

Friday 13 October 2023
Pad/pmt/gerexcintltr24

Dear Parents

Yrs. 8, 9, 10 & Yr. 12 German Exchange 2024:
German Visitors to England – Monday 4 March to Monday 11 March 2024
English Students to Germany – Monday 1 July to Monday 8 July 2024

An exchange is a unique opportunity! It is often the only time when you can experience life in a German family first-hand, really gain an insight into what it is to be German and potentially make friendships for life! The exchange will provide students with the opportunity not only to improve their command of the German language but will also enhance awareness of German culture and the German way of life, which forms so much a part of language learning. To this end, we are organising an exchange trip to our partner school in the region of Baden Württemberg in South-West Germany. The trip is for students in Year 8, 9, 10 and Year 12 students who will be studying German and your son/daughter is invited to participate. Ms Dickinson and Mrs Drake will be accompanying the students.

The Stromberg Gymnasium, which is a grammar school, was opened in September 1999 and is located in the small and picturesque rural town of Vaihingen approximately 25 kilometres north of Stuttgart. Vaihingen is a similar size to Marlborough, with a population of approximately 12,000. There is plenty for young people to see and do in the area.

We will be hosting our German guests from Monday 4 March to Monday 11 March 2024 and our return visit to Vaihingen is to be from Monday 1 July to Monday 8 July 2024. At this planning stage, it is anticipated that the cost will be £510.00 to include all excursions in both the UK and Germany, air travel, transport to and from the airport and insurance. Although we hope to keep the cost to that advised, we may have to increase it should exchange rates and flight costs alter significantly. We will of course advise you of any change as soon as we become aware of them, and we would offer additional time to pay any increase. Further expenses will naturally be incurred in hosting your child's German partner.

There are limited places available and if oversubscribed we will look at student attendance and commitment to the subject. We will also prioritise from the oldest your group first. It is imperative that students are responsible and can follow instruction, we cannot take students who have any exclusions this academic year or a substantial amount of negative behaviour points.

The students will be travelling on their own Passports, and these must be valid for at least six months after the date of return. A valid European Health Insurance Card (EHIC) or UK Global Health Insurance Card (GHIC) will also be required. *Information can be found at <https://www.gov.uk/global-health-insurance-card>*

In order that the trip may take place, it is necessary to ask for **an initial deposit of £75.00 by Friday 3 November 2023**. A payment schedule for the remaining cost will be confirmed once we have allocated places. *In case of financial hardship, support is available from the St John's Opportunity Fund for Yrs.8 to 10 students and a letter to the Principal will be dealt with confidentially and sympathetically. OR for Yr. 12 students, Bursary Fund grants should be used towards the cost of this trip. To qualify for Bursary funding, attendance needs to be 95% or above and awards are dependent upon household income levels. If your son/daughter has not already applied, an application form can be obtained from the school.*

Payment should be made online through ParentPay; you will not need to return the paper permission slip if you pay online. Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash. If you have mislaid your log in details, please contact Mrs Shirley Woodburn on 01672 519567 or by emailing swoodburn@stjohns.excalibur.org.uk

Please note that once places have been confirmed trip payments will be non-returnable unless the school cancels the trip. Should parental request withdraw the student unless for a substantiated medical reason, this will be taken as disinclination to travel and therefore parents will be liable for all costs incurred. All such withdrawals should be discussed, in the first instance, with Mrs Pauline Marshall-Thomas via trips@stjohns.excalibur.org.uk or DD 01672 518896.

The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory. *Any student withdrawn by St John's for these reasons will be at the expense of the parents. It is not possible to guarantee any refund of monies already committed by St John's and indeed expenses not already covered may be claimed from you.*

Passport/medical/dietary information for your son/daughter will be requested during the lead up to the trip taking place. By the very nature of the trip, this information will be shared with the travel company we have booked through. They in turn will need to share it with the airline/ferry company, hotel, and other providers as necessary, to ensure your son/daughter can travel and any special needs are met. By applying for a place on this trip, you are giving your consent for this information to be used for this purpose.

If your child is either asthmatic or anaphylaxis, they must ensure that they always carry their inhaler or EpiPen on them during the trip.

Permission and deposit payment is required before 15.00hrs on **Friday 3 November 2023**.

If you have any questions at all about the exchange please don't hesitate to contact pdickinson@stjohns.excalibur.org.uk or Mrs S Drake sdrake@stjohns.excalibur.org.uk

Yours faithfully



Ms P Dickinson
German Dept

Please return slip and **cheque** payment to the Financial Mailbox in the Atrium opposite Student Services. These should be in an envelope marked for the attention of Mrs Pauline Marshall-Thomas and the student's name, tutor group, trip/event name, trip date and trip organiser must also be detailed on it. Cheques should be made payable to **'St John's Marlborough.'**

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Students Name: Tutor Group:

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose an initial deposit of £75.00 and confirm I will be making the full payment of £510.00 by the final payment date.
3. I understand that there may be no refund due, should my child be withdrawn from the trip by St John's.
4. I accept that I will be liable for all costs incurred by St John's should I withdraw my child from the trip, should it not be possible to replace them with another student.
5. By signing your son/daughter up to attend trips you are taking responsibility for their behaviour whilst on the trip. Anti-social behaviour, poor attitude or rudeness will not be tolerated and may result in your son/daughter not being considered for future trips.

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Signature: Date:

IT WILL NOT BE NECESSARY TO RETURN THIS SLIP IF PAYING VIA PARENTPAY