

**Dovetail Exchange Programme**  
**Elisabeth-Von-Thadden Schule, Heidelberg, Germany**

September 2017

Dear Parents/Guardians

We are delighted to offer to current Year 10 to Year 12 students our on-going exchange programme between Kristin School and Elisabeth-von-Thadden School in Heidelberg, Germany. EVT has been affiliated with our school for many years but the exchange has now been adapted to a cultural rather than a language experience.

This programme includes school attendance and interesting cultural visits with an English-speaking German host family, celebrating Christmas and New Year's with their host partner.

Candidates are not required to speak German but should be interested in experiencing other cultures and appreciate new challenges.

This exchange can also contribute towards CAS for Year 12 students provided all expectations set by the CAS coordinator are met.

Selected participants will go to Germany during the December/January 2017/18 holidays for four to six weeks.

Families of the successful candidate are expected to host an EVT student for a similar period from the beginning of Term 1 2018. The exact dates are to be confirmed. The German student will also participate in the outdoor education camp week in February. Families hosting the German student should be fluent speakers of English. They should be willing to include their guest in the family routines, encourage involvement in sporting, cultural and social activities and provide transport where necessary. In addition, sightseeing within the Auckland region and a weekend-away trip is encouraged.

The conditions of the exchange are as follows:

**Duration**

- 4/5 weeks in December/January 2017/18 to EVT, specific dates to be arranged by all parties.
- Reciprocation – German student is expected to arrive at the end of January 2018 for 4/5 weeks, specific dates to be confirmed.

**Accommodation**

- Student to be accommodated in the home of their respective partner student.
- Three meals a day are to be provided.
- The host family will meet the visiting student at the airport.
- The host family will be initially police vetted, and subsequently visited by the school's Homestay Manager in accordance with *the Code of Practice for the Pastoral Care of International Students*.

## Expenses

- **Return airfares:** Travel arrangements are made by Mrs Cindy Tong, International Services Coordinator.
- **Insurance:** Students must travel with medical and health coverage. This can be arranged along with the airfare. The visiting student will also travel with insurance but be covered under the Kristin Liability Plan for all Kristin and exchange students.
- **Pocket money:** A source of money for social outings, souvenirs and transportation outside of school hours should be arranged by parents.
- **Phone calls:** Students can buy a German pre-pay sim card or arrange for a roaming facility with their current provider.
- **Tuition fees:** There is no exchange of money between schools for tuition fees. Parents continue to pay their home school fees and applicable costs.
- **Transportation:** Cost for transport to and from the school will be covered by host family or host school. Kristin supplies a complementary bus pass.
- **Outdoor Education Week:** This Kristin event is held in February and the German student will pay a subsidised fee.

## Additional conditions

- **Uniform:** Students who attend German schools do not wear school uniform. EVT students will be supplied with a second hand school uniform.
- **Expectations in Germany:** As a representative of Kristin and New Zealand, it is expected that the student will be a worthy ambassador. The student would be expected to be fully involved in all programmes. Full participation in the daily routine established by the host would also be expected. A Code of Conduct form will be issued to students to be signed before departure. Students are also expected to write a weekly blog for the eKristin community, and send these directly to the Exchange Coordinator.
- **Expectations at Kristin:** On return, the student will be expected to assist advertising the programme at assemblies and attend parent information sessions for subsequent selections. Articles and photographs profiling their experience will be requested for the Kaleidoscope magazine and the Yearbook. The Kristin student must at all times take good care of the visiting student, assisted by the Exchange Coordinator.
- **Visa regulations:** New Zealand and European passport holders are eligible for the visa exemption. The partner school students who wish to enter New Zealand under the exchange scheme must apply for student visas offshore.
- **Travel procedures:** The student must not leave the airport should there be a stopover that does not require an overnight stay. The student will be met at the airport either by the host family or a school representative.

## Selection process

- If you and your child wish to take up this opportunity, please sign the attached Expression of Interest slip and return directly to the International Centre within one week.
- Your child will then be given a questionnaire to be completed and returned within one week.
- After the applications have been examined, the students will be notified of an interview time with the relevant Principal and the Director of International Services. Other key staff members such as Deans, will also be consulted..
- The participating students will be informed of their selection within one week of being interviewed.

An information meeting will be held for parents and students well in advance of the hosting period and departure. However, if you have any questions in the interim please contact the following staff:

Director International Services  
Mrs Jenny Taylor, ext 2318, for general information  
Email: [mschnibbe@kristin.school.nz](mailto:mschnibbe@kristin.school.nz)

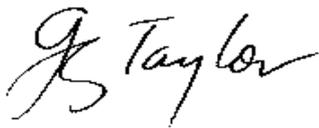
International Services Coordinator  
Mrs Cindy Tong, ext 2873, for travel and insurance information  
Email: [ctong@kristin.school.nz](mailto:ctong@kristin.school.nz)

For a profile on EVT and a list of past Kristin attendees please refer to the Kristin website under Life at Kristin > International > Dovetail Exchanges:

<http://www.kristin.school.nz/life-at-kristin/international/experiences/dovetail/elisabeth>

We look forward to receiving your child's application.

Yours sincerely  
**Kristin School**

A handwritten signature in black ink that reads "J Taylor". The signature is written in a cursive style with a large, stylized initial "J".

**Jenny Taylor**  
Director of International Services

**DOVETAIL EXCHANGE PROGRAMME  
ELISABETH-VON-THADDEN SCHÜLE, HEIDELBERG, GERMANY**

**EXPRESSION OF INTEREST**

(Please return this form to International Centre)

**Name of student:** \_\_\_\_\_

We have read the conditions and expectations outlined in the attached document and are interested in our child applying for the Cultural Exchange trip to Germany 2017/2018.

We understand we are expected to host a student from EVT, for 4 to 5 weeks from the end of January 2018.

Signature of Parent/Guardian: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Name of the Dean: \_\_\_\_\_

Date: \_\_\_\_\_