



Bishop Wordsworth's School

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Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

10 November 2015

Dear Parent/Guardian

YEAR 9 AND 10 GERMAN EXCHANGE **30 JANUARY – 6 FEBRUARY 2016**

I am pleased to confirm that your son will be participating in the German Exchange this year.

Thank you for sending the initial deposit. A reminder that two further instalments are due as follows and the total cost is now estimated to be £500.

- £160 - by Friday 20 November 2015
- Approximately £160 - by Friday 18 December 2015

The amount of the second instalment will be confirmed in the next few weeks.

Please make your payments on time using the on-line payment facility via www.scopay.com. If you have not registered for this facility, please email Mrs Alison Herberts amh@bws.wilts.sch.uk for a link code.

May I remind you that your son will require his own valid passport and EHIC which I shall collect from you in advance of our trip. In the meantime, please would you send in a photocopy of the passport details and EHIC via the Chapel Block Safe in a named envelope addressed to Mrs N Miles. If you find that either of these documents need to be renewed in order to be valid when we are due to travel, please make the application(s) as soon as possible and send in a copy when available.

I shall organise a trip meeting next term at which point a detailed itinerary will be available. If you have any urgent queries please do not hesitate to contact me at school.

Yours sincerely

Mrs L Bould
Head of German
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