



MT03AT

January 2024

Dear Parent/Carer

### **German Exchange 2024**

We plan to hold the Year 10 German exchange for pupils during the spring and summer terms of 2024. The exchange with the Freiherr vom Stein School in Gladenbach was established in 1980 and, with the exception of the pandemic years, has taken place annually since the first exchange. This is a joint activity with the German department from Calday Grammar School and we are delighted to be able to offer this valuable experience to our Year 10 students of German this year.

In April, a group of students from Gladenbach, accompanied by their teachers, will come to West Kirby and will be accommodated by the family of their German Exchange partner. A programme of activities will be organised; this will include attendance in lessons, as well as visits to local places of interest. Host families are responsible for any activities organised at the weekend.

The return visit to Germany will take place in June when our students will be hosted by their German partners. A programme of events will be organised during the school day for the visiting pupils and once again, host families will be responsible for any activities which are arranged during the weekend.

The planned dates are as follows:

**Gladenbach visit to West Kirby: 15 April – 22 April 2024**

**West Kirby visit to Gladenbach: 12 June – 19 June 2024**

The cost of the visit will be in the region of £450 - £500. This reflects the current flight costs from Manchester to Frankfurt during the week of travel. The cost of the German Exchange includes transport, insurance and any activities organised in Germany. Please note travel details and the final cost will be confirmed once we know how many students are taking part in the Exchange. We will either fly to Frankfurt and take the train to Marburg, where students will be collected by their host families, or, should it be more cost-effective, we will travel by train, taking the Eurostar via Brussels or Paris.

#### **PASSPORTS**

Students should travel on their own passport. Please ensure that the passport being used for travel is valid for at least 3 months after the day we leave Germany; it should therefore be valid until at least 20 September 2024.

#### **DBS CHECKS**

Current guidance suggests that adults living with the host family are eligible for a DBS check before accommodating a visiting student. It should be noted, however, that no equivalent system exists in Germany. As it is not compulsory to undergo a DBS check, we do not require this of our host families. Should you wish to undergo a DBS check for all adults in the host family, we will facilitate this.

#### **INSURANCE**

Students will be covered by the school's travel insurance policy. If your child/ward has a European Health Insurance Card (EHIC) that will still be in date during the trip, they will be able to use this. If



they do not, you will need to apply for Global Health Insurance Card on the NHS website. If you are reading the electronic version of this letter, you will find the address on the following link: [Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS \(www.nhs.uk\)](#).

We have an extensive insurance policy but these cards allow for quick and easy access to healthcare in the unfortunate event it becomes necessary.

## **PAYMENTS**

### **Deposit**

A deposit of £250 is required by Monday 12 February 2024. Please pay online by using the online payment system. Your online payment serves as both consent and confirmation of updated emergency contact details. Contact details can be checked/updated via your Arbor app. Please ensure you provide any appropriate additional information directly to me (mthomas@wkgs.net). By providing your consent, you agree to host your child's German Exchange partner in April.

### **Balance**

The balance of £200 - £250 will then be required by Friday 22 March 2024.

Please also complete the below slip giving passport information and return it to the Finance Office once payment of the deposit has been made.

Please be aware that withdrawing from the trip after a place is confirmed will mean that deposits cannot be returned, as the deposit will secure our transport to Germany.

Yours faithfully

*M Thomas*

**Mr M Thomas**  
**German Department**



### **Passport Information Form German Exchange visit - June 2024**

(Please return this slip to the Finance Office)

**Name (as it appears on passport):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Country of Issue:** \_\_\_\_\_

**Nationality as listed on passport:** \_\_\_\_\_

**Expiry date (must be after 20 September 2024):** \_\_\_\_\_