



**WOOD GREEN  
SCHOOL**

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**Year 9 FRENCH EXCHANGE TRIP**

**WITH Collège Château Double, Aix-en-Provence,  
Provence, FRANCE**

**2017**

**Dear Parents / Carers,**

**Exchange visit with Le Collège Château Double, Aix-en-Provence, France**

We are now planning next year's exchange with our partner school in France, Collège Château Double in Aix-En-Provence in the south of France. The aim of this exchange is to allow our Year 9 students to travel abroad in the security of a group and yet reap the benefits of living as an individual with a family. As a group, we enjoy tours in the region, visit places of interest and spend time in school.

There is plenty of time to study the French way of life and to experience their delights at first hand, whilst coming to grips with the language in a totally real situation. It goes without saying that such an experience is invaluable in the preparation of GCSE studies which demands knowledge in these very areas of language. In addition to this, we have time for sport, sightseeing, relaxation and, of course, the inevitable, shopping!

Whilst we travel and work in a group, our pupils live as part of the family in the evenings and at the weekend. It is quite common to find several families joining together to share activities, especially for longer weekend outings. At all times, there will be Wood Green staff on hand to sort out any questions as and when they arise.

Since we are operating an exchange, our students have a partner who comes to Witney and is accommodated in their home. The timetable keeps the student busy except at the weekend when the parents have a chance to play hosts. This means that the parents are not tied to the house for the duration of the exchange - life should continue as near normal as possible. Your visitor will spend most of the week either in school or on excursions and, with a little thought, most households can cater for an extra person for the duration of the exchange.

**Pairings of students**

We attach great importance to this process since much of the success of the exchange depends on this. We take care to match students on the basis of similarities of interests, family and personality as far as is possible and whilst we cannot, of course, claim 100% success, we do feel proud of our record in pairing students over recent years. In many cases, the pairing lasts longer than the exchange and grows to include the whole family! Please do not let apprehensions about a 'stranger' in your home prevent your family from joining the exchange.

We would encourage all students to complete the Personal Information form as fully as possible to ensure we gain as many details about you as possible. These will be given out shortly. All students must remember to attach a photograph of themselves.

During the time when the French students are in England, a variety of excursions will be planned e.g. a trip to Warwick castle, a trip to Oxford, and a chance to do archery and climbing with Adventure Plus. Wood Green students may not be able to accompany the students during the visits as they will be attending lessons, but they will have the opportunity to welcome them into their lessons one day for a school visit.

### **Dates**

French arrive in Witney: **Friday 31<sup>st</sup> march** and leave **Friday 7<sup>th</sup> April 2017**

Wood Green leave Witney **Friday 19<sup>th</sup> May** and return **Friday 26<sup>th</sup> May 2017**

### **Deposit**

We ask for a non refundable deposit of **£50** in the first instance, followed by payments in instalments as will be indicated at a later date. Please note that we cannot return deposits as they will be used to secure transport arrangements. Medical certification will be required as a reason for non-participation for those who withdraw at short notice, if a refund is requested.

Please note that our plans are based on a group of a certain size and should we exceed that number, extra applicants will be placed on a waiting list.

It is the policy of the school to monitor attitudes and behaviour on school trips.

### **What happens next?**

Please fill in the enclosed Parent Consent form and attach payment for **£50** (cheques made payable to Wood Green School). This should be returned to the **Finance Office by Thursday 20<sup>th</sup> October**. A meeting for all parents and students will be arranged before the arrival of the French group in March as well as another meeting before we go to France. You will be notified of the date and time at a later stage.

### **Where do we go?**

**Aix** is a small city, comparable in many ways to our city of Oxford and is situated about 30km to the north of Marseille. Our link school is called '**Collège Château Double**' and has students from year 7-10. Madame Havard is the English teacher at the school and is absolutely delighted to be doing an exchange with us. During the course of the week in France, our students will visit the beautiful university city of Aix as well as the old port in Marseille. They will be also doing a variety of outdoor activities yet to be confirmed, as well as spending a day in the French school with their partners.

### **Travel**

We will travel by coach from Wood Green School to London Heathrow and then by plane to Marseille where we will be met by our hosts. We will be travelling with British Airways.

### **Passport**

Each student will need an individual passport. It is recommended that this is obtained as soon as possible after the exchange is confirmed. Each student must present their passport to the Finance Office before departure in May so that a photocopy can be taken. They will also need to take their passport to France with them.

### **Insurance**

We take out full insurance in accordance with Oxfordshire Education Committee's rules. In addition to this, it is essential that each student obtains an EHIC (European Health Insurance Card) which covers any necessary medical treatment when abroad. This can be applied for on line: [www.ehic.org](http://www.ehic.org) and is free. Each student **must** submit their EHIC card to the Finance Office before departure.

### **Cost**

Since this visit is an optional trip extra to the normal curriculum we must ask for a contribution to the funding of this trip. Financial assistance may be available for families who receive Income Support or Family Credit. Please enquire for further details should you require this. The final cost may also be affected by any changes in the exchange rate.

To cover all fares, excursions, visits, insurance and other expenses (the only extras are passport and pocket money) we shall ask for a contribution of between **£300-350** depending on final travel arrangements and final numbers.

Payment by instalment is encouraged and we ask for specific amounts to be paid by certain dates to help us pay bills as we proceed with our planning. The initial deposit must be paid by cheque or cash, thereafter payment may also be made via Parentpay (If you need more information about Parentpay please contact the Finance Office at school). The final balance must be paid by **Thursday 9<sup>th</sup> March 2017**

### **Additional cost**

A recent change in the law now requires all people resident in the host family over the age of 16 at the time of the French students coming to England to have DBS (Disclosing and Barring Service) checks. To enable a check to take place, an additional payment of £11 will need to be paid for each family member. We will be able to tell you more about this process once you have signed up for the exchange.

We look forward to working with you on this venture!

Should you have any questions, please do not hesitate to contact me at school.

Yours sincerely,



Mrs D Rayner / Mrs J Slater

**Wood Green School French Exchange 2017- Parental Consent**

I give my permission for my son/daughter.....

in Tutor group .....to take part in the 2017 French Exchange.

His/her French teacher is: Mr/Mrs .....

I understand that:

- A deposit of £50 will be required to secure a place and the balance will be paid by **Thursday 9th March 2017.**
- I must inform the school of any change in my son/daughter's medical or other condition or any relevant circumstances before the start of the exchange.
- I agree to my son/daughter receiving any emergency medical treatment as may be considered necessary by the medical authorities/hospital should the need arise.
- I understand that my son/daughter will need to have their own passport and EHIC card to travel to France

I understand that all reasonable care will be taken to ensure the safety of those in the party and I understand the extent and limitation of the insurance cover provided (copies available from the School Finance Office)

A telephone number where I can be contacted in case of emergency is .....

Signed .....Parent/Carer    Date .....

