



Dear Parent/Carer

French Exchange 2024 - Trip Meeting.

A reminder that there is an initial meeting at **5.30 pm 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:

The documents needed for meeting on the **30 January** are 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/right-to-work-checklist)

Please could you email copies of the below to Student Services *before* the 30 January meeting studentservices@backwellschool.net

- Student's passport
- Student's GHIC card
- Please also complete the Student Essential Information form if you haven't already:
<https://forms.office.com/e/mWNXgPFyXz>

In preparation for hosting our exchange partners, please also ensure you have completed an online DBS application form please see the following link:

[HR Platform \(hr-platform.co.uk\)](https://hr-platform.co.uk) (Please have your passport or driving license at hand to complete the online form)

- DBS checks will be required for all parents and step parents at the property
- DBS checks are not required for siblings
- The school will accept 'active' DBS certificates that are dated within the last 3 months OR those who are on the yearly update service subscription. If any of these relate to you, please bring the hard copies to the parents' information meeting.

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.

There will be a second meeting at **5.30 pm on Thursday 16 May 2024 in the Sixth Form Theatre** to discuss the return journey to France.

Kind regards

Miss H. Young
Curriculum Leader for MFL