



# Brine Leas School

An Academy

Believe, Learn, Succeed

January 2019

## **Re: Spanish Exchange 2019**

Dear Parent/Guardian

Thank you for your £50 deposit and for supporting the Spanish exchange programme. The total cost of the visit this year will be £300. To enable you to spread out the payment for the visit I have scheduled the next payments as follows:

- £ 100.00 to be paid by **Friday 18<sup>th</sup> January 2019**
- £ 150.00 to be paid by **Friday 8<sup>th</sup> March 2019**

However, if you prefer to pay the outstanding balance in one payment, please feel free to do so.

Cheques should be made payable to Brine Leas School and returned with the permission slip in an envelope to the Drop Box outside Student Reception.

Cash payments can be accepted when a cheque is not possible. Students may take cash payments directly to the Finance Office and this will be receipted in the student's planner.

I will be hosting a meeting in school on Tuesday 22<sup>nd</sup> January at 6pm in the school library where I will outline the exchange programme and answer any queries you may have. There will be a second meeting on Tuesday 23<sup>rd</sup> April at 6pm to prepare for the arrival of the Spanish students to Nantwich.

**Following new statutory guidance for schools and colleges published by the Department for Education (see link below), the school must obtain a DBS (Disclosure and Barring Service) enhanced certificate information for each adult in the families who will be responsible for the visiting children during the exchange. I have contacted the Spanish school and similar checks will be done for Spanish parents hosting our students. The check will be free of charge as parents will be acting as volunteers. You will be contacted by Mrs Houghton to arrange the check to be processed in school.**

Yours faithfully

Miss D Rafferty  
Head of MFL  
DRY/SJ/DCE

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/737289/Keeping Children Safe in Education Sept 2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737289/Keeping_Children_Safe_in_Education_Sept_2018.pdf)

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**Spanish Exchange 2019 (2<sup>nd</sup> payment) to be paid no later than Friday 8<sup>th</sup> March 2019. Miss Rafferty.**

Student's Name ..... Progress Group.....

My payment option is:

- I have enclosed a cheque for £150 made payable to Brine Leas School. ***Please post in to the Drop Box at Student Reception.***
- I enclose a cash payment that my child will take to the Finance Office with their planner for a receipt to be provided.

Signed.....(Parent/Guardian) Date.....

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**Spanish Exchange 2018 (1<sup>st</sup> payment) to be paid no later than Friday 18<sup>th</sup> January 2019. Miss Rafferty.**

Student's Name ..... Progress Group.....

My payment option is:

- I have enclosed a cheque for £100/£250 made payable to Brine Leas School. ***Please post in to the Drop Box at Student Reception.***
- I enclose a cash payment that my child will take to the Finance Office with their planner for a receipt to be provided.

Signed.....(Parent/Guardian) Date.....