

Lancaster Royal Grammar School

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Sarah Haigh. MFL Second in Department.

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September 2009

Dear Parents,

German Exchange – November and December 2009

Your son has expressed an interest in our proposed German Exchange which we hope will take place immediately after the October half-term, with the return visit happening in the last week of Michaelmas term. This will involve our GCSE and Upper Sixth German groups travelling to our twin town of Rendsburg in Germany the first week in November, and receiving their German partners back in Lancaster just before Christmas.

We appreciate that this is relatively short notice. The reason for this is that Mr Leckey, who organised this exchange for so many years, retired in July, and we had to wait to appoint a replacement who would be willing to accompany the trip before we could organise it. Our new colleague, Mrs Anke Dower, will be accompanying the trip.

The group will spend the week in Rendsburg where we will be accommodated by families of our partner school, the Herderschule, with whom we have run the exchange programme for over 20 years. The group will spend time in the Herderschule as well as make several day-trips to places such as Lübeck and Kiel. You will receive your son's German partner (who could be a boy or a girl, as the Herderschule is mixed) back in Lancaster the week before the Christmas holidays. If your son is a boarder, there are two possible solutions to hosting. Firstly, if you live close enough to school, your son could become a day boy for the week, or alternatively, you could arrange with another member of the class (who is not taking part in the exchange) to host for you, and come to some agreement about the costs incurred.

Last year we did a similar trip to Rendsburg for under £250. We will always endeavour to keep travel and insurance costs to a minimum. We are currently working with our colleagues from the Herderschule and our travel agent to put together the whole package, but I hope it will not be any more than last year.

You may have read about a new development in the press which has an impact on exchange visits: as of this year, British families hosting pupils may need to agree to be CRB checked. If you agree for your son to take part in this exchange, all adults within the household will need to have a 'voluntary' CRB check. Mr Whitehouse will be able to provide you with further information on this, should you require it.

For now, we need to judge the potential interest in this proposed venture, and to ask you for a deposit which will allow us to make firm bookings if a good flight at a reasonable price is available. If, after discussing it all with your son, you would like him to take part, please return the slip below with a deposit of £100 as soon as possible. Cheques should be made payable to "LRGS" and be labelled "German Exchange" on the reverse. Cheques will not be banked until we confirm that the exchange will definitely run.

The closing date for returns is **Wednesday, 16th September**. We appreciate that this is a very short deadline but we need to book flights as soon as possible.

To speed up the admin for the trip, I would also ask you to send in the following documentation along with the slip and deposit:-

- A copy of the picture page of your son's passport
- A copy of his E111 card
- The completed medical consent form (enclosed with this letter)

I am delighted that your son is interested in this exchange. It should have many benefits to participants: obviously it should boost GCSE and A Level performance, but equally importantly it should increase general self-confidence and independence.

I will write to you again in the near future to confirm your son's place on the trip and there will be an information evening before half-term for you and your son to receive itineraries and to ask any questions you may have.

Should you require further information in the meantime, do not hesitate to contact me via the school office or through e-mail.

Yours sincerely,

S. J Haigh
(MFL Second in Department.)

To: SJH / Christine Oversby, Lee House, LRGS

I/we would like my/our son,, in Form,
to take part in the proposed German Exchange with the Herderschule, Rendsburg, in
November/December 2009.

I understand that this will entail hosting a German student in December or making
alternative arrangements for my / our son's partner to be hosted.

I enclose a deposit of £100, a copy of my son's passport picture page, a copy of his
E111 card and the completed medical consent form.

I also agree to undertake a CRB check if required under new legislation.

Signed:
(Parent/Guardian)

Date: