

Association Bordeaux-Bristol

Échanges scolaires Bordeaux-Aquitaine-Bristol

READ CAREFULLY BEFORE COMPLETING THE APPLICATION

(Keep this page as well as the following ones)

If your child is keen on languages and interested in adventure and you want him/her to enjoy an outstanding experience, an exchange could be just the thing! The wonderful thing about an exchange is that it is **reciprocal**: if you sign up, you are agreeing to send your child to France but also to receive a French child in your home on exactly the same basis. The exchange is meant for teenagers from year 8 to year 12+

We will try to find the best possible match - as we have been doing for over 70 years - taking into account age, family, personality and interests. So we ask you to fill in this form as **fully, accurately** and legibly as possible. Sections such as *interests & hobbies* and *character/personality* are **crucial** in the final matching. So do complete them with care.

We would like your child to attach a letter of introduction (in English, French or half and half) saying something about themselves, their interests, likes and dislikes and perhaps why they would like to take part in the exchange. Mention how long he/she has been learning French or if they haven't started yet. Parents can add a comment if they wish. We will ask you to do so when you know the name of your child's partner.

Note that we welcome students who are not studying French but who would like to take part in the exchange. In that case, please let us know (for the host family's information and so that we can take particular care of them in France).

DATES: FIRST LEG (French students in England): **9th – 20th July 2021**

SECOND LEG (English students in France): **24th July to 3rd August 2021** (may vary a little according to flights)

N.B. Two children from the same family cannot host an exchange partner at the same time.

Once you have completed **and signed** the application form, print it and get it endorsed by your child's French teacher or HFML. Then send it with the requested documents (see below) **before 30th January 2021** to:

Mrs Eleanor DAND, 7 Upper Belgrave Road, Bristol BS8 2XQ

You should have an answer **by the end of February** when we have found a partner. If no match is found, we will keep you informed and go on trying. We usually have more applications from France than from England so you should be lucky.

If you are hoping to repeat the exchange with a former partner, please check he/she is willing to do so. In such cases, both parties should fill in an application mentioning his/her partner's references.

For an application to be complete, you need to send the following:

1. **A recent photo** (of your face, passport size but you may smile). **To be attached to the application form.**
2. **A letter of introduction** from the student.
3. **A photocopy of the student's passport** – valid for the return flights of July-August
4. **A signed commitment form (= Agreement)**
5. **A copy of the receipt of the bank transfer for the first instalment** – €280 –, or full payment: €580 (to avoid multiple transfer fees) **mentioning the name of the applicant.** (See on the next page for our bank details)

PayPal payment is also available. This is what you need to do:

1. Log into your PayPal account
2. Select 'Send'
3. 'Send money to': contact@bordeaux-bristol.fr
4. Enter in the 'Recipient gets' box the right sum in euro.
5. Ensure that you are on 'Sending to a friend or family'
6. 'Add a note': be sure to give your child's name AND your name (parents/guardian)

13, Quai de la Monnaie, 33800 BORDEAUX - +33 556 92 26 21 - <http://www.bordeaux-bristol.fr> - echanges@bordeaux-bristol.fr

English speaker available Tuesdays 2.00 – 4.30 p.m. French time

How to fill in the application form

In most cases, difficulties arise when we get incomplete or inaccurate information. We advise you to fill in the following application form WITH your child and to read the following attentively. Please fill in every box fully. Prefer TYPING to writing by hand if possible. If writing by hand, NAME/SURNAME/ADDRESS: USE CAPITAL LETTERS.

Telephone: We need a landline – useful for accompanying teachers – as well as parents’ and student’s mobile phone. We must be able to contact you immediately in case of emergency.

Mail address: Yours first, then your son’s/daughter’s.

Religion: Mention - regular or occasional

Holiday plans: You will be asked for details again later. **NB:** Dangerous sports are not covered by the insurance. If in doubt do ask us.

Hobbies: Give as many details as possible (see below for help). If you mention sports, say which ones, if music, what type, do you play an instrument? Be honest and be specific. Mention all interests and activities you feel reflect who you are. The letter of introduction will also help.

Athletics, walking, climbing	Music: type of instrument, level?
Rugby, soccer, volley-ball, netball, cricket...	Listening to music: type(s)?
Tennis, badminton, golf....	Dancing, ballet, modern-jazz.....
Cycling	Reading
Swimming, sailing, wind-surfing....	Chess, scrabble...
Judo, martial arts...	Painting, cooking, pottery, ...
Ice-skating, roller-skating, water-skiing...	Collecting stamps, badges,
Horse-riding	Drama (acting or attending?), movies, shopping...
Neither indoor, nor outdoor sports...	Computing, online games, video games....

Personality: Give as many aspects of your personality as possible Here are some but choose those that really describe yourself. You can be more precise in your letter of introduction.

Not mature / extremely mature	Easily influenced
Shy, introvert	Solitary
Normal for his age!	Reliable
Can manage by himself without problem	Joyful, witty, quick-minded
Autonomous, independent	Adaptable, sociable, eager to learn
Talkative, absent-minded	Calm, respectful...
Not meticulous, a dreamer.....	Stylish, elegant
Outgoing, sensitive	Honest, straight-forward

Health: Tell us about any health problem your child has or any medical treatment he/she may require. These details will remain absolutely confidential but are necessary in case of emergency. Similarly, please tell us if you have any pets or if he/she is allergic to them. We will not pair him/her with someone who has one.

Cost: The total cost for this year will be **€580** for registration fee, administrative and managerial costs, direct flights, insurance (including cancellation), 24 hour a day availability of the accompanying teachers (cf. Budget 2021) This includes **€30** administration charge that cannot be refunded, even if no match is found.

You will be asked to pay an initial sum of **€280** to the *Comité Bordeaux Bristol* (bank details below) Note that PayPal is available.

The balance of **€300** will be payable as soon as you know your child’s French partner. Please send proof of payment giving the name of the student as reference. **Deadline for payment is 31st March 2021. Applicants who have not paid in full will not be entitled to travel.**

COMITE BORDEAUX BRISTOL 13 QUAI DE LA MONNAIE 33800 BORDEAUX	Etablissement : 20041, Guichet : 01001 N° compte : 0071601W022, clé RIB : 63 IBAN : FR38 2004 1010 0100 7160 1W02 263 BIC : PSSTFRPPBOR LA BANQUE POSTALE – CENTRE FINANCIER 33900 BORDEAUX CEDEX 9
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N.B. SHOULD the applicant withdraw - with valid reason - once matched, justifications should comply with MAIF cancelation insurance policy.

ID documents should be VALID for the period of the exchange. For non-British citizens, consult France’s immigration procedures and requirements. Please take time to read the Terms and conditions: **Agreement**.

Schools' Exchange Budget

(to be retained by families)

It is the money from the exchange which enables us to function: 580€ for the 2021 season

This sum covers:

- **Return flights** that we have to buy through a travel agent (who takes a commission)
- **Registration fee**
- **MAIF insurance** (travel insurance for the group and cancellation insurance)
- **Preparation and organisation:**

1. Direct contacts with Bristol (flights + board & lodging + transport)

- Travel by a member of the exchange team in September-October → to meet Heads of MFL and safeguarding leads in Bristol schools
- Travel by the exchange team leader in May-June → Information meeting for Bristol families

2. The pairing process

Determining the dates of the two legs; updating the exchange website; promoting the exchange; finding participants; sorting and analysing the applications and candidates' documents; checking and recording payments, *checking and noting rules and regulations*; letters and emails; numerous communications with families (information, reminders...); constant exchange of information with our coordinator in Bristol, Nell Dand; sending heads of department copies of general correspondence sent to families and discussion of particular points as required; pairing candidates; refunding French families where an exchange partner has not been found; booking flights; choosing and booking visits in Bristol and Bordeaux; accompanying teachers' expenses (flights + board & lodging + transport); keeping in contact with participants and host families throughout their stays both in Bristol and Bordeaux; refreshments for parents' information evenings and town hall receptions; being at the airport for arrivals and departures etc...

3. Office expenses

Stationery, photocopying, letters, labels, printer ink...

Sundry bills for the premises (heating, water, electricity, telephone, broadband, IT equipment and maintenance, rates and taxes...