



Our ref: GAF/ARB/HN/USA Exchange

6<sup>th</sup> March 2024

Dear Parents and Guardians,

### 2024/25 Holy Child Schools American Exchange

I am delighted to be able to announce that girls in Year 12 from September 2024 are invited to apply for a place on a two part exchange programme with one of our Holy Child sister schools overseas: Oak Knoll School in New Jersey.

**Part One** – Mayfield girls chosen from the application process will have the opportunity to visit Oak Knoll High School, Summitt, New Jersey (subject to flight availability). We anticipate the overseas leg of the exchange will be for 12-14 days from **17<sup>th</sup> to 29<sup>th</sup> October 2024** in order that the girls will miss only one day of lessons and have a few days to rest upon their return to the UK before school commences.

The successful candidates will travel as a group, but will stay with their 'home-stay' family whose daughter will have already been in contact with our students. During their stay girls will take part in everyday life at Oak Knoll School, attending lessons and joining in activities. However, there will also be time for them to work on their own studies, if necessary. They will also have the opportunity to visit the city of New York.

**Part Two** – We look forward to welcoming girls from Oak Knoll School to visit Mayfield, staying for approximately 12-14 days from the **15<sup>th</sup> to 29<sup>th</sup> March 2025** (exact dates to be confirmed subject to flight availability). If on the return part of the exchange your daughter is a day girl or a flexi-boarder the exchange guest will be expected to stay with you. There will be some trips arranged for the group during this time. Please note that term ends on Thursday, 27<sup>th</sup> March 2025.

**If your daughter is a boarder, it is anticipated that her exchange guest will board in School accommodation, with her until the end of term 27<sup>th</sup> March, after which accommodation will then need to be arranged by you for the final nights of the exchange with other host families or your daughter's guardian.**

The cost for this exchange programme will be approximately £900 (depending on flights) which covers return flights and insurance and transfers to and from School to the airport. The girls will also require spending money for the exchange period. Please note Host families are expected to fund incidental trips and activities and travel for their guest during her stay.

The payment plan for the exchange will be as follows:

Total cost for the trip £900	<b>The non-refundable deposit must be paid by bank transfer once you have been notified that your daughter has secured a place on the Exchange by <u>Friday, 7<sup>th</sup> June 2024</u></b>  Please use the reference <b>SURNAME/USA24-25</b> when transferring funds to the School's bank account the details of which are as follows: <b>Account Name:</b> Mayfield School Ltd <b>Bank:</b> Natwest <b>Account Number:</b> 60837829 <b>IBAN:</b> GB30 NWBK 6010 3060 8378 29 <b>Sort Code:</b> 60-10-30 <b>Swift/BIC:</b> NWBK GB 2L
07/06/2024 Non-refundable Deposit of £400	
Autumn Term 2024-25 Invoice £500	

**Interim Headmaster: Mr Jonathan Forster**

Reception: 01435 874600 | Admissions: 01435 874642 | Fax: 01435 872627

Mayfield School, The Old Palace, Mayfield, East Sussex TN20 6PH | [www.mayfieldgirls.org](http://www.mayfieldgirls.org) | [enquiry@mayfieldgirls.org](mailto:enquiry@mayfieldgirls.org)

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**Terms and Conditions:** Your deposit secures your daughter's place on the trip. If you withdraw her at any time between the payment of the deposit and the date of departure, you will still be liable for the full cost of the trip. If a replacement can be found, you will only incur the cost of the name change for travel and other bookings.

**Important Information:** Passports must not expire for at least six months after the date of departure from the country where this trip is taking place. Parents and Guardians will be responsible for completing a US ESTA Visa which can be applied for on-line. All girls are required to travel with the group on both the outward and return journey to the UK in order that they remain covered by the schools insurance policy.

### **Application Process**

If your daughter is interested in taking part in this exchange programme, she will need to complete the Application Form by clicking on the link below. She will need to explain why she feels she would be an appropriate ambassador for Mayfield on this exchange. Furthermore, her application will need to be supported by her Tutor and Head of School.

[Please click here to complete and submit the USA Exchange Application Form for 2024-25.](#)

This trip is intended to broaden horizons and it is timed to cause minimum impact to examination preparation. All the girls will be expected to make up any outstanding work on their return to School, however this should be limited as most of their absence is during the school half term.

Application forms must be either delivered to Mrs Fletcher, C/O The School Office or emailed to me at [gletcher@mayfieldgirls.org](mailto:gletcher@mayfieldgirls.org) by **no later than Friday, 19<sup>th</sup> April 2024**. The final part of the application process will be an interview, after which an email will be sent to the successful candidates confirming their place.

We are very excited about this opportunity for our girls to experience a different culture and education system and I hope that your daughter will consider the exchange. I look forward to receiving some interesting applications!

To register your daughter for this exchange please click on the link below to complete and submit the Permission Form by no later than **Friday, 19<sup>th</sup> April 2024**.

[Please click here to complete and submit the Permission Form for the 2024-25 USA Exchange](#)

In the meantime, if you have any questions then please do not hesitate to contact me directly.

Yours faithfully

Mrs Georgina Fletcher  
Director of Partnerships and Outreach/USA Exchange Co-ordinator