fact that students will be accommodated in host German families, who will also provide breakfast, evening meals and packed lunches throughout the trip. This would be on a reciprocal basis for the German students who would be hosted in English families in Taunton in September 2016.

#### **German incoming visit    The exchange is on a reciprocal basis.**

The German group will arrive in Somerset in September 2016 (the second week of the new term). The German students will have a weekday programme arranged for them, visiting parts of Somerset and Devon and there will be one or two evening events. The English families only need to entertain their guests

over the first weekend and often join forces. Each weekday morning the German guest will be collected from school for the day's outing and will be returned at the end of the afternoon. They will spend some time in lessons too, to establish the difference between English and German education systems.

It is vital, for safety and understanding of responsibilities, that the school Code of Conduct is followed; a copy will be in the German exchange pack, with other relevant health forms which will need to be read carefully and signed. These will be available from Mrs C Jones in the Modern Languages Faculty. Students will not be under teacher supervision at all times, but there will be a contact number which they can ring at any time. We will meet before the trip to discuss safety and expectations, and to give parents the opportunity to ask any questions and to meet the trip escorts. **Please note that due to new regulations on Child Protection, The Castle School host families will need to have a DBS check undertaken (formerly CRB).**

Pairings will be confirmed before the end of the Summer Term and you will have time to email/write to your partners before their arrival. The final payment of around £100 will be due by October 2016. A pre-trip briefing will be held in January. This will allow you all to meet the escorts and discuss any final details.

The trip is limited to 42 places on a first come, first served basis. Even if the trip appears to be full, it is advisable to pay the deposit anyway in case someone else drops out so that you can be placed on a reserve list. Deposits will not be refunded until that place has been taken by another student if you do not want to go on the trip. The school must receive the reply slip with a £200 deposit as soon as possible in order to secure a place. You can collect the Parent German Exchange information pack from Mrs Jones or the MFL office in Jubilee block, which includes all the necessary forms and paperwork. I would appreciate it if these could be filled in as soon as possible so that we can begin matching up partners and planning the trips. Prompt payment is necessary, so that we can begin booking transport and ski passes.

#### Payment Schedules

First Deposit - £200.00 by end of April 2016

Second payment - £100 by end of June 2016

Third payment - £100 by end of September 2016

Remaining balance – £100 by end of October 2016

Please do not hesitate to contact me if you require further information or if you wish to discuss any details outlined in this letter. My school email address is [cjones@educ.somerset.gov.uk](mailto:cjones@educ.somerset.gov.uk) if you have any queries. I will make an effort to reply to you as soon as it's convenient.

Yours sincerely

**Mrs Jones**  
**MFL department/German Exchange Leader**

Your child will be given a payment card by the Finance Office (after the first deposit has been paid and the trip has been confirmed) which they must bring with them whenever a payment is made by cash or cheque. You can also pay via the school's online payment system or by credit/debit card (in person or over the phone).

Please complete the reply slip and hand in to the school Finance Office.

All cheques made payable to 'The Castle School'.

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**German Exchange Trip – Immenstadt – February 2017 - Please return to the Finance Office.**

Name of Student..... Year group they will be in when trip commences.....

I am currently receiving Free School Meals

I enclose a deposit of £200.00 for the 2016-17 German Exchange Trip to Immenstadt/I have paid online, or by credit/debit card\*. \* Please delete as applicable.

Printed name.....Signed..... Date.....

Parent/Carer - Email Address.....

Parent/Carer - Mobile number..... Home.....

