



December 2025

Dear Parent / Carer

French Exchange 2026

I am delighted to let you know that your child has been offered a place on the 2026 Backwell-Dinan Exchange. The dates for the two legs of the trip are as follows:

- **Dinan party in Backwell: Monday 02 to Monday 09 March 2026**
- **Backwell party in Dinan: Monday 08 to Monday 15 June 2026**

Students will be travelling to France by coach and ferry, further details to follow.

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. 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 this form to give your consent and return a hard copy to Student Services by **Monday 15 December**.

This will be the first communication with the host family so it is important to keep the form in a good condition and fill in all the information neatly! The photo provided should fit within the box on the form.

The **cost of the trip will be £425** and the payment schedule is outlined below:

Date	Amount
15 December 2025	£85 non-refundable deposit
01 January 2026	£85 non-refundable deposit
01 February 2026	£85 instalment
01 March 2026	£85 instalment
01 April 2026	£85 instalment

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.

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Please read the following documentation requirements carefully:

Documents and information required ahead of the French Exchange

DBS Process for Hosting

There is a two-step process to completing a DBS check for host families:

- **STEP 1** – any individual over the age of 18 in the family household will need to click on this link: [Ucheck Platform](#)
Please insert your details as they are written in your passport (i.e. include middle names if they are detailed in your ID)
- **STEP 2** – Human Resources will verify your ID. To do this, you must first provide 3 x 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 follow the link, below, to complete our Student's Essential Information Form (EV5) which is required for all residential trips:

[STUDENT'S ESSENTIAL INFORMATION \(EV5\) - FRENCH EXCHANGE 2026 – Fill in form](#)

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

- Student's passport
- Student's GHIC card (further details of this, below)

Passport and Health Insurance

Your child will need to have a valid passport for travel in June 2026. **Guidance has been issued that British passports ought to 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:

[Entry requirements - France travel advice - GOV.UK](#)

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. Please keep an eye on the new ETIAS introduction due in 2026: <https://travel-europe.europa.eu/en/etias>

Next steps

Start the DBS process for hosting – the deadline to do this is before 30 January:

- **Bring in three separate forms of ID for over 18s in your household as per the above guidance – you can either bring them 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:

[STUDENT'S ESSENTIAL INFORMATION \(EV5\) - FRENCH EXCHANGE 2026 – Fill in form](#)

I would like to invite you to an initial meeting on **Wednesday 11 February at 5.30pm in the Sixth Form Lecture Theatre** to discuss arrangements for the visit of the French party to Backwell.

There will be a second meeting at **5.30pm on Wednesday 13 May in the Sixth Form Lecture 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 at hyoung@backwellschool.net as I may need to make some enquiries on your behalf.

Kind regards

Miss H. Young
Curriculum Leader for MFL