

28 March 2023

Dear parent/carer

Firstly, thank you very much for enabling your child to participate in the German ski/cultural exchange to Immenstadt in Germany 2024. I am sure that your son/daughter will have an exceptional time and memorable experience with our German host families and thank you for agreeing to host an exchange partner in your home.

We are thrilled that numbers are such that the trip will be viable without seeking further funding. We are now at a stage where we are looking forward to matching up our students with partners from the four schools in Immenstadt.

### **Germans in Taunton**

We will be hosting our German Exchange partners in September 2023 – they will arrive on **Friday 8 September and depart on Saturday 16 September.**

The German students will follow a programme of trips in the south-west of England during their time with us and will spend part of the first weekend and evenings with you as hosts.

I will meet with participating students in the Summer Term to give an outline of the Germans' itinerary and let students know who their partners will be for the Exchange.

### **EV5, ski details and partner matching form**

Please would you be so kind as to complete the attached EV5 form and information collection sheets and return to the finance office **ASAP, by the end of March** preferably, so that we can match up students with their partners and begin contacting each other.

Pairings will be confirmed in the Summer Term (shortly after Easter) and you will have time to email/contact your exchange partner. **Please ensure that there is a legible email address** included in the 'Information Collection Sheet' (attached) for the German students to make first contact.

### **DBS**

**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).**

Statutory guidance published by the Government in April 2014 has resulted in a revision of our policy regarding the safeguarding of students. In line with the Keeping Children Safe guidance, we are now required to obtain an enhanced Disclosure Barring Service check, with barred list check, on all adults in the household who will be responsible for the care and supervision of the student. We will be carrying this out in the Summer Term in anticipation of the German students' arrival in September 2023 and forms and guidance will be provided.

## Return trip in February 2024

The trip will take place from Friday 9 February (2024) until Sunday 18 February during the half-term holidays.

The details are as follows:

- English youth depart Taunton Friday 9 February 2024 from BTC layby (time TBC)
- Arrive in Immenstadt: Saturday 10 February, return home Sunday 18 February 2024
- German youth in Taunton: Friday 8 September until Saturday 16 September 2023
- Travel by: To be confirmed at a later date, usually Berrys Coaches and ferry from Dover to Calais.
- Total cost: £750.00, but **could be less depending on number of participants and exchange rate**. The Castle school seek to make no profit.

The cost includes:

- Return executive coach travel
- Return channel crossings
- Bus transfer to ski slopes and on trips each day
- Ski equipment hire, ski tuition and ski lift passes
- Entry to Neuschwanstein castle
- Full insurance

We will depart Taunton on the evening of Friday 9 February, arriving in Immenstadt on the Saturday evening. We will travel back on Saturday 17 February, arriving in Taunton on the Sunday morning.

Students will need their own passport, valid for a minimum of 6 months from the date of arrival in Germany. They will also need a Global Health Insurance Card (GHIC) which is the replacement for the EHIC. If your child already has an EHIC and it will still be in date when we travel, then it will still be valid. Otherwise, you should apply for a GHIC, free of charge online at:

<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>. Once your child's place has been confirmed, the GHIC should be brought to student reception to be photocopied along with their passport.

Covid regulations are subject to change and we will keep you up to date as we get nearer to the departure date if there are any Covid entry requirements when travelling to Germany.

I will arrange a parents' meeting directly after the Christmas holidays in January 2024, which will be important to attend to ask any key questions and meet the teachers accompanying the trip.

## Payment Schedules

First Deposit - £200.00 by end of March 2023

Second payment - £100 by end of April 2023

Third payment - £150 by end of May 2023

Fourth payment - £150 by the end of June 2023

Final payment - £150 by end of July 2023

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 try to reply to you as soon as it's convenient.

Yours sincerely

A handwritten signature in blue ink that reads "Mrs C Jones". The signature is written in a cursive style with a long, sweeping underline.

Mrs C Jones  
**The Castle School German Exchange Leader**

INFORMATION COLLECTION SHEET 2023

Name Age Form Group Name of tutor	
EV5 completed Current passport held Passport expiry date Current GHIC card held	Y/N Y/N Y/N  *If you do not have an GHIC card, here is a link; <a href="https://www.gov.uk/apply-for-uk-global-health-insurance-card">Apply for a UK Global Health Insurance Card (GHIC) - GOV.UK (www.gov.uk)</a>
Family members	Name(s)                      Relationship to you                      Age(s)
Partner	I would only like to host a boy I would only like to host a girl I don't mind if I host a boy/girl My partner will have their own room My partner will share a room
Pets	
Personality	
Hobbies and interests Clubs	
Ski hire	Head circumference (cm) Height (metres) Weight (kilos) Shoe size (measurements in metric please)
Contact details	Home number: Mobile number: Email address: Student's email address: (for ease of contact with partner – please make it very clear to read!)

Ski competence	No experience/beginner Dry ski slope Intermediate Advanced (give any further detail below)
Any other relevant information	
Any other questions?	