



Dear Parents/Guardians

15<sup>th</sup> February 2019

## **Exchange Visit to Luzhou, Sichuan, China**

**Wednesday 23<sup>rd</sup> October 2019 – Saturday 2<sup>nd</sup> November 2019**

Over the last 15 years, The Piggott School has a strong and established link with Luzhou High School in Sichuan and we are planning a visit there during October half term 2019. This will be our seventh such exchange visit and will enable students studying Chinese to develop their language skills. It is also an opportunity for participating students to experience Chinese culture, education and lifestyle at first hand. Luzhou High School is a boarding school and so our students will be accommodated within the school whilst in China.

**Please be aware that in return, your son/daughter will be required to host a Chinese student in June/July 2020.** In line with current safeguarding legislation, host families are required to obtain enhanced DBS certificates (with barred list check) for all adults living in the household (aged 18 and over). We will arrange for these checks to be undertaken via the School - further instructions will follow closer to the time.

If you wish your child to join this trip, you must undertake to obtain a visa for your child. Visas are **not included** in the cost of the trip and all visitors over the age of 14 need to attend a Chinese Visa Application Centre (in London, Manchester, Edinburgh or Belfast) in person in order for fingerprints to be taken. **Due to the trip dates, visas must be applied for during the Summer holidays. We will require a photocopy of your child's visa and passport on the first day of term in September.** See next page for further information.

We will arrange for a coach to transport the students and staff from the School to Heathrow on Wednesday 23<sup>rd</sup> October 2019. Collection from Heathrow on Saturday 2<sup>nd</sup> November will need to be arranged by parents – the airline is expected to be KLM but the flight details are yet to be confirmed.

An information meeting for all parents and students will be held prior to the departure of the trip.

The cost of the trip is expected to be around **£1300-£1500** per student, depending on the number of participants – see attached sheet.

If you wish your son/daughter to be considered for a place on this trip, please complete the form attached and return it with the initial deposit payment of **£100** by **Tuesday 5<sup>th</sup> March 2019**. Please note that there are 20 places available for this trip.

This is an incredibly exciting opportunity and is sure to be a valuable experience for your child. If you have any questions at all, please do not hesitate to contact me.

Yours sincerely

Mrs Romany Greatrex  
Partnerships and Community Administrator  
[greatrexr@piggottschool.org](mailto:greatrexr@piggottschool.org)



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**Further information: Exchange Visit to Luzhou, Sichuan China**  
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***NB. As a host family you will be responsible for offering board and lodging for a Chinese student in June/July 2020, and for ensuring safe travel arrangements whilst in your care. This applies to ALL students participating in the exchange, including those in Year 11 who may have finished their GCSEs.***

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. If, however, we were unable to find a replacement, the initial payment and any incurred cancellation charges, would not be refunded.

The cost of the trip is expected to be in the region of **£1300-£1500** per student. This will depend on final numbers. 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. The cost will include:-

- All accommodation, tuition, sightseeing, entertainment and meals whilst in Luzhou - this will be provided by our Chinese Exchange School.
- Connecting return flights with KLM, and coach to Heathrow on the day of departure
- Travel, personal and medical insurance
- Excursions for Chinese partners whilst in UK
- Staff costs and administration

***NB: The cost of the trip does not include the visa, which will need to be applied and paid for independently.*** Visas for British Passport holders currently cost between £151 and £182, depending on the service used.

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 Mrs Romany Greatrex (Partnerships and Community Administrator) – [greatrexr@piggottschool.org](mailto:greatrexr@piggottschool.org)

If you wish your son/daughter to be considered for a place on this trip, please complete the form attached and return it with the initial payment of **£100 by Tuesday 5<sup>th</sup> March 2019**. The full payment schedule will be as follows:-

£100 5<sup>th</sup> March 2019 (deposit)  
£350 1<sup>st</sup> April  
£350 1<sup>st</sup> May  
£350 1<sup>st</sup> June  
£150 -350 1<sup>st</sup> July (*final instalment tbc depending on the final cost*)

If you would have difficulty meeting the payment schedule above, please contact us and we can look into the possibility of a revised schedule.

Payment should be made online by going to 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, though we prefer online payments as this reduces costs. Cheques should be made payable to The Piggott School and on the back of each cheque please write –

- the name of your son/daughter
- their tutor group
- the name of the trip – China Exchange 2019

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.

There are **20 places** available on this trip. In the event that the trip is oversubscribed, places will be allocated by means of a random draw.

#### **Important information regarding Chinese Visa applications**

There are very strict rules regarding the application for Chinese visas. Parents are advised to check the procedure and documents required in plenty of time. Further information is available from the Chinese Embassy ([www.chinese-embassy.org.uk](http://www.chinese-embassy.org.uk)) and also from the Chinese Visa Application Service Center ([www.visaforchina.org](http://www.visaforchina.org))

- Students must have a current passport valid for 6 months following November 2019 (until at least April 2020). The passport must also have at least 2 blank pages.
- Further documents such as Birth Certificates, and parental passports for under-18s are also required but can vary depending on nationality so please check in advance.
- Students must attend a Chinese Visa Application Centre in person in order for fingerprints to be taken.

**\*\* Please note that visas need to be applied for 2-3 months before departure – this means that you will need to visit the Chinese Visa Application Centre over the summer holidays.**

**We will require a photocopy or scan of both your child's visa and their passport photo page on the first day of term in September 2019.**

## Exchange Visit to Luzhou, Sichuan China

**Wednesday 23<sup>rd</sup> October 2019 – Saturday 2<sup>nd</sup> November 2019**

Please return to Mrs Greatrex (Partnerships and the Community Office) by **Tuesday 5<sup>th</sup> March 2019**

**Name of student** (*name in full, as on passport, please print*) .....

**Tutor Group:** ..... **Passport Number:** ..... **Expiry date:** .....

I confirm that I have received the letter about the Chinese Exchange during October half term 2019 and I give permission for my child to take part. I understand that our family will be hosting a Chinese student in June or July 2020.

I have made the deposit payment of **£100**, online, through the Piggott School website.

**OR:** I enclose a cheque for **£100** (made payable to The Piggott School with my child's name, tutor group and China Exchange 2019 written on the back)

I understand that it is my responsibility to ensure my child's eligibility to travel – this includes obtaining a Chinese visa **before the end of the summer holidays**.

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 given 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, by emailing [medical@piggottschool.org](mailto:medical@piggottschool.org). **In your email please clearly state the name of your child, their tutor group and the name of the trip**

I agree to staff giving permission for any emergency treatment that the medical authorities deem necessary. I undertake to inform the school of any changes in my child's fitness prior to departure.

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, the balance being refunded.

I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.

I agree to my child's contact, dietary and medical details and personal profile form being shared as necessary with the host school, and with the 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.

**If there are any changes to your child's medical/dietary conditions between now and the time of the trip, I will inform the school by emailing [medical@piggottschool.org](mailto:medical@piggottschool.org).**

**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)**