

13 January 2012

Dear Parents

Year 10 French Exchange 2011-2012

I would like to take this opportunity to extend my best wishes for the New Year and to thank you once again for your participation in our inaugural Year 10 Paris French 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 further information regarding arrangements for the trip to France. I would also like to invite you to a Parents Information Evening relating to the exchange. The meeting will be held on **Wednesday 22 February** in the Science Centre Lecture Theatre and we would also like pupils to attend if at all possible. We will commence at 19.30 and plan to finish by 20.30 at the latest. I would strongly advise attendance as we will be going over final administrative and practical matters regarding the outward leg of the exchange and you will also have the opportunity to put any questions that you may have.

1. Travel Arrangements

Our train times are as follows:

Saturday 31 March

Depart Portsmouth & Southsea	07:24	Arrive London Waterloo	09:13
Depart London St Pancras	11:01	Arrive Paris Gare du Nord	14:17

Saturday 7 April

Depart Paris Gare du Nord	10:13	Arrive London St Pancras	11:30
Depart London Waterloo	13:00	Arrive Portsmouth & Southsea	14:33

If you wish your son or daughter to join or leave the trip at a location other than Portsmouth 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 Saturday.

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 details of his or her French partner at a meeting on Friday 20 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:

Saturday : arrival

Sunday : with host families

Lundi : visit of the Louvre museum (<http://www.louvre.fr/>), picnic and shopping time

Tuesday : time in Antony (host town - <http://www.ville-antony.fr/>) including market day then boat trip on the Seine departing from the Eiffel Tower (<http://www.bateaux-mouches.fr/>)

Wednesday : visit of the Parc de Sceaux (<http://www.parc-de-sceaux-92.net/>) then time in host families (no school on Wednesday afternoons)

Thursday : visit of Versailles Palace (<http://www.chateauversailles.fr/homepage>)

Friday : visit of the Cité des Sciences (<http://www.cite-sciences.fr/fr/cite-des-sciences/>)

Saturday : departure

3. Medical and Dietary Matters

It is very important that our French colleagues and host families should know of any medical and dietary requirements relevant to your son or daughter. As such I would ask you to complete and return the Parental Consent and Information form and return it to me by **Friday 27 January**. This form will of course also ensure that I have your correct emergency contact details. Please ensure that the medical centre has been informed of change in your son/daughter's medical circumstances by telephoning 02392 364243 or email medical@pgs.org.uk. Your son or daughter will be given this form to bring home at the meeting on 20 January.

4. Documentation

I will be collecting passports in during a final pupil meeting prior to departure. In the meantime I should just remind you 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.

5. Payment

I am now able to inform you that the final cost of the trip will be £275. The remaining balance of £225 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 Friday 15 June and should be accompanied home as normal by your son or daughter at the end of the school day. The French pupils will depart on Friday 22 June in the course of the school day.

7. Contact Details

During our time in France the group will be accompanied by Mr. Waters, Mrs. Willcocks and myself. PGS pupils will be able to contact accompanying staff at all times during the trip. Contact details for pupils and staff will be given at the information evening on 22 February.

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, 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:	Cultural & Linguistic Exchange to Quito, Ecuador October 2012 and March 2013	Date:	October 2012 and March 2013
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:	
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				
<p>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.</p> <p>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.</p>				
Consent Declaration				
<p>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.</p> <p>I have read and understood the expected code of conduct and agree that my son or daughter will abide by these instructions.</p> <p>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.</p> <p>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.</p> <p>I am aware that the school has a detailed policy on the safe running of educational visits, which can viewed on the school website.</p> <p>Name: _____</p> <p>Signature and date: _____</p> <p>Relationship to child: _____</p> <p>Please return the signed form to the Trip Leader</p>				