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Our Ref: SL/ tpo  
16<sup>th</sup> November 2018

Dear Parent / Carer,

We have the opportunity to participate in a joint Spanish exchange with Forge Valley School to a school in Plasencia, Spain. This is a fantastic enrichment opportunity for Tapton pupils to immerse themselves in the language, everyday life and culture of Spain, as well as the opportunity to build confidence and friendships.

The exchange is open to **all pupils in Year 12** who are studying Spanish. Pupils accepting a place on the exchange will visit their Spanish friend and stay in their home and **must** be able to host a Spanish pupil on the return visit. This involves providing accommodation (not necessarily a spare room), food and weekend/evening entertainment for the exchange partner.

The Exchange will take place between the following dates:

- English pupils will travel to Spain on \* **Saturday 23rd February** and will return on \* **Saturday 2nd March 2019**.
- Spanish pupils will travel to England \* **Saturday 23rd March** and will return home \* **Saturday 30th March 2019**.

These dates have been chosen to fit around external exams and internal assessments.

**\* Exact dates to be confirmed when the flights have been booked.**

The cost is **approximately £400** (depending on the number of participants) and includes:

- Return flights to and from Madrid and transport to Plasencia and all transport in Spain.
- Entrance fees to all the activities in Spain, which may include trips to local towns, for example Salamanca, and other cultural or educational visits.
- One or two day trips to an English town during the English leg of the Exchange, for example York or Manchester.
- Accommodation and meals at the host pupils' house.
- Comprehensive school insurance.

During the English leg, the Spanish pupils will travel each morning with your child to Tapton and take part in a number of cultural activities while our pupils are in lessons. This may include a visit to the University of Sheffield and a tour of Sheffield. They will then return at the end of the school day to travel home with your child as normal. They will also attend some lessons with their exchange partner. If you wish to find out more about the partner school, it is called 'Gabriel y Galán' in Plasencia, Spain. Their web address is: <http://iesgabrielgalanp.juntaextremadura.net/>

If you are interested in your child participating in the Exchange, please return the attached reply slip to the finance office. Your deposit of £100 should be paid **by Parentpay by Wednesday 28<sup>th</sup> November**.

Alternatively, if you prefer to pay by Paypoint, please contact the school office for a barcode. The deposit is non-refundable unless a willing substitute can be found, or the trip is under/over-subscribed. I will then send out a letter confirming that there are enough pupils interested in the exchange for it to go ahead and further information. If your child is unable to attend due to financial hardship please contact the school to see what help may be available.

**School trips can really enrich and expand a student's educational experience. We therefore operate a hardship policy at Tapton in order to provide opportunities to students whose families are experiencing genuine and unavoidable financial difficulty. We would like to offer parents the opportunity to contribute to this fund, making it clear that this is entirely voluntary and there is no obligation on you to make a contribution. However if you wish to, you can do so using ParentPay, selecting the payment item 'Hardship' and entering the donation value. The funds will only be used to support students experiencing financial hardship and the senior leadership team will decide how the funds will be spent using their discretion and professional judgement.**

***Please note, due to statutory guidance for schools and colleagues, Keeping Children Safe in Education September 2018, all adults over the age of 18 in families hosting pupils should obtain a DBS (Disclosure and Barring Service) enhanced certificate with barred list information. School are free to decide whether they consider it necessary to obtain a DBS enhanced certificate in respect of anyone aged 16 or over in the household. DBS enhanced certificates can be obtained free of charge. Unfortunately, without this check being completed, families cannot participate in the exchange. If your child has a place on the exchange, further information will be shared as to how the DBS certificate can be obtained.***

Please also note, it is the parent's responsibility to ensure that your child's passport and EHIC are valid for travel and that any appropriate visas for non-EU citizens are obtained. The school accepts no responsibility for refusal of travel on this basis.

Please do not hesitate to contact me should you have any further questions.

Yours faithfully,

Miss S Leach  
Director of Modern Foreign Languages  
[sleach@forgevalley.sheffield.sch.uk](mailto:sleach@forgevalley.sheffield.sch.uk)  
Tel: 0114 2348805



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**REPLY SLIP**  
To be returned to MFL by **Wednesday 28<sup>th</sup> November**  
**FAO Ms Askew**

Name of pupil.....Form.....Date of Birth.....

I would like my child to participate in the Exchange to Plasencia, Spain and we are able to host a Spanish pupil in March 2019.

Proposed dates of the trip are **23<sup>rd</sup> February – 2<sup>nd</sup> March** and **23<sup>rd</sup> March – 30<sup>th</sup> March 2019**

I have made a payment of **£100** by ParentPal (date).....and I will pay the remaining instalments by the required deadlines (dates will be shared at a later date).

I understand that the deposit is non-refundable unless a willing substitute can be found, or the trip is over-subscribed.

I require a barcode letter so I can pay via Paypoint for this visit:     **YES/NO**

**I give/do not give consent** for the sharing of minimal data required to ensure the safe and smooth running of off-site visits and activities.

Name of parent/carer.....

Signature of parent / carer.....



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