

K\Visits\2009-10\LangGermanExchangeInitialLtrOct09ROB-nay
20 October 2009

Dear Parent/Carer

German Exchange 2010

I am pleased to invite students to participate in the annual exchange visit with the St Anna Gymnasium in Augsburg, Germany. Both Denefield and St Anna are proud of the continuing success of this exchange, which in 2007 celebrated its twentieth anniversary, and the immeasurable benefits which it brings to participants. Of particular benefit is the opportunity provided by the exchange to gain valuable insights into the lives of their contemporaries, which increases confidence and improves examination performance. Several of our students make lifelong friends and contacts in Augsburg. This year's programme involved a "go ape" activity in a climbing park, a guided tour in safety-harness of the roof of the Olympic Stadium in Munich, a chair-lift ride in the Alps and walk through a gorge, an orienteering rally in Augsburg including a tour of the Augsburg Puppet Theatre, and three days in school doing special lessons in German, Astronomy, Music and Chemistry.

This voluntary activity is open to students in Years 9, 10, 11 and 12. The dates for this year's exchange are as follows:

St Anna to Denefield	Friday 19 – Friday 26 March 2010
Denefield to St Anna	Friday 16 – Friday 23 July 2010

The exchange visit is subject to sufficient funds being available and therefore the suggested parental contribution is £360.00. This includes flights and coach transfers, coach and train excursions and insurance and is payable by instalments (schedule below), the balance being due by 21 May 2010.

20 November 2009	£60.00 non-returnable deposit
18 December 2009	£50.00
30 January 2010	£50.00
27 February 2010	£50.00
27 March 2010	£50.00
24 April 2010	£50.00
21 May 2010	£50.00

You should contact me immediately to discuss any financial issues or alternative arrangements if difficulties with payment arise, or any other situation that could affect your son/daughters' participation in this visit.

To secure a place on the visit, please return the completed reply slip together with a £60.00 non-returnable deposit by Friday 20 November. If you have any queries, please do not hesitate to contact me at school.

Yours sincerely

Mrs I Robinson
Languages Curriculum Area

German Exchange 2010

Name of student: _____ Tutor Group: _____

I would like my son/daughter to participate in the proposed voluntary visit and I am willing to contribute the suggested amount of £360.00, as per the payment methods overleaf.

I agree to contact the visit leader immediately should any situation arise that may affect my son/daughters participation, either financial or otherwise.

I have ensured that my child understands that it is important to his/her safety and for the safety of the group that any rules and instructions given by the staff in charge are obeyed. I have read through the information overleaf and my child agrees to abide by the code of conduct described. The legal liability of the School Governors, the Headteacher and staff throughout the school visit will be exactly the same as it is when my child is at school.

Parental Signature: _____ Date: _____



STUDENT CONDUCT ON FIELD VISITS/SCHOOL VISITS

When students attend these occasions they are expected to behave reasonably and within the guidelines laid down by the responsible member(s) of staff. The staff are acting *in loco parentis* and impose clear and fair rules upon the students in order to achieve an efficient, pleasant and safe environment for all students.

- It is reasonable that each student should obey any rules laid down and act in a careful and responsible manner.
- It is reasonable that each student carry out any safety procedures laid down by the member of staff.
- It is reasonable that each student report to members of staff at the required times. If the students are to be allowed to spend some time without supervision by staff, then the time period should be short and the students should check in at a regular time and place. Older students may be allowed a longer interval between reporting times. All students should be made aware of the place to which they should report.
- It is reasonable to expect all students on a residential visit to be in bed at a specified time depending on their age. All students will be expected to be in their own rooms and quiet by a specified time.
- It is reasonable to expect the students to behave in a way that does not disturb other people. This may require quiet, sensible behaviour when stipulated.
- It is reasonable to expect all students to behave in a way that does not endanger themselves or any others.
- It is reasonable to expect departures from and arrivals to school outside normal school hours to minimise disturbance to our neighbours.

MAKING PAYMENTS FOR SCHOOL VISITS

Due to changes in the administration of school visits, staff running visits will no longer be able to collect money from students themselves. There are now two ways of paying in money for school visits:

1. Parents/guardians send cheques via the post. This is the recommended method of payment. Envelopes should be addressed to:

The Finance Office (visits)
Denefield School
Long Lane
Tilehurst
Reading
RG31 6XY

Cheques should be made payable to 'Denefield School' and the student's name, tutor group and title of the visit should be written on the back of the cheque.

2. Students may pay in cheques or cash to the finance office. The office is open at break and lunchtimes every day (10.45 – 11.00 a.m., 12.05 – 12.20 p.m. and 1.30 – 1.50 p.m.). Payments cannot be accepted outside these times.

Reply slips/consent forms should also be posted/handed to the finance office. Receipts will be issued to students for all payments received.

**DENEFIELD SCHOOL
PARENTAL CONSENT AND MEDICAL FORM
(OFF-SITE ACTIVITIES)**



To the Parent/Carer

Please find attached to this form information regarding an Off-Site Activity, which is planned from this school. Would you please examine that information and if you wish your child to attend please complete, sign and return the top copy of this form to the person in charge of the activity as soon as possible.

Student Name: _____ Date of Birth: _____

Address: _____

NHS No: (if known) _____

Telephone Numbers at which parents can be contacted in case of emergencies:

Is your child currently undergoing medical treatment? If so please give details:

Please give details of any medical conditions that might possibly affect your child's performance or safety on this activity:

Please give family doctor's name and address: _____

Does your child have any special dietary needs? _____

STATEMENT

I acknowledge receipt of the information regarding the proposed visit/activity to

_____ on _____

and consent to my child, named above, participating.

I agree to members of staff giving permission for my child to receive appropriate medical treatment in an emergency.

I undertake to inform the teacher in charge of the activity in the event of any changes in my child's fitness prior to the date of departure.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

Signed: _____ Date: _____

Please indicate relationship to child: _____