



# Brine Leas School

An Academy

Believe, Learn, Succeed

September 2018

## Re: The German Exchange 2018-19

Dear Parents/Guardians

I am pleased to confirm that your child has a place on the German exchange. I will be in touch regarding the allocation of German partners as soon as the German school send me the information. I will be holding a pre-visit meeting on **Monday 19<sup>th</sup> November 2018**, where you will be able to ask questions and find out more about the visit and the itinerary for the week. I will let you know the venue nearer to the time.

I have also enclosed a Form C (Parental Permission Form). Please complete the form detailing any relevant medical issues your child may suffer from and return it no later than **Friday 5<sup>th</sup> October 2018**. Please note, without this form being completed your child will be unable to attend the visit and we must adhere to very strict deadlines set by Cheshire County Council, therefore this date is non-negotiable.

I would like to remind you that your child will require their **own passport** for the visit and an **EHIC** (European Health Insurance Card). If your child does not already have one of these free cards, details for application can be found at <https://www.ehic.org.uk/Internet/home.do> Your child's passport and European Health Insurance Card should be brought to the meeting as we intend to photocopy them for additional security. Without these documents, your child will not be able to travel to another European country.

**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 pupils. 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.**

[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)

If you require further information please do not hesitate to contact me on the school number or email ([jenny.sykes@brineleas.co.uk](mailto:jenny.sykes@brineleas.co.uk)).

Yours faithfully

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