



The Sixth Form

at Harrogate Grammar School

Excellence For All

9 September 2019

Dear Parent/Carer,

I am very pleased to announce the launch of the Spanish Exchange 2019-20 with *I.E.S. Universidad Laboral de Toledo*. There are approximately 30 spaces available on the exchange and it is open to students who study Spanish in Years 11-13, with those in Sixth Form getting initial priority. Any remaining places will then be allocated on a first come first served basis. The programme of both legs of the trip will follow a similar structure to an extremely successful exchange that took place between the two schools in 2017/18.

The away leg of the exchange will be from **Thursday 7th November to Thursday 14th November 2019** (although these dates are subject to slight change). The format will include a combination of day trips, evening activities and days spent in school, as well as valuable time with their partner's family. We will hold a parent information evening, the date of which will be confirmed once places have been allocated, and at that meeting partner details and further information will be provided.

The Spanish group will arrive at HGS on **Thursday 30th January** and will depart on **Thursday 6th February 2020** (although these dates are subject to slight change). As in previous years this home leg of the exchange will involve Spanish participants experiencing lessons with their partner's classes at HGS, going on trips to local places of interest that are organised by us and spending evenings/the weekend with you, the host family.

The huge benefits of exchanges in terms of oral fluency and listening comprehension skills are well known, but more importantly these visits also give a unique insight into another way of life and broaden horizons within a very safe and secure structure.

Costs will be kept to a minimum and will cover travel insurance and any organised trips both in the UK and in Spain. We will make every effort to ensure that costs are as low as possible and anticipate that the total cost of this trip will be **£425**. Should there be any surplus this will be returned.

Please confirm that you would like your child to take part in the exchange by making a non-refundable (unless we are oversubscribed) deposit of £250 by **Thursday 12th September** through our online payment system. The remaining balance of £175 must be paid by **Wednesday 9th October**. We appreciate that this is a considerable amount of money to find within a short space of time but adherence to the published deadlines is essential for us to be able to book flights. Additionally, it is vital to check that your son/daughter has a valid passport and EHIC card as once places have been allocated we will need a copy of these to proceed with the organisation of the away leg.

Please note that the emergency contact and medical details on the school database will be used for this trip. If you believe that any of these details may not be up-to-date please contact the Data Office. The insurance cover will be provided by the school insurance policy. Details are available upon request.

In line with guidance issued in 'Keeping Children Safe in Education 2019', there may be a requirement for adults in a host family to hold a DBS certificate for their role as a homestay host. This would include anyone residing in the household who is 16 years and over. In order to be able to assess whether a DBS certificate should be processed for homestay hosts further information may be gathered from adults in the household to determine their suitability, including their occupation, and whether a DBS certificate is already held.

Please click to view Annex E in the full Keeping Children Safe in Education 2019 guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828312/Keeping_children_safe_in_education.pdf

If you have any questions please send an email to plb@harrogategrammar.co.uk.

Miss P. Butler

Head of Spanish and Trip Leader

Mr A. Stipetic

Faculty Leader MFL