
3rd October 2018

Dear Parent/Guardian,

The German department would like to offer your son/daughter the opportunity to participate in a linguistic exchange trip to the beautiful county of Bavaria with the Gymnasium Brückmühl, in order to experience the wonders of the fabulous cities of Munich and Salzburg and to practise language skills with native speakers.

Those wishing to join us will be allocated a penpal by the end of October and will be encouraged to correspond regularly in both English and German, either by email, social media, Skype or Facetime.

The German pupils will arrive in Guernsey on 29th April and will travel back to Germany on 4th May 2019. They will spend some time in lessons with your sons/daughters on Tuesday and Thursday and will also do morning/afternoon activities during school hours, as well as a day trip to either Sark or Herm. They will spend each evening and some of Saturday morning with you, their host family, before travelling back to Munich.

Host families, both Guernsey and German will need to complete a Host Family check-list form and a DBS form. This is now College policy for all hosts and in line with UK guidelines to schools. Forms are available from Reception at Elizabeth College for the boys and Ladies' College for the girls.

The return trip will run from 22nd June until 27th June 2019 and will include five nights and four full days in Bavaria. Pupils will naturally be billeted with their penfriend's family.

The cost of the trip will be £500 and includes the following:-

- Flights to and from London Gatwick
- Flights to and from Munich
- All train travel during the stay
- Entry to the Hohensalzburg castle, Salzburg
- Entry to the Waldseilgarten: www.waldseilgarten-oberaudorf.de (a bigger version of Creepy Valley), its mountain chair lift and summer toboggan
- Entry to Mozart's Geburtshaus, Salzburg

Head of MFL

Mr Richard Morris

Tel 01481 726544 Fax 01481 714839

E-mail: rmorris@elizabethcollege.gg

- Mountain train and cable car to the Wendelstein and its caves or boat trip and entry to the Königsschloss in Prien am Chiemsee or similar activity, likely to be done with host families on Sunday
- Day trip to Munich including a tour of the major tourist sites and possible visit of the Allianz Arena (FC Bayern München)
- School travel insurance

Parents/guardians should be aware that remote supervision is part of the programme. This means that your son/daughter will not be directly supervised by a member of staff at all times, notably during our visits to Munich and Salzburg, when there may be a short amount of time allocated to shopping for souvenirs. Pupils must however remain in groups of at least 3 during this time.

The above price depends on the participation of 20 pupils and the sooner I am able to book flights the lower the overall cost. Could I therefore ask that you fill in the reply slip below at your earliest convenience and return it to me at College by **Friday 26th October 2018**.

Yours sincerely,

Richard Morris

Head of MFL

Name of Student: _____

To: Mr Richard Morris, Head of Modern Languages, Elizabeth College

I would like my son/daughter to take part in exchange with Gymnasium Bruckmühl. I enclose three cheques made out to Elizabeth College: **£200 non-refundable deposit** and £200 and £100 dated 19th October 2018, 15th February 2019 and 15th April 2019 respectively.

Head of MFL

Mr Richard Morris

Tel 01481 726544 Fax 01481 714839

E-mail: rmorris@elizabethcollege.gg

Safeguarding Advice for Hosting Families

Firstly, thank you for offering to host a child from a visiting school. Hosting Parents should, for the duration of the stay, act in 'Loco Parentis' – applying the same standards of health and safety with a host pupil as you would with your own child.

Any concerns about the welfare of a child should immediately be raised with the Visit Leader of the visiting group, or with Elizabeth College staff. Chris Eyton-Jones is the Safeguarding lead at Elizabeth College. (Contact details below)

Safe Hosting – practical advice:

- The child must have their own bed (ideally in their own bedroom)
- The child must have access to private (ideally lockable) toilet and bathroom facilities
- The child should have access to a phone in order to call their parents or the Visit leader
- The host family should take into consideration any medical / dietary requirements (which should be disclosed prior to travel)
- The host family should avoid taking any photographs that could be misconstrued, or infringe a child's privacy
- The host family should ensure that any TV, DVD, or Gaming is age appropriate
- Any older siblings within the Host Family should be made aware of appropriate boundaries
- Any transport used must be road worthy / appropriately insured and be driven by a driver who holds a valid driving licence
- The host family should disclose in advance if they know the host child will be participating in higher risk activities. (e.g. Sea Swimming, Boating, Climbing, Coasteering, Kayaking etc)

In the event of a child protection disclosure:

In the unlikely event that a child discloses a child protection concern whilst in your care it is important that you listen uncritically, try to avoid asking leading questions and never promise confidentiality. As soon as possible you should make a written note of what a child has said and pass that on to Elizabeth College' designated Safeguarding lead – Chris Eyton-Jones.

Useful Contacts: Rick James EVC Elizabeth College rjames@elizabethcollege.gg

Visit leader of the visiting group: Dietra Buxot

Teacher in charge: Richard Morris rmorris@elizabethcollege.gg

Assistant Principal Pastoral and Designated Safeguarding Lead: Chris Eyton-Jones ceyton-jones@elizabethcollege.gg



The Grange St Peter Port Guernsey GY1 2PY

Date:

Dear Parent/Guardian

Parental consent for off-site activities / school trip

Please complete and return the form below which relates to the forthcoming journey or activity for which you have already received details. The form gives your consent for your child to take part in this activity.

Visit or Activity	German Exchange to Bruckmühl, Munich and Salzburg
Date	22 nd June until 27 th June 2019

Name of Student <small>NB. This must be the name as on the passport/official ID.</small>		Date of Birth	
Special details:	Any relevant information concerning your child's health requiring special attention but which does not prevent him or her taking part should be noted below. For example, does your child:		
	• have any allergies?		
	• experience travel sickness		
	• have diabetes, asthma or epilepsy?		
	• take medication (If so, what is the dosage required)?		
<i>All medication must be given to the party leader on departure, clearly labelled with the student's name and the dosage instructions</i>			
Other relevant health information:			
Has your child had any relevant, recent illness?			
Has your child have any special dietary requirements?			

Have you any additional comments?	
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Swimming ability (for water based activities only)	
Is your child able to swim 50 metres in a pool?	Yes / No
Is your child able to swim 50 metres in open water	Yes / No
Do you give consent for your child to take part in any swimming related activities on this trip?	Yes / No

1. I would like my son to take part in the above mentioned visit or activity and having read the information provided, agree to him/her taking part in the activities described.
2. I consent to any emergency medical treatment required by my child during the course of the visit.
3. I confirm that my child is in good health and I consider him/her fit to participate.
4. I will inform the group leader at departure of the trip of any changes to the medical information given on this form.
5. I understand that remote supervision is part of the programme. This means that my son/daughter will not be directly supervised by a member of staff at all times.

Name of Parent or Guardian			
Address	Home telephone		
	Mobile telephone		
	Work telephone		
	Email		
Emergency contact number, if different during trip			
Approximate date of last tetanus injection			

Family Doctor		Practice & telephone number	
Where applicable for overseas trips, I confirm that my child has all the relevant inoculations (e.g. Yellow Fever, Typhoid, Hepatitis A) and has the relevant medication (e.g. malarone for prevention of malaria)			

Signature of parent or guardian

Date