

18th November, 2009

Dear Parents(s) / Guardian(s)

This year we intend to run an exchange to France for Year's 9, 10 and 12. The exchange will run in conjunction with Chelmsford County High School for Girls and King Edward Grammar School who have already been working successfully on this exchange for more than twenty years).

The exchange is with an independent Catholic lycée situated just north of Lyon. The French party will arrive on Saturday, 10th April and stay until Monday, 19th April, 2010. This is during the second week of the Easter holidays. We shall be going from Sunday 11th July returning Tuesday, 20th July 2010 although there may be some variation in these dates by a day or two each way depending on flight availability.

The exchanges have been timed to coincide with the host families' school holidays. During the time in England, we will be organising a bowling evening/afternoon for English and French participants from Westcliff High School for Girls. The exchange will be an ideal opportunity for students to improve their French, helping them with their confidence in speaking as well as being a life experience.

The exchange is limited to 30 places for Westcliff High School for Girls students and will be allocated on a first come first served basis. It is proposed to have a reserve list of a further five places. The cost of the whole exchange is £300.00 but could be less depending on transportation costs and the number of students interested in participating. This will cover flights, insurance and the bowling evening in Chelmsford as well as coach travel to Stansted airport. Arrangement will be made to refund any excess payment when the exchange has been completed and all costs met. **A non-returnable deposit of £60 by Monday, 30th November, 2009 will secure places for the first 30 applicants.**

I regret to inform you that should full payment not be made before Tuesday, 23rd February, 2010, your son/daughter will not be allowed to go to France and you will be liable for any reservations we have made on her behalf.

Before you send your deposit, I would like to remind you of the commitment we expect you to make to the exchange and would ask that you respect the following guidelines:

- If your son/daughter works you will need to ensure that the French student is not left unaccompanied when they visit in April.
- You should inform us of any trips made to London the students make.
- If your son/daughter has recently passed his/her driving test you must be vigilant about them driving the French visitor about in the car.
- You (as parent) and your partner undertake an enhanced Criminal Record Bureau disclosure through the school. It will not be possible for students whose parents have any significant criminal record to participate. At present,

there is no equivalent policy in France, but we have received assurances from them as to the suitability of the families and parents involved in the exchange.

- You do not allow the French visitor to spend the night at another person's house without consulting us. You are in 'loco parentis' and are responsible for the French student.

I apologise should this sound over cautious but these are some issues that have arisen in exchanges. The French school is operating according to these guidelines also and I am sure that you would agree that you would expect the same treatment for your daughter when she is in France. I have enclosed some additional advice for your guidance.

Please read and complete the reply slip below, and return to Miss Thomas in Modern Foreign Languages, together with the attached forms. On receipt of the deposit via ParentPay, the school will be in contact with you with regard to the CRB check.

Please pay for this trip using ParentPay. If you are unsure of your ParentPay details please ensure you contact Mrs Martin on 01702 476026 before 4.30 pm on Friday. PARENTPAY WILL BECOME LIVE AT **6 PM** ON FRIDAY 20TH NOVEMBER. *Please note, this exchange is on a FIRST COME FIRST SERVED basis; by making payment on ParentPay a record of the exact time and date of payment is produced.*

We reserve the right to cancel the trip if there is insufficient take up.

Please do not hesitate to contact me if you wish to discuss the exchange.

Yours sincerely

Miss F Thomas
Modern Foreign Languages

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Please return to box outside the office

WESTCLIFF HIGH SCHOOL FOR GIRLS

French Exchange 2010

NAME OF STUDENT: (As it appears on student's passport.)

TUTOR GROUP:

My son/daughter is interested in going on the above exchange. I have paid a deposit of £60.00 via ParentPay.

NB. Please enclose the personal match form with passport style photograph attached.

SIGNED: (Parent/Guardian)
Name (Printed) (Parent/Guardian)