

13 April 2018

Dear Parents/Carers

We are writing to tell you about an exciting opportunity to take part in the popular Spanish exchange visit to *Santa Margarida i els Monjos*, a town just one hour outside Barcelona in north-eastern Spain. The purpose of the trip is to give students the opportunity to experience life in Spain, use their language in practical situations and see an area of the country rich in history, art and culture.

We have a strong link with *Institut el Foix*, since one of the language teachers, Mr Pennington, personally taught there for eight months, and, as the other half of the exchange, we look forward to welcoming our Spanish partners in England. The expectation is that you will host the Spanish student during their stay in England, and your child will be hosted by the partner's family in April. This is a two-way exchange programme, aimed at Year 10 students in order to support them with their GCSE studies. However, there may be spaces for any Year 9 students who are also interested. The Spanish students would come to stay in England during the first week of October 2018, exact timings to be confirmed. Our students would go out to Spain in the first week of the Easter Holidays 2019 (exact times to be confirmed). That gives students a chance to meet their partners in their home country before they go out to Spain.

Travel will be by coach to Bristol airport and back, then by plane to Barcelona. Once in Spain, we will be making use of the fantastic train services throughout the region to get around. The varied programme during our stay will include two part days at our partner school, experiencing what a Spanish school is like, a visit to Barcelona and of course a trip to the beach! Evenings will be spent with host families. Please note that students will therefore not be under the direct supervision of teachers at all times. We will have contact numbers of the host families in case of emergencies and students will be provided with a staff emergency contact number. Whilst Spanish students are staying with The Castle School families, parents are asked to supervise their guests. Due to new regulations on child protection, The Castle School families who are hosting a Spanish student will need to submit to a DBS check.

The estimated cost of the exchange will be £450, based on 20 students taking part. We are only able to offer an estimate at this stage, because flight prices are so volatile, and we must take this

into account. Once we have all of the deposits collected, we can book the flights and the final price can be announced. The price will include all transport, excursions and insurance.

Please note that if you cancel the trip after the travel and arrangements have been confirmed, you will be liable for the cost of the trip minus the cost of excursions in Spain. We are unable to refund any money as a result of the late withdrawal of a student, unless we are able to get a replacement student or the withdrawal is as a consequence of illness preventing the student from travelling. This would normally be covered by the school's travel insurance, although pre-existing medical conditions which are known about at the time of booking are normally excluded.

If you would like your son/daughter to take part then please sign and return the form together with a non-returnable deposit of **£100** to the Finance Office by Monday 14 May. Cash or cheque deposits only please (cheques made payable to The Castle School). The remainder of the monies is to be paid in instalments by **Monday 10 September 2018**. Places will be allocated based on attitude to learning in Spanish and if your child does not get a place then your deposit will of course be returned to you.

Many thanks for your interest in the visit. If you have any queries, please do not hesitate to contact me.

Kind regards

Mrs A Court  
Teacher of Spanish and Spanish exchange coordinator

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**Spanish Exchange to Santa Margarida i els Monjos, October 2018 –April 2019.**

I would like my son/daughter ..... Tutor group: ..... to participate in the Spanish exchange to Santa Margarida i els Monjos. I enclose a non-returnable cash/cheque deposit of **£100**.

Signed (Parent/Carer): ..... Date: .....

Please complete and return to the Finance Office by **Monday 14 May 2018**.