



Dear Parents and Carers,

4th October 2019

Year 10 Spanish Exchange 2020

Following another very successful trip last year, the Modern Foreign Languages Department is planning the next Spanish Exchange trip. We are offering this exchange to students studying Spanish in Year 10. Our students will go to stay with families in Madrid from **Tuesday 3rd - Monday 9th March 2020**. The Spanish students will visit England in from **25th to 30th June tbc**. Our partner school is I.E.S. Las Canteras in Collado Villalba, a small town 30km NW of Madrid. The school website is: <https://external.educa2.madrid.org/web/centro.ies.lascanteras.colladovillalba/inicio>.

During the day, while the Spanish students are at school, visits and excursions will be arranged to Madrid and other places of interest in the region. In recent years we have sampled Spanish tapas food and learnt about the visceral tradition of Spanish Bull Fighting. There is also an opportunity to visit Estadio Santiago Bernabeu, the home of Real Madrid football team (optional - additional cost applies, details to follow). Our students will be accompanied on all excursions by members of staff from the Piggott School.

The students will experience Spanish school life by spending a day in Las Canteras School. In the evening and at weekends, the students will be with their exchange partner and family who often organise extra activities for them. The same arrangement will apply when the Spanish students come here. As a host family you will be responsible for offering board and lodging and for ensuring safe travel arrangements for your guest to and from the Piggott School. An information meeting for all parents and students will be held prior to the departure of the trip.

We aim to match students with similar interests so that their stay as part of the family enables them not only to practise their language skills but also helps them to fully experience the Spanish way of life. If there are more English students than Spanish we will match students using information given on the character profile that all exchange students complete. Students will be given further details about this soon, but detailed completion of the form will be essential. **Any student not paired will have their deposit refunded in full.**

This exchange is a fantastic opportunity for students to improve their language skills and experience Spanish culture at first hand. It is worth mentioning that the lifestyle in Spain is quite different to what our students might be used to here. Mealtimes are generally much later and people tend to go to bed later. It is normal and considered safe for young people to be out quite late in the evening and street culture is an everyday part of Spanish life.

An information meeting for all parents and students will be held prior to the departure of the trip. Students must have a current passport and, if still applicable, an EHIC (European Health Insurance Card) obtainable on the internet at www.ehic.org.uk. The government has issued advice that after Brexit passports may need 6 months validity left on them from the date of travel, so please be mindful of this if your child's passport expires before the end of September 2020. **Please note that parents are responsible for ensuring a student's eligibility to travel.**

The cost of this exchange is expected to be between **£400** and **£450**. See next page for further information.

If wish your child to take part in this trip, please return the form below to the Trips Postbox in Reception, and make the deposit payment of **£150**, by **Monday 21st October**. If you have any further questions please do not hesitate to contact me.

Yours sincerely,

Mr M. Connor

Head of MFL connorm@piggottschool.org



Year 10 Spanish Exchange 2020 – Further Information

English Students to Spain: Tuesday 3rd - Monday 9th March 2020

Spanish Students to England: Thursday 25th to Tuesday 30th June 2020 TBC

As a host family you will be responsible for offering board and lodging to the Spanish exchange student when they are in the UK. Current legislation means that host families are now required to obtain enhanced DBS certificates (with barred list check). This applies to **all adults living in the house** (aged 18 and over). We will arrange these checks through the School at no additional cost. Further details will follow so that the processing of these applications can be completed as quickly and efficiently as possible.

The cost of the trip is expected to be between **£400 and £450 per student**. We do work incredibly hard to keep costs as low as possible. The final cost will however depend on the number of students participating in the exchange and will include:

- Travel – coach transfers to and from Heathrow and British Airways flights
- Other visits and local excursions, including transportation
- Staff Costs, Administration and Insurance

Should the numbers participating fall below the required figure then there will either be an increase in the cost or if there is insufficient interest, the trip will not take place. Pupils in receipt of free school meals are eligible for funding on this Exchange Trip. If your son/daughter is in receipt of pupil premium, the school may be able to support with the funding of the trip should you require financial assistance. Please contact Romany Greatrex (trips@piggottschool.org) for further details.

If you wish your son or daughter to be considered for a place on this trip, please complete the form below and return it to your child's Spanish teacher or to the Trips Postbox in Reception, **with a deposit cheque for £150, by Monday 21st October 2019.**

Although online payment is usually preferred, please send in the deposit **by cheque where possible**. This is so that in the unlikely event of the trip not going ahead due to lack of interest, we can easily return your cheques and prevent the unnecessary administration of issuing refunds.

Subsequent payments can be made online, either via the SCOpay app or by visiting The Piggott School website and clicking on the 'Parents' tab. You then need to choose the 'online payments/purchasing' option. Payment can be made by cheque, made payable to The Piggott School with your child's name, tutor group and Year 10 Spanish Exchange 2020 written on the back.

The remaining payments will be due as follows:

£150 21st November 2019

£100-150 tbc 1st February 2020 (*we will inform you of the final figure as soon as possible*)

Should your child withdraw prior to the trip, or you are unable to continue payments, you would lose the initial payment, and any payments already made would be used to cover cancellation charges, the balance being refunded.

Whilst away, all students are expected to behave to a very high standard, as laid out in the School Behaviour contract. If, prior to the trip departing, it becomes apparent that an individual student's behaviour is unacceptable at School, thus causing us concern, you will be contacted. We reserve the right to withdraw a student from the trip if we believe their behaviour would have a detrimental effect on the rest of the party, or that their own safety and welfare may be at risk. We would endeavour to find a replacement student and then all monies may be refunded, subject to an administration charge. If, however, we were unable to find a replacement, the initial payment and any incurred cancellation charges, would not be refunded.



Year 10 Spanish Exchange 2020 – Consent Form

Please return to the **Trips Postbox** in Reception by **Monday 21st October 2019**

FULL NAME of student (as on passport):

Tutor Group: **Passport no:** **Expiry Date:**

I have read the letter regarding the **Year 10 Spanish Exchange 2020** and give consent for my child to take part. I understand that we will be required to host a Spanish student in return.

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I enclose a **deposit cheque** for **£150** (made payable to The Piggott School). I have written my child's name, tutor group and Y10 Spanish Exchange 2020 on the back

OR: I do not have a chequebook so I have made the deposit payment of **£150** online, via the SCOPay app or through the Piggott School website.

OR: I wish to request financial assistance. I have sent an email to trips@piggottschool.org outlining the reason (eg. FSM, PP, other extenuating circumstances).

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I confirm that the medical/dietary information held at school is correct and that my child has no medical conditions that might affect their performance or safety on this trip.

OR: I have emailed medical@piggottschool.org with details of any new medical/dietary information that the school is unaware of and any medical conditions that might affect my child's performance or safety on this trip. *In your email please clearly state the name of your child, their tutor group and the name of the trip*

If there are any changes to my child's medical/dietary conditions between now and the time of the trip, I undertake to let the School know by emailing medical@piggottschool.org.

I agree to staff giving permission for any emergency treatment that the medical authorities deem necessary.

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I agree that, should my child withdraw prior to the trip, or I am unable to continue payments, I would lose the initial payment, and any payments already made would be used to cover cancellation charges and administration, the balance being refunded.

I agree to my child's medical and dietary information and any personal profile form being shared as necessary with my child's host family in Spain, and with any school staff involved in the exchange trip. (This is to ensure the safety and wellbeing of your child, and to arrange a suitable exchange partner pairing. This information will be held for duration of the trip and its administration and will be destroyed once the trip has been completed)

Please contact the school if your emergency contact details for the duration of the trip will be different to those already held by the school.

Name of Parent /Carer _____ **Date** _____

Signed _____ **(Parent/Carer)**

