

# Tomlinscote School & Sixth Form College

*A Specialist Language College*



28 February 2017

Dear Parents /Carers,

## **Re: German Exchange 2017**

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: Sunday 2<sup>nd</sup> to Tuesday 11<sup>th</sup> July 2017

English party at Robert-Bosch Gymnasium: Friday 6<sup>th</sup> to Friday 13<sup>th</sup> October 2017

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.** 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.

1<sup>st</sup> payment of £100 on 11<sup>th</sup> April 2017

2<sup>nd</sup> payment of £75 on 8<sup>th</sup> May 2017

3<sup>rd</sup> payment of £75 on 5<sup>th</sup> June 2017

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: 'Name of School trip' 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](mailto: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.

*Executive Principal: Mr I M Hylan MA BSC  
Tomlinscote Way, Frimley, Surrey GU16 8PY*

*Email: [Office@tomlinscoteschool.com](mailto:Office@tomlinscoteschool.com) web: [www.tomlinscoteschool.com](http://www.tomlinscoteschool.com) Tel: 01276 709050 Fax: 01276 709060*

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*Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.*



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) and his/her **European Health Insurance Card (EHIC)**, which is available free online through the NHS website (<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 Tuesday 12<sup>th</sup> April 2017**

Yours sincerely

Mrs R Savochkin  
Party Leader

**GERMAN EXCHANGE 2017 Robert-Bosch Gymnasium**

**TO BE RETURNED TO MRS LEE IN MFL OFFICE B1.3 ON 12<sup>th</sup> APRIL 2017**

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.....