

10 October 2016

Dear Parents/Guardians,

YEAR 10 GERMAN EXCHANGE 2017
English students in Germany: 12th – 20th May 2017
German students in England: 18th – 26th June 2017

I am writing to you with details of our 45th German Exchange. It is with the Adolf-Reichwein Gymnasium, a mixed grammar school in Heusenstamm near Frankfurt am Main, the twin town of Tonbridge and Malling. We pay considerable attention to matching partners as closely as possible according to age and interests, in order to ensure a happy exchange.

The English pupils travel to Germany in a party escorted by myself and I remain on hand for the duration of the stay. There is a civic welcome and organised outings to Frankfurt and to a historic town such as Heidelberg, and other informal activities. There will also be opportunities to participate in excursions with the host families in the area, and two days will be spent in the partner school. Pupils are encouraged to take advantage of every opportunity to practise their German with their host families. In the summer term, much the same arrangements apply in reverse, with Judd organising a civic reception, a day's outing to Brighton, for example, and other activities. The **cost of the exchange is approximately £322pp** and includes air fare, insurance and travel to/from the airport. We will be able to provide an exact cost once all bookings have been confirmed.

If you wish your son to take part, please can you pay the **deposit of £80 via Joinos** and return the reply slip below by **Monday 17th October 2016**, together with a copy of the **photo page of their passport**. Please note, however, that for this trip payment of a deposit is no guarantee of securing a place. In the event of oversubscription, places will be allocated by random selection on **Wednesday 19th October** and the remaining boys will be put on a reserve list on the same basis. Parents will be notified whether their son has a place by email on or before Friday 21st October and those who have been unsuccessful will have their deposits returned via Joinos.

Places are also dependent on the number of German students wishing to come here and their chances of having a partner are increased if they are willing to exchange with a girl (only possible if separate bedroom available). Boys will be considered in the order of the selection mentioned above and we try to match partners by age, interests, temperaments and background as much as possible.

If you are not registered on Joinos or have any difficulties logging on, please contact Vicky Marriott of the Finance Office for help, either by email (vmariott@judd.kent.sch.uk) or phone (01732 373564). Parents should note that **the deposit is non-refundable** except in the event that your son does not secure a place for the reasons above. The balance will be due in two further instalments to be paid by Friday 2nd December and Friday 10th February. Slips and passport copies should be placed in an envelope in the **'Finance' box within student reception**.

If financial difficulties prevent your son from participating in the trip, an approach can be made in confidence to our School Business Manager, Clare Morey. Please write via email in the first instance to cmorey@judd.kent.sch.uk. However, **I would strongly recommend that you pay the deposit on Joinos if possible or contact Mrs Morey before Monday 17th**. There is also the possibility of funding being available from the Heusenstamm Friendship Circle in such circumstances and an application can be made via myself.

May I take this opportunity to underline that the exchange offers an excellent chance for those doing German IGCSE to improve their oral and listening skills dramatically. Every year, feedback from those taking part is overwhelmingly positive, and pupils gain enormously in terms of self-confidence, in addition to improving their German. This year – our 44th – was no exception, as current Year 11s will have told your sons already!

Please do not hesitate to contact me, preferably via e-mail, should you have any further questions.

Yours sincerely,



Mrs I Lambert
Head of German
E-mail: Ingrid.Lambert@judd.kent.sch.uk

YEAR 10 GERMAN EXCHANGE 2017

Student's name: _____

Form: _____

I give permission for my son to participate in the German Exchange 2017.

I understand that there is no guarantee that a partner will be found, and that boys will be considered in the order in which their deposits are received.

We would also be willing and able to accommodate a girl: (please circle) **YES/NO**
(N.B. separate bedroom must be available)

I have paid the deposit of £80 on Joinos and understand that it is a non-returnable deposit provided that an exchange partner is found. All monies will be refunded should the school be unable to find a partner for my son.



Copy of photo page of passport enclosed. **N.B.** this is needed to book the flights. Please ensure that the passport is valid for the dates of travel noted on the letter.

Signed: _____
Parent/Guardian

Date: _____

Email address:

(This will be our preferred method of communication for further information about the trip)

The form and passport copy should be in an envelope and placed in the **'Finance' box** within **student reception by Monday 17th October 2016.**



HEADMASTER ROBERT MASTERS B.SC.

Brook Street, Tonbridge, Kent TN9 2PN

telephone: 01732 770880

facsimile: 01732 771661

email: enquiries @judd.kent.sch.uk

website: www.judd.kent.sch.uk