



November 2025

Dear Parent/Carer

German Exchange 2026

Thank you for your patience while we have been securing flights and finalising the finances. The confirmed cost of the trip will be £500 and the payment schedule is outlined below:

Date	Total Amount = £500
26 November 2025	£100 - Non-refundable deposit
31 December 2025	£100 - Non-refundable deposit
31 January 2026	£100 – Non-refundable deposit
28 February 2026	£100 - Instalment
31 March 2026	£100 - Instalment

Trip dates:

Freising party in Backwell: Thursday 19 to Thursday 26 March 2026

Backwell party in Freising: Saturday 4 to Saturday 11 July 2026

Payments should be made via www.parentpay.com, the school's online cashless payment system. If you have any problems accessing the service, or you wish to discuss payments, please contact the Finance Team at finance@backwellschool.net.

Please read the following documentation requirements carefully:

Documents and information required ahead of the German Exchange
DBS Process for Hosting
<p>There is a two-step process to completing a DBS check for host families:</p> <ul style="list-style-type: none">• STEP 1 – any individual over the age of 18 in the family household will need to click on this link: Ucheck Platform <p>Please insert your details as they are written in your passport (i.e. include middle names if they are detailed in your ID)</p> <ul style="list-style-type: none">• STEP 2 - Human Resources will verify your ID. To do this, you must first provide 3 pieces of ID per person.

The 3 separate pieces of ID required are:

A) One document that demonstrates your right to work in the UK – e.g. A passport, birth certificate or driver's licence

B) Two other forms of ID from the options listed below which are not already from section A:-

- A valid photo driver's licence
- A birth / adoption certificate issued within 12 months of birth
- A marriage certificate / civil partnership certificate
- A utility bill or bank statement that is 3 months old or less (can be downloaded from online)
- A mortgage statement or council tax bill that is 12 months old or less
- A P45 or P60 issued in last 12 months (Can be online versions)

The school will need to see the original versions of all pieces of ID. These will need to be brought into school and we will take photocopies of everything on the day they are brought in and returned to you immediately. You can either bring in the documents yourself or send them in with your child who should take them to Student Services.

If you have a DBS clearance that is less than 3 months old, this could be accepted.

If you are on the DBS update service, please provide your certificate number, registered name, and date of birth so that the clearance can be checked.

Once the two-step process is completed, **it can take up to 8 weeks for the clearance to come through.**

You will be sent a certificate to your home address.

Student Essential Information

Please see the link for the Student's Essential Information Form (EV5) which is required for all residential trips:

[German Exchange 2026 - Student Essential Information \(EV5 form\) – Fill in form](#)

Please also provide scanned copies of the below to Student Services at studentservices@backwellschool.net:

- Student's passport
- Student's GHIC card

Passport and Health Insurance

Your child will need to have a valid passport for travel in July 2026. **Guidance has been issued that British passports must have a minimum of 3 months' validity (from return date)** to meet the entry requirements for the European Union. Please ensure that you follow any national travel guidelines in the lead-up to the trip, including any visa requirements that may apply.

Entry requirements information can be found here:

<https://www.gov.uk/foreign-travel-advice/germany/entry-requirements>

We are also advising students to apply for, and travel with, a valid Global Health Insurance Card (GHIC) as this can be helpful should the need arise to access medical services while away. This can be applied for via the NHS. The school's travel insurance will continue to give access to the full range of emergency medical services.

Please note it is parents' responsibility to ensure passport requirements, and any visas, are met for travel.

Next steps

Start the DBS process for hosting – the deadline to do this is before 13 February:

- Bring in three separate forms of ID for all over 18s in your household as per the above guidance
- You can either come to reception or send these in with your child

Email copies of the below to Student Services by 10 January - studentservices@backwellschool.net:

- Student's passport
- Student's GHIC card

Please also complete the Student Essential Information form: [German Exchange 2026 - Student Essential Information \(EV5 form\) – Fill in form](#)

Later in the year we will hold a parents and carers' information meeting to discuss arrangements for the visit of the German party to Backwell. There will be a second meeting in the summer to discuss the return journey to Germany. 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 at jfurnival@backwellschool.net in advance of the meetings, as I may need to make some enquiries on your behalf.

Kind regards

Mr Furnival