



18 April 2017

Dear Parent/Carer,

Year 9 German Exchange 2017-2018

We have a long established exchange with a school in Schriesheim near Heidelberg. Students find the exchange both enjoyable and culturally as well as linguistically beneficial.

Students are paired up with a German student of similar personality and interests and usually of the same age and start to communicate via e-mail/letter prior to their visit. Students stay with each other, participating in the life of the host family and, during the week are taken out on group excursions accompanied by their teachers from Chesterton.

This year we intend to visit Germany for one week, from Friday 22 September – Friday 29 September 2017. The German party will visit us in Cambridge probably from Wednesday 11 – Wednesday 18 October 2017 (tbc). All dates remain subject to confirmation by our partner school and the airline, but we wish to start our preparations now to enable parents and students to plan ahead.

There are a limited number of places available for this trip. Should the number of students interested in participating be greater than the number of places available, places will be randomly allocated from all responses received by the deadline of **Tuesday 2 May 2017**.

Students must have their own passport & EHIC card.

The suggested contribution for this trip is £400 and includes transport, insurance, excursions and all entrance fees whilst we are in Germany. If there are insufficient contributions made by parents/carers to cover the cost of this visit, we will have no choice but to cancel it.

A non-refundable deposit of £150 is payable when giving your consent for participation. This is required by **Tuesday 2 May**. Once places have been allocated, two further instalment payments of £125 will be payable by **Friday 7 July 2017 & Tuesday 5 September 2017**.

Students who are eligible for Free School Meals, or whose parents are in receipt of Working Tax Credit, are entitled to a reduction of 30% for all trips. The approximate cost for this trip would be £280 with an initial deposit of £90 followed by 2 further instalments of £95 in line with the schedule given above. Parents should provide evidence that they are in receipt of Working Tax Credit when payment is made for the first trip in a school year but will not need to do so again until the following school year. Evidence of income will be kept securely by the Finance Office and destroyed at the end of each school year. Proof of student eligibility for Free School Meals is not required.

If you would like to discuss other arrangements for payment, or require further details, then please contact either – jwolf@chesterton.cambs.sch.uk or hcoppin@Chesterton.cambs.sch.uk

Please note the deposit is non-refundable and in paying the deposit you indicate a commitment to pay the total cost of the trip. If, at a later date, your child is no longer able to attend, and we are unable to find a replacement, parents/carers will be liable for any cancellation costs incurred.

In order for your son/daughter to participate in this trip please go to www.parentpay.com where you can confirm your consent to their participation and make payment, this should be done no later than **Tuesday 2 May 2017**. If you do not have your log in details to enable you to use this service please contact Ms Hayley Coppin, by email hcoppin@chesterton.cambs.sch.uk or by telephone 01223 712150 ext 159. This is our preferred method for receiving permission and payments from parents/carers.

If you are unable to make payments online, please return the permission form attached, along with payment, in an envelope marked with student name, form, and **'Year 9 German Exchange 2017 – 2018'** to the Finance Letterbox no later than **Tuesday 2 May 2017**. Cheques should be made payable to Chesterton Community College and have

student name, form, and 'Year 9 German Exchange 2017 - 2018' written on the reverse. Payments in cash are discouraged, but if it is necessary for you to make payments in this way then please enclose the exact amount.

Reply slips including payment, must be posted into the Finance Department letterbox. The Finance Department cannot accept responsibility for money which is not deposited in this way.

Please also return, by **Tuesday 2 May**, the Student Details and Personal Information forms, which accompany this letter, either electronically to jwolf@chesterton.cambs.sch.uk or as a paper copy to Mrs Wolf. The German partner school will need your personal information to match you with the most suitable partner. The more detailed the information about your interests, the easier it will be to find a partner who shares your likes and dislikes. The student details form is required to enable us to book flights. The return of these forms is required from parents/carers who have made payment online or via cash or cheque.

Should you have any queries please do not hesitate to contact me.

Yours sincerely,

Mrs J Wolf
Trip organiser

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Please return to the Finance Office no later than Tuesday 2nd May 2017

Year 9 German Exchange 2017-2018

Student Name: Tutor Group:

I / we give consent for the student named above take part in this trip and enclose payment and requested forms as per the letter.

Informed Consent

- I am aware of the nature of the programme that my child is about to take part in and I understand that I can seek more detailed information by telephone/in writing from the school.
- I have told my child to pay particular attention to staff giving advice on matters of safety, behaviour and general procedures. My child is aware that this is a non-smoking trip and that alcohol is strictly forbidden.
- I understand and accept that my child may be withdrawn from a trip if their behaviour leading up to a trip is unacceptable. Any monies paid would be returned to me, excluding deposits.
- I give informed consent for my child to take part in all activities organised by the staff in connection with the programme. If there are certain activities I do not wish my child to take part in, I will inform the trip organiser in writing.

Declaration

- In the event of a medical emergency, I understand that every possible effort will be made to contact me/my designated contact person.
- I hereby agree for my child to receive medical treatment if the situation arises. I understand that such a decision will be acted upon by a doctor.
- I agree to inform the school if any of the information I have given changes before the trip.

Payment

I enclose the sum of £..... Please write cheques payable to Chesterton Community College, with the title of the trip, your child's name and tutor group on the reverse.

I wish to pay the discounted price for this activity as I am entitled to Working Tax Credits (proof of entitlement provided) or this student is entitled to Free School Meals. (please tick if applicable)

Parent/Carer Signature:

Please return this form, along with payment, in a sealed envelope which clearly states student's name, tutor group and the title of the trip. Please ensure the envelope is returned to **Finance, via the post box outside of the office**. We cannot accept responsibility for payments not posted in this way.