



The Crossley Heath School

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6th November 2024

Aachen Exchange 2025

Dear Parent/Guardian

Following our extremely successful exchange for over fifteen years with the *Viktoriaschule Aachen*, the German Department is pleased to announce that we will again be offering students in Year 10 the opportunity to participate in this enormously beneficial programme.

The *Viktoriaschule* is a mixed grammar school in Halifax's twin town, Aachen, which is ideally situated for visits to a range of places of interest including Cologne, Bonn and The Netherlands.

The German students will be staying with us from **Friday 21st March to Friday 28th March 2025**. We will be travelling to Germany on **Friday 4th July 2025** and will return to Halifax on **Friday 11th July 2025**. Please note that all exchange dates mentioned may vary slightly, depending on flight availability. These dates do not clash with the other trips being offered.

Crossley Heath students will stay with their partners throughout the visit to Aachen and will host their partners when they are in England. During their stay here, the Department will organise weekday activities, however, hosts will be expected to look after their guests in the evenings and at the weekend.

In order to keep the cost as low as possible, we intend to fly using a low-cost airline and we will use public transport wherever possible. The Crossley's Foundation has also very kindly agreed to contribute towards the cost of the trip for each student to the sum of £250. The total cost of the trip will be approximately £500 although this may change slightly depending on the cost of the flights. You would, therefore, be asked to make a 'voluntary contribution' of £300 towards the cost of the exchange. If insufficient contributions are received, or if interest is low, the trip will not be able to take place. The cost includes all the excursions during the day, travel and travel insurance.

Financial assistance is available for children eligible for free school meals. If you would like to apply for assistance in confidence, then please contact the Finance office at payments@crossleyheath.org.uk.

New government legislation dictates that schools now perform a DBS check on any families hosting children as part of an exchange visit. These checks are required for all members of the host household aged 16 or over and are free of charge. If you are unwilling to undergo the DBS check, then your child will unfortunately be unable to participate in the exchange. We hope you understand the importance around safe-guarding of students and that we are obliged to comply with the new requirements.

If you would like your son/daughter to be considered for a place on the exchange, please complete the online expression of interest form via the link below by **Wednesday 13th November 2024**:

<https://forms.office.com/e/zrMjsUUkqm>

You will receive a further letter after this date if your son/daughter is successful in gaining a place on the exchange. It is expected that there will be a high demand for places and places are limited due to the number of staff attending. If the trip is over-subscribed, only those students who have demonstrated a commitment to the language over Key Stage 3/4 will be allocated a place on the

exchange. This decision will be taken in consultation with students' German teacher and pastoral staff and our decision will be final. Participation in the visit is conditional upon satisfactory behaviour during the period leading up to the visit. The school also reserves the right to withdraw a student at any time where there are particular concerns. Therefore, if you do not receive a further letter, please assume your son/daughter has been unsuccessful and your deposit will be refunded. The school reserves the right to cancel the trip should the number of students wanting to participate be low.

Please do not complete the expression of interest form if you are not committed to paying for the trip as withdrawing at a later stage causes considerable difficulties and leads to disappointment amongst students in our partner school.

It may be advisable to look at taking out extra travel insurance for your child.

We firmly believe that participation in an exchange will help our students to improve their fluency in the language and to increase their self-confidence and maturity.

A parents' information evening will be organised later in the year but if you have any questions in the meantime, please do not hesitate to contact me at school.

Yours faithfully,

Mrs A. Hazelton

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Department Leader for German