



The Crossley Heath School

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Aachen Exchange 2019

Dear Parent/Guardian

Following our extremely successful exchange for the past fourteen years with the *Viktoria*schule Aachen, the Modern Languages Department is pleased to announce that we will again be offering students the opportunity to participate in this enormously beneficial programme.

The *Viktoria*schule 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.

We will be travelling to Germany on **Friday 1st February 2019** and will return to Halifax on **Friday evening, 8th February 2019**. The German students will be staying with us from **Friday 5th April to Friday 12th April 2019**. 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. We request that you make a voluntary contribution of £350 towards the cost of the exchange. If insufficient voluntary contributions are received, the trip may not be able to take place. Financial assistance is available for children eligible for free school meals. Please contact Mrs C. Heaton if you require any further information on this.

If you would like your son/daughter to be considered for a place on the exchange, please pay a deposit of £150 via Parent Pay and return the slip attached directly to **Mrs Howarth** in the **MFL Office** by **Friday 21st September 2018**. 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 and refund deposits should the number of students wanting to participate be low.

Please note that confirming a place on this trip will result in you committing to pay for the trip in full as the school will be committed to having to pay for all places booked with the airline. Withdrawing

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at a later stage also 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 next year but if you have any questions in the meantime, please do not hesitate to contact me at school.

Yours faithfully

Mrs K Howarth k.howarth@crossleyheath.org.uk

Teacher of MFL

Please enter name AS IT APPEARS ON THE PASSPORT: _____

Form _____ would like to be considered for a place on the German exchange and I have paid the deposit of £150 via ParentPay.

I can confirm that my son/daughter holds an EU passport which will have at least 6 months validity at the time of travel; or where my son/daughter has a non-EU passport that I will take all necessary steps to ensure that they will be able to travel (visa/visa waiver).

Signed: _____ Parent/Guardian

Date: _____