



ABINGDON

From Joint Head of Spanish: Sophie Payne

22 March 2019

Dear Parents/Guardians,

Spanish Exchange 2019/2020

I am writing to invite your son to participate in the Spanish exchange for the coming academic year, visiting Spain from Thursday 10 October to Thursday 17 October 2019, with the Spanish students returning the visit from Thursday 27 February to Friday 6 March 2020.

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 between £450 - £500 per pupil, including flights, coach transfers and excursions. There is a limited amount of spaces (usually about 15, but it depends on how many boys from Santiago want to participate), therefore we shall operate a first-come first-served policy.

If your son would like to participate in this exchange, please fill out the electronic form, which can be accessed with [this link](#), **by Friday 3 May 2019**. Please also fill in his passport and his European Health Insurance Card details, ensuring both documents are valid until the end of November 2019. If this is not the case, please apply for new ones as soon as possible. If your son gets a place on the trip, I will then ask you to send in copies of the passport and EHIC. Your son will also be asked to fill in a form about his likes/dislikes, so that we can do the pairings.

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

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

www.abingdon.org.uk

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 **Monday 9 September and Friday 11 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 check to be completed, as the completed DBS check must be received before the arrival of the Spanish party (27 February 2020) 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 sophie.payne@abingdon.org.uk.

Yours sincerely

Sophie Payne
Joint Head of Spanish