



February 2024

Dear Parent/Carer

Parents Information Evening and DBS Check

You are invited for a Parents' Information Evening regarding the incoming leg of the German Exchange trip:

Date: Monday 26 February

Time: 5.30 pm

Location: ML7 (Languages Block)

The documents needed for the meeting on the 26 February are below. A member of staff will be taking copies of these documents:

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

Please note:

- DBS checks are not required for siblings.
- The school will accept 'active' DBS certificates that are dated within the last three 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.

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

[ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK](https://www.gov.uk/guidance/identity-documents-for-db)
(www.gov.uk)

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)

Finally, if you haven't done so already, please could you email copies of the below to Student Services before the March meeting studentservices@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 information evening the month before our students travel to Germany and this will be communicated closer to the time.

Kind regards

A handwritten signature in black ink, appearing to read 'J Furnival', with a long, sweeping horizontal line extending to the right.

Mr J Furnival
Modern Foreign Languages