

5 January 2012

Dear Parents

Year 7 French Mini-Exchange 2012

Thank you for your participation in our inaugural French mini-exchange. We have been delighted with the very healthy interest in this new venture and, with the outward leg of the trip now fast approaching, I am writing with some more precise information regarding the arrangements for the exchange.

1. Travel Arrangements: Our train times are as follows:

Thursday 9 February

Depart Portsmouth & Southsea	07:18	Arrive London Waterloo	08:55
Depart London St Pancras	10:57	Arrive Lille	13:26

Friday 10 February

Depart Lille	15:34	Arrive London St Pancras	16:03
Depart London Waterloo	17:30	Arrive Portsmouth & Southsea	19:03

We will meet in the main concourse at Portsmouth & Southsea station on the morning of Thursday 9 February at 7am. If you wish your son or daughter to join or leave the trip at Havant, Petersfield or Haslemere on either journey, **please inform me in writing before our departure for France**. Likewise, please inform me in advance if you plan for your child either to make his or her own way home, or to be met by an adult other than yourself when we return to Portsmouth on the Friday. In this regard, I would ask you to collect your child from the station rather than from school. Finally, we will receive some refreshment upon arrival in France but I would suggest that you might like to provide your son or daughter with some sustenance in the form of a packed lunch for the outward journey.

2. Outline Programme and Partners

In conjunction with my French colleagues we have now established exchange partners and your son or daughter will be given a letter from his or her French partner at a meeting on Wednesday 11 January. As regards the details of our time in France, my French colleagues have prepared an exciting programme of events, the outline of which is as follows:

Thursday 9 February (afternoon)	-	fun sporting events to help partners get to know each other
Thursday 9 February (evening)	-	in host families
Friday 10 February (morning)	-	short guided visit of Lille; visit to a nougat factory; brief shopping time
Friday 10 February (midday/ early afternoon)	-	food and time in the French school

3. Medical and Dietary Matters

It is very important that our French colleagues and host families should know of any medical and dietary requirements that your son or daughter has. As such I would ask you to complete and return the Parental Consent and Information form and return it to me by **Friday 20 January**. This form will of course also

ensure that I have your correct emergency contact details. Your son or daughter will be given this form to bring home at the meeting on 11 January

4. Luggage and Packing

I will be collecting passports in during a final pupil briefing meeting on **Wednesday 1 February**. Your son or daughter should bring the passport in on that day in an envelope which is clearly marked with his or her name. I should add that, although the school's comprehensive insurance policy covers all travel and medical eventualities, your son or daughter does need a European Health Card (<https://www.ehic.org.uk>) in order to receive swift, free medical treatment, should the need arise. This should be handed in with the passport.

In packing for the trip itself, your son or daughter may wish to bring a little pocket money along with them, but they will not be expected to pay for any food or travel expenses. Those costs will be met by the host family, a policy which will be reciprocated when the French group comes to England. You should also be aware that your son or daughter will need some basic sporting clothes (a T-shirt, a pair of jogging/ tracksuit bottoms and a pair of trainers) for the sporting activity on the first afternoon. Finally, it would be nice if you could arrange for your child to have a small present to give the host family upon arrival – perhaps some tea, marmalade or shortbread, or something else typically British!

5. Payment

The remaining balance of £75 will be taken from the school bill at the end of the Spring Term.

6. Inward Leg

I would like to briefly remind you of the timings of the inward leg, and to thank you in advance for your hospitality of your child's French exchange partner. The French group will be arriving in Portsmouth on Thursday 21 June and should be accompanied home as normal by your son or daughter at the end of the school day. PGS pupils should travel into school at the normal time on Friday 22 June, accompanied by their exchange partners and the French group will depart during that afternoon. Further details of the inward leg will follow in due course.

7. Contact Details

During our time in France the group will be accompanied by Mr Crénel, Mrs Alexander-Digby and myself. All PGS pupils will be able to contact accompanying staff at all times during the trip. Should you need to make contact with trip leaders during the exchange, the relevant contact numbers are as follows:

Mr Gamble: 0787 2464948

Mr Crénel: 0787 2464952

I trust that the above deals with any questions or concerns that you may have on the subject of the French exchange. If however you wish to discuss these or any other matters between now and the departure of the exchange, please do not hesitate to contact me at school.

Yours sincerely

Paul Gamble

Head of French

(p.gamble@pgs.org.uk)

Parental Consent and Information Form

This completed consent/information form must be with the Trip Leader by the date specified in the covering letter, otherwise the pupil will be unable to be included in the party.

Title of Trip:	Year 7 French Mini-Exchange 2012	Date:	Thursday 9 Friday 10 February 2012
Pupil Details			
Pupil's full name:		Date of birth:	
Home address and contact address (if different):			
In an emergency I can be contacted as follows:	Home Tel:		Work Tel:
	Mobile:		email
If not available, please contact the following person:		Tel:	

Medical Information: Please tick Yes or No for each question and give details for each 'Yes'			
Does your child:	NO	YES	DETAILS
suffer from any allergy to food, medication, fur, bee sting etc.?			
currently receive treatment for or take any medication for or suffer from any medical condition?			
carry an inhaler, epipen, insulin kit or other? If yes, please ensure that a second labelled inhaler, epipen etc. is given to the Trip Leader for safe keeping.			
have any special dietary requirements?			
suffer from vertigo (fear of heights)?			
suffer from travel or motion sickness?			
Is there any physical activity your child may not participate in?			

Please Turnover

	NO	YES	DETAILS
Has your child had any recent illness or injury? If yes, please give details of what and when.			
Has your child had a tetanus injection in the last 10 years?			

Contact details for doctor: Name:	Address:	Tel:
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Please add any additional information you may consider the school should know. Please feel free to contact the Trip Leader if you would like to discuss particular needs more fully.

Please ensure that you inform the Trip Leader of any changes to this information before the start of the trip.

Conduct during the Trip

Pupils are expected to obey instructions given by the staff of any establishment visited, and activity instructors, as well as teachers. Normal school rules apply. In the very unlikely event that a pupil fails to comply, staff reserve the right to remove a pupil from a trip and make arrangements for their return home at parents' expense. In this situation no refund of trip fees would be payable.

Pupils are expected to take responsibility of all belongings, especially valuables, in accordance with arrangements specific to the trip. These are not covered by the school insurance policy.

Consent Declaration

I, being the parent/guardian of the child named at the head of this form, give consent for him/her to attend the proposed activity.

I have read and understood the expected code of conduct and agree that my son or daughter will abide by these instructions.

I realise that in some cases the activities offered have some risk involved which may be of a type not encountered during normal life and that this risk whilst small, cannot be eliminated without making the activity pointless. Portsmouth Grammar School has done its utmost to minimise and manage these risks.

I give consent for him/her to receive emergency medical treatment, including anaesthetic and/or blood transfusion, as considered necessary by any medical doctor present, should the need arise. I have informed the school of all medical conditions or treatments that he/she suffers from or requires to maintain health. I agree to inform the group leader of any change in medical condition.

I am aware that the school has a detailed policy on the safe running of educational visits, which can viewed on the school website.

Name: _____

Signature and date: _____

Relationship to child: _____

Please return the signed form to the Trip Leader