



December 2023

Dear Parent/Carer

## French Exchange Trip 2024

**I am delighted to let you know that your child has been offered a place on the 2024 Backwell-Dinan Exchange. The dates for the two legs of the trip are as follows:**

- Dinan party in Backwell: Monday 18 March 2024 to Monday 25 March 2024
- Backwell party in Dinan: Monday 10 June 2024 to Monday 17 June 2024

In order to start the matching process with the students from Collège Broussais, we require your child to complete a matching form. This form will be shared with the French school and your child's exchange partner but once the exchange is over, the information will be destroyed. Please see the form attached (if you require a printed copy please get in touch with Student Services). Please sign the bottom of the form to give your consent and return a hard copy to me in the Modern Languages Office by **Friday 8 December 2023**.

The **cost of the trip will be £384** and the payment schedule is outlined below:

Date	Amount
Monday 11 December 2023	£84 - Non-refundable deposit
Monday 15 January 2024	£75 - Non-refundable deposit
Monday 19 February 2024	£75 - Instalment
Monday 18 March 2024	£75 - Instalment
Monday 15 April 2024	£75 - Instalment

Payments should be made via [www.parentpay.com](http://www.parentpay.com), the school's online cashless payment system. If you have any problems accessing the service, or if you wish to discuss payments, please contact the Finance Team at [finance@backwellschool.net](mailto:finance@backwellschool.net) or call 01275 465941.

I would like to invite you to an initial meeting at **5.30pm on Tuesday 30 January 2024 in the Sixth Form Theatre** to discuss arrangements for the visit of the French party to Backwell. Please read the below documentation requirements carefully:

Documents and information required ahead of the French Exchange:-	
<b>DBS application form</b>	In advance of the French students' arrival, we will need to complete an enhanced DBS check in relation to Keeping Children Safe in Education statutory guidance from the government. This will require each person living in the host household over the age of 16 to complete an online DBS application form – see the following link: <a href="http://hr-platform.co.uk">HR Platform (hr-platform.co.uk)</a> Please have your passport or driving license at hand to complete the online form.

.../cont

<b>Student Essential Information</b>	Please see the link for the Student Essential Information Form (EV5) which is needed for all residential trips, and I would be grateful if you could complete this form before the initial meeting: <a href="https://forms.office.com/e/mWNXgPFyXz">https://forms.office.com/e/mWNXgPFyXz</a>
<b>Passport and Insurance Card</b>	Your child will need to have a valid passport for travel in June 2024. <b>Guidance has been issued that British passports ought to have a minimum of 3 months' validity from return date (ideally more than 6 months)</b> to meet the entry requirements for the European Union. <a href="https://www.gov.uk/government/news/entry-requirements-france-travel-advice">Entry requirements - France travel advice - GOV.UK (www.gov.uk)</a> We are advising students to apply for, and travel with, a valid <b>Global Health Insurance Card (GHIC)</b> as this can be helpful should the need arise to access medical services while away. The school's travel insurance will continue to give access to the full range of emergency medical services. <b>If your child does not have either of these documents, please apply for them as soon as possible.</b>

The documents needed for meeting on the **30 January 2024** are shown below. A member of staff will be taking copies of these documents:

- 2 x ID document\* for each person over 16 in the household (e.g. passport, driving license)
- Proof of address\* for each person over 16 in the household (e.g. bank statement or council tax – see below link for details)

\* Please see the following link for a list of acceptable identity documents:

[Right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/right-to-work-checklist)

Please could you email copies of the below to Student Services *before* the February meeting – student [services@backwellschool.net](mailto:services@backwellschool.net):

- Student's passport
- Student's GHIC card
- Please also complete the Student Essential Information form:  
<https://forms.office.com/e/mWNXgPFyXz>

There will be a second meeting at **5.30pm on Thursday 16th May 2024 in the Sixth Form Theatre** to discuss the return journey to France. It would be helpful for me to have an idea of the sort of queries you might have, so please feel free to drop me a note in advance of the meetings, as I may need to make some enquiries on your behalf.

Kind regards

Miss H. Young  
Curriculum Leader for MFL

## BACKWELL – DINAN EXCHANGE 2024

**PLEASE COMPLETE IN BLOCK CAPITALS:**

NAME:		TUTOR GROUP:
NATIONALITY:		
HOME ADDRESS:		PHOTOGRAPH:
POSTCODE:		
TELEPHONE NUMBER(S):	EMAIL:	
HEIGHT:		
BROTHERS: (ages)		
SISTERS: (ages)		
OTHER PERSONS AT HOME:		
PETS:		
NAME & OCCUPATION OF FATHER:		
NAME & OCCUPATION OF MOTHER:		NUMBER OF BEDROOMS:
HOUSE OR FLAT: HOUSE/FLAT		
GARDEN: YES/NO		SINGLE OR SHARED ROOM FOR GUEST: SHARED/SINGLE
FAVOURITE SUBJECTS AT SCHOOL:		
HOBBIES, SPORTS, INTERESTS (please give as much information as possible)		
OTHER RELEVANT INFORMATION (HEALTH, DIET, ALLERGIES ETC.)		
FURTHER INFORMATION ABOUT YOUR CHILD'S DISPOSITION AND BEHAVIOUR – IS HE/SHE WILLING TO GO ABROAD AND ADAPT?		

I give consent for the data on this form to be shared with the exchange family and Le Collège Broussais in Dinan and understand that the information will be destroyed once the French Exchange is completed.  
 Signed:.....(Parent/Carer) Date: .....

*À la fin de l'échange, veuillez détruire les données personnelles sur ce formulaire. Merci.*