

Tomlinscote School & Sixth Form College

A Specialist Language College



02 May 2019

Dear Parents /Carers,

Re: German Exchange 2019

We are pleased to tell you that your son / daughter has been accepted to go on the German Exchange this year. Thank you for the deposit of £100.

We are able to confirm the dates for the visits. They are as follows:

German party at Tomlinscote: Thursday 4th July to Friday 12th July 2019

English party at Robert-Bosch Gymnasium: Friday 11th to Friday 18th October 2019

I would now like to draw your attention to the dates for the instalments to be paid. **I am also enclosing 2 forms which should be completed and returned to Mrs Lee in the MFL office by Friday 17th May 2019.** The total cost for the visit is now £350 due to the size of the group, £100 of which has already been paid. The remaining £250 will be broken down into three separate instalments. T

1st payment of £125 on 24th May 2019

2nd payment of £125 on 28th June 2019

We are able to accept payment by Parentpay. If you already use Parentpay to credit your son or daughter's catering account, then you will see another item for payment: 'German Exchange ' Just click on this and you will be taken through the easy payment process. If you haven't used Parentpay before, but would like to do so, or if you've forgotten your login details, please email Mrs L Strong on lstrong@tomlinscoteschool.com to be sent a temporary username and password

Under the terms of the 1988 Education Reform Act it is necessary to indicate that the contribution requested must be regarded as a voluntary contribution. Should insufficient voluntary contributions be forthcoming it will be necessary to review the viability of the trip.



Interim Principal: Mr R Major, BSc
Tomlinscote Way, Frimley, Surrey GU16 8PY
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*Tomlinscote School and Sixth Form College is part of
The Prospect Trust, registered in England number 10842315*

Registered office: Prospect Avenue, Farnborough, Hants. GU14 8JX



Please, could I also ask you to read the attached **“Exchange Contract”** with your child and return a signed copy of the final page. We would also be grateful for the return of the **application form** which must be filled out in as much detail as possible to enable us to match your child with a German pupil and also to enable us to hold full records about your child as regards contact information, medical information and special requirements which we require at this stage.

We also require a photocopy of your child’s **passport** (the page containing the photograph), Due to Surrey County Council guidelines your son/daughter must have 6 months left on his/her passport from the date of arrival back in the UK.

Lastly we also require a photocopy of his/her **European Health Insurance Card (EHIC)**, which is available free online through the NHS website, the link is below :
<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>.

Without a valid passport and EHIC your son/daughter will not be able to travel. **These 4 documents must be returned to Mrs Lee on Friday 17th May 2019.**

Yours sincerely

Mrs R Savochkin
Party Leader



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GERMAN EXCHANGE 2019 Robert-Bosch Gymnasium

TO BE RETURNED TO MRS LEE IN MFL OFFICE B1.3 ON 17th MAY 2019

My son/daughter..... Tutor Group

I also enclose (Please tick as applicable)

- Completed **application form**
- A signed copy of the page at the end of the **contract**
- Photocopy of my child's **passport**
- I confirm that I have checked my child's **passport's** expiry date
- I confirm that I have applied for my child's **passport** to be renewed
- I confirm that my child has his / her own **EHIC** and I have checked the expiry date
- I confirm that I have applied for my child's own **EHIC**

Signature of Parent / Guardian.....

Date.....