



ABINGDON

From Victoria Pradas: MFL Co-ordinator & Head of Spanish

31 March 2017

Dear Parents/Guardians,

Re: Spanish Exchange 2017/18

I am writing to invite your son to participate in the Spanish exchange for the coming academic year, visiting Spain from Sunday 15 October to Monday 23 October 2017, with the Spanish group returning the visit on Monday 26 February to Tuesday 6 March 2018.

This is a fantastic opportunity for the boys to improve their command of the language and to experience family life in Spain. The partnership has been running very successfully for a number of years between Abingdon School and the School of St Helen and St Katharine and the Colegio Manuel Peleteiro - an independent, co-educational school - in Santiago de Compostela, in the northwest of Spain (<http://www.peleteiro.com>). Santiago, probably most famous for being a centre of European pilgrimage, is considered to be one of Spain's most beautiful cities. As well as visiting the school and attending some lessons, the stay in Santiago will include various excursions around the beautiful region of Galicia.

The cost of the trip will be approximately **£475** per pupil, including flights, coach transfers and excursions. There are 24 places available therefore we shall operate a first come first served policy. If your son would like to participate in the exchange, please return the attached reply-slip to me by **Friday 5 May**, with a non-refundable cheque (made payable to Abingdon School) for £275 to secure a place together with a photocopy of his passport and a photocopy of his European Health Card. Please **ensure both** documents will be valid until November 2017, and if not, apply for a new one asap.

As far as boarders are concerned, the boarding houses are not able to host your partner, so you will need to make alternative arrangements for the duration of the stay if you would like to participate.

Due to government's update on Keeping Children Safe in Education (KCSiE) statutory guidance, the School is obliged to obtain a criminal records check with the Disclosure and Barring Service (DBS) for all supervising adults (in most cases the parents or guardians) who are resident in the accommodation where the exchange student is to stay as part of a school organised trip. School will bear the cost of this DBS check and we will do all we can to facilitate the administration of the DBS checks.

In order to complete a DBS check, all supervising adults will need to make a 15-20 minute appointment to come into school to see the HR team between **Tuesday 5 September and Friday 13 October (just before October half term break)**. The normal working hours of the HR team are 8.30am - 5.30pm Monday-Friday. This is to allow enough time for the

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check to be completed, as the completed DBS check must be received before the arrival of the Spanish party (Monday 26 February 2018) for you to be allowed to host.

If you have any further questions about the DBS checks, please do not hesitate to contact either Mark Hindley (mark.hindley@abingdon.org.uk) or the HR Department (hr.team@abingdon.org.uk) whereas questions about the exchange should be addressed to me at victoria.pradas@abingdon.org.uk.

Yours sincerely

Victoria Pradas - MFL Co-ordinator & Head of Spanish
victoria.pradas@abingdon.org.uk

I confirm I would like my son to participate in the Spanish Exchange next academic year. I attach **a non-refundable deposit cheque for £275** (payable to Abingdon School), **a photocopy of his passport and a photocopy of his European Health Card**. Please **ensure both** documents will be valid until November 2017, and if not, apply for a new one asap.

Name of pupil PLEASE PRINT:

Tutor group:

Signature of parent/guardian:

Date: