

## **TOMLINCOTE SCHOOL FRENCH/GERMAN/SPANISH EXCHANGES**

### **CONTRACT BETWEEN STUDENTS, PARENTS AND STAFF**

1. Students must remember at all times that they are representing Tomlinscote School, their teachers, families and Great Britain. Nothing but the very best behaviour is therefore acceptable.
2. They must always do their best to develop good personal relationships with all members of the group. By considerate behaviour each person can contribute very significantly to the achievement of a happy and well organised exchange visit.

### **AT YOUR PENFRIENDS**

1. All Tomlinscote students must stay with their penfriend and family unless:
  - (i) They are out with the Tomlinscote group or
  - (ii) They have discussed the circumstances with a member of staff and been given special permission to be with other group members instead. It can be very embarrassing if students try to make social arrangements for themselves, instead of gratefully accepting whatever their own penfriends and their parents have planned.

### **NEVER GO ANYWHERE ALONE**

1. Students must remember that the host family are probably making an effort to feed them as well as they can. It is to be hoped that they will be adventurous and show their appreciation!
2. Students may not smoke at any time during the trip. Nor will they be allowed to bring any alcohol or cigarettes back to England. They should not ask staff to bring back duty free bottles on their behalf.

If the host family offers wine with meals, then students should be careful not to overdo it.

**DON'T FORGET!** There must be **NO** drinking of alcohol except with the family (provided parents permit consumption of alcohol **and** the child is of an appropriate age for the consumption of alcohol within the law of the country concerned.)

3. Listening to the foreign language all day will probably seem very exhausting. Students are advised to get to bed no later than their usual time, especially if the following day is a school day. The exchange will be much happier and they are likely to learn more if they get plenty of sleep.
4. Students must take a reasonable variety of clothing with them. This must include sensible shoes and waterproofs, particularly necessary for day-trips. Staff reserve the right to exclude a student from a trip if they arrive with unsuitable footwear, clothing, etc., for example, heeled shoes to go up the Eiffel Tower/ Ulm Cathedral.
5. In the foreign country and in their own country students must normally stay with their own penfriend, even if there are others they feel they get on with better.

## STUDENT SAFETY / SECURITY

1. Students are advised to keep their money safe and not to take out more than they need for that day. Please bring a maximum of £100\* with you. You do not need to pay for your keep, you only need spending money.  
\* or the sum agreed at the preliminary parental meeting with staff.
2. During the trip each student will be responsible for his or her own money and passport. (N.B. individual passports are essential for exchange visits as students will not all be staying at one address together.) The accompanying staff will check passports on the morning of departure from England and on the morning of departure of the return trip.
3. Passport numbers and expiry dates and details of emergency contacts should be entered on the forms provided. If the student does not have a passport, they should return the form without a passport number and notify staff of the passport number as soon as it is issued. N.B Any student without a valid passport, a week before the date of the visit will not be allowed to participate.

**Please remember that staff must be informed immediately of any changes to these, for example if parents are to be away at all during the period of the exchange.** If parents have a change of emergency contact number after the exchange has started it is **their responsibility to telephone the party leader** in France, Germany or Spain with this information. N.B. Failure, on the part of parents, to provide an emergency contact number to the party leader, for the period of the exchange, could result in the exclusion of the child from the exchange, irrespective of payments already made.

4. Each family is asked to complete the attached medical questionnaire and hand it in together with the contract agreement, signed by the student and one parent/guardian.

## IN CASE OF ILLNESS

If a doctor has to be consulted during the stay abroad then a member of Tomlinscote staff should be notified, by the student or by the exchange partner's parents, if possible. Staff will, as far as possible, be available to act as interpreter. Staff contact numbers will be supplied to students before departure.

## GENERAL ADVICE ABOUT ENTERTAINING YOUR EXCHANGE STUDENT

1. You may find your visitor very unforthcoming at first. How can you tell whether he or she is having a good time? If you are worried, do not hesitate to phone a member of staff on the contact numbers, which will be supplied.
2. At first things will seem very strange to the visitors! There are all sorts of differences in customs which make misunderstandings crop up all the time. Please be patient and do not panic! Contact Tomlinscote staff if you are concerned.
3. If there is a lot of competition for the bathroom in your house before school, then it may be a good idea to be fairly definite about when your visitor can use the bathroom in the morning, and to say exactly when you will be waking him/her up the next day and what time your son/daughter needs to leave for school.
4. When arranging times with the exchange student, be very definite, repeat the time agreed and make sure it has been understood. It is a good opportunity to do some easy question and answer practice to get them talking.

5. As a family you are responsible for providing lunch (or money for a school meal) every day. You are also responsible for entertaining your guests at weekends and after school.

We would recommend local visits, for example, Windsor. We deliberately do not organise visits to these local places as we feel that they are easy and convenient for families. Also, the main purpose of the exchange is to experience family life in another country, not spend the time with one's fellow countrymen!

5. **Please do not feel you need to entertain lavishly. Involving your visitor in what is going on is really far more important.**
6. It is the host family's responsibility to look after the exchange visitor **throughout the period of the exchange**. Under no circumstances should members of the Modern Languages staff be asked to look after someone's exchange partner for the evening owing to a previous engagement of the host family! Both the visit to the foreign country and the return visit involve the Modern Languages staff in a considerably increased commitment, since they are on call 24 hours a day for the students who are ill, homesick etc. In addition, on the return visit staff are not only teaching full-time but also entertaining the visiting teachers in their own homes, attending evening/weekend functions and meetings connected with the exchange as well as being on call to participating students and families throughout.
8. If host students have weekend/evening jobs, they must ensure they have time off during the exchange. Their partners must not be left to entertain themselves whilst their hosts are at work.
9. Please allow your visitor to phone home on the first night, to let the parents know he/she has arrived safely. Any other phone calls are at your discretion, but should be the exception.
10. Please **write** down any important information for your visitors and make sure that they have with them at all times **your full name and address and phone number**, as well as the school's name and number.

### **MAKING LIFE EASIER FOR YOURSELVES**

Please do not expect any exemption from homework! We suggest students ask their teachers for homework assignments to be set in advance where possible. However this may not be easy for teachers to organise so you should aim to get your homework out of the way early in the evening (leaving younger brothers and sisters, parents or TV to entertain your guest, perhaps). Easy children's board games and card games are usually very successful and too much TV can be very tedious for foreign visitors.

### **AND FINALLY.....**

Please do not allow the exchange children to hang around with their friends all the time. It is best if they only see the others during school time because then they have to make the effort to communicate with their host family, which should give them confidence and speed up language progress.

As far as accommodation is concerned, families receiving a child of the same sex as their own may find it preferable to sleep the exchange partner in the same room as the host child if space is short, instead of a brother or sister giving up his/her room to the visitor. This can help the visitor to feel less isolated.

Please contact staff at once if you feel that there is something the exchange teachers should know about. The exchange students are likely to be very excited, but the best behaviour should be expected at all times (as we expect the very best behaviour from our students!)

If any parents feel that they wish to organise extra evening/weekend group activities in addition to those organised by staff as part of the published exchange programme, the staff are always extremely grateful! Adult/parental supervision would, of course, be essential for such an event.

**Declaration**

I herewith confirm I have read and agree with this contract.

Signature of Parent/Guardian ..... Date .....

Signature of Student ..... Date .....