

Dear Parent/Carer

January 2018

### **German Exchange to Immenstadt 2018-19 – current Years 8/9**

Thank you for your interest in the 2018-19 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 with host families. This trip will be in February half term 2019 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 a 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 15 February (2019) until Sunday 24 February during the half-term holidays.

The details are as follows:

- German youth in Taunton: Friday 7 September until Saturday 15 September 2018
- English youth in Immenstadt: Friday 15 February until Sunday 24 February 2019
- Travel by: To be confirmed at a later date, usually Berry's Coaches.
- Total cost: £550.00, but could be less depending on number of participants and exchange rate. The Castle School seek to make no profit.

The above price includes:

- All travel including Coach and Ferry.
- 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 2018.

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

The German group will arrive in Somerset in September 2018 (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. Whilst in Germany, 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 you, the 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) for every family member aged 16 and over living at home at the time of the German students' visit to England this September.**

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 the end of May 2018. 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 £100 deposit as soon as possible in order to secure a place. We will forward the Parent German Exchange information pack which includes all the necessary forms and paperwork once we have met the minimum number of 30 students. 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 - £100 by end of January 2018

Second payment - £200 by 21 March 2018

Third payment – £100 by end of April 2018

Final payment - £150 by 6 June 2018

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@castle.somerset.sch.uk](mailto:cjones@castle.somerset.sch.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 2019 - 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 £100.00 for the 2018-19 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.....