Dear Parent/Career

Ref: Hosting Students from Japan

As you are aware I have been asked by Kobe High School to seek homestay accommodation for their student in July 2016. A number of parents have offered to accommodate our guests but I am still looking for places for a number of students. If you have considered offering a placement but not yet let me know I would be very pleased, not to mention relieved to hear from you. I am especially looking for places for girls.

We would ask you to provide somewhere to sleep, breakfast, a packed lunch and an evening meal when this is required.

Planned arrival of the students is in the early evening of Saturday 9th July and the students leave Chatham to return to Japan on Wednesday morning 20th July. Students will not require accommodation on Saturday night 16 July when they will be visiting Stratford upon Avon.

The students will be engaged in organised trips and visits on most days, or be involved in school based activities but there are some free days planned where we would ask you to plan an activity for them if possible please.

Once I have details of the students I will provide them with your email address and ask them to contact you so that you can find a little bit about them and their interests. I will provide details of any medical issues, allergies and so on and you will have an emergency contact in UK for the unlikely event of an accident or emergency.

The school is able to make a payment of £20 per night towards the cost of accommodating each student. At the end of the visit I would request that you invoice the school for the correct amount and provide your Bank Name, Account Name, Sort Code, Account Number so that we can pay promptly via BACS.

The students who come to Chatham are always very friendly, well-mannered and keen to improve their English which is good to start with. If you are able to offer your assistance I would be extremely grateful.

Yours sincerely

Richard Gardner
Assistant Principal
I am able to offer accommodation for Japanese students between 9th July 2016 & 20th July 2016.

I am able to offer accommodation for

______________________________________________________________________ (Boys / Girls Numbers)

Signature: __________________________________________________________________ Date: ________________

Please return this part to Mr R Gardner at the school via Holcombe Office.