

5<sup>th</sup> November 2019

Dear Parent(s)/Guardian(s)

**Re: Spanish Exchange Visit, 2020**

Following the success of previous years' exchange programmes, I am now beginning to make plans for our next visit to Spain. We have a partner school in La Almunia de Doña Godina which is near Zaragoza, in the north. The Spanish school has a website which may be of interest to you: [www.salesianoslaalmunia.com](http://www.salesianoslaalmunia.com). It is a Catholic school, run by Salesian brothers. As it is a mixed school, you should be aware that some of their boys might wish to participate in the exchange.

Our visit to Spain will take place from **June 7<sup>th</sup>-13<sup>th</sup>, 2020**. The Spanish students will be coming to stay with us from **April 20<sup>th</sup> to April 26<sup>th</sup>, 2020**. The trip is open to all students learning Spanish in Lower Five at The Ladies' College and to the students from 'Salesianos'.

As this is an exchange visit, the students will stay with families and we believe it is far better linguistically than if students stay on their own. If at all possible, we would like you to offer accommodation to a Spanish student when they come to Guernsey. If you really cannot accommodate your partner, we cannot guarantee you a place on the exchange and you will be asked to pay extra £50 for your expenses in Spain. We will spend some of the week in school with the Spanish students and we usually arrange some intensive language lessons in order to give our students plenty of practice for their IGCSE examinations. Please note that students will be under "remote supervision" at times when it is considered safe and appropriate.

**Guernsey host families will need to complete a DBS, a Host Family check-list (Advice to Ladies College parents hosting a student) and a Homestay Information Form. This is now College policy for all hosts and in line with UK guidelines to schools. Please see separate sheet with detailed information.**

**There is no exact equivalent of our DBS check in Spain, but Spanish host families will be required to complete the Spanish equivalent of the Homestay Information Form completed by Ladies College parents.**

**REMOTE SUPERVISION is part of the programme.**

**The visit leader will act 'in loco parentis' when it comes to making on-the-spot decisions, and students will be given a mobile telephone number to get in touch in case of any emergencies with the visit leader.**

The cost is estimated to be **£570** depending on the number of students participating and on how quickly we can make the booking. If you would like your daughter to participate, please sign the consent forms attached and send a non-returnable deposit for **£300** made payable to "The Ladies' College" by **Monday**,

**November 18th.** When we know whether the trip can go ahead or not according to numbers, I will send you details for the further payments. Please also send two copies of your daughter's **passport** with the deposit as we have to ensure that names are correctly spelt and give the passport number to the airline.

I firmly believe that an exchange visit of this kind is by far the most effective way of practising one's linguistic skills and broadening horizons and I hope that your whole family will enjoy the experience.

**Documents to be returned to school by 18<sup>th</sup> November:**

1. Student information (for matching purposes) – signed and dated
2. OA4 Parent consent form – signed and dated
3. Copy of passport
4. (deposit £300) cheque payable to The Ladies' College
5. Advice for parents hosting a student – signed and dated
6. Homestay information form – signed and dated

Yours sincerely,



**Béatrice Bathany**

**Head of MFL**

e-mail: [bbathany@ladiescollege.ac.gg](mailto:bbathany@ladiescollege.ac.gg)

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Principal  
Mrs A Clancy BA (Combined  
Hons)  
Email: [principal@ladiescollege.ac.gg](mailto:principal@ladiescollege.ac.gg)

Registrar  
Miss R McClean  
Email:  
[registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)

Vice Principal, Bursar & Clerk to the  
Governors  
Miss E Bridge MA Oxon, ACA  
Email: [bursar@ladiescollege.ac.gg](mailto:bursar@ladiescollege.ac.gg)



## THE LADIES' COLLEGE SPANISH EXCHANGE

My daughter would like to take part in the Spanish exchange visit in April (Spanish students in Guernsey) and June (The Ladies' College students in Spain), 2020.

I enclose a non-refundable deposit of £300 (*please make cheques payable to "The Ladies' College"*) and two copies of her passport.

Name of student \_\_\_\_\_

Age in April, 2020 \_\_\_\_\_

Signature of Parent \_\_\_\_\_

**Please give us extra information to help us work out where you should stay:**

- Would you have any objections to having a boy as your partner? *Yes /No*
- Will you be able to accommodate a Spanish student during the first half of the exchange programme? *Yes /No*

**What pets do you have?**

\_\_\_\_\_

**Do you have any allergies, particular dislikes or special requirements? (e.g. fear of dogs!)**

\_\_\_\_\_

**What interests / hobbies do you have?**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**Telephone numbers (please say whose number it is!)**

\_\_\_\_\_

**E-mail addresses** Daughter: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Any other further information which would help to arrange your partnership?

Principal  
Mrs A Clancy BA (Combined  
Hons)  
Email: [principal@ladiescollege.ac.gg](mailto:principal@ladiescollege.ac.gg)

Registrar  
Miss R McClean  
Email:  
[registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)

Vice Principal, Bursar & Clerk to the  
Governors  
Miss E Bridge MA Oxon, ACA  
Email: [bursar@ladiescollege.ac.gg](mailto:bursar@ladiescollege.ac.gg)

OA4 Form 2015

Name: _____
Date of birth: ____/____/____



The Ladies' College  
Guernsey

**PARENT CONSENT FOR AN EDUCATIONAL VISIT**

To be distributed with an information sheet giving full details of the visit.  
Please complete this form in black ink.

Details of Visit to: La Almunia, Spain

Visit Leader: B. Bathany

From date 7.06.2020 time 7am 13.06.2020 time 7pm

**Medical information about your child**

- a) Does your child have any conditions requiring medical treatment, including medication? YES/NO  
If YES, please give brief details:  
\_\_\_\_\_
- b) Please outline any food or other allergies and special dietary requirements of your daughter:  
\_\_\_\_\_
- c) Are there any recent illness or accidents that staff should be aware of?  
\_\_\_\_\_
- d) Please indicate the type of pain/flu relief medication your daughter may be given if necessary (delete as required):  
Paracetamol / Nurofen / Ibuprofen / Imodium or similar / Flu remedies / Travel sickness tablets / Other:  
\_\_\_\_\_
- e) Any other relevant information you would like to give us:  
\_\_\_\_\_

**For residential visits and exchanges only**

- f) To the best of your knowledge, has your daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infections?  
YES/NO  
If YES, please give brief details:  
\_\_\_\_\_
- g) Is your daughter allergic to any medication? YES/NO  
If YES, please specify:  
\_\_\_\_\_
- h) When did your daughter last have a tetanus injection? \_\_\_\_\_

Name of family doctor: \_\_\_\_\_ Tel. number: \_\_\_\_\_

Dr's Address: \_\_\_\_\_

**My contact details:**

Tel. Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Email address: \_\_\_\_\_

**Alternative emergency contact during the visit and on-island – if necessary:**

\_\_\_\_\_ Name Telephone number:

Tel. Home \_\_\_\_\_ Mobile: \_\_\_\_\_

(Relationship to daughter)

**Declaration**

1. I would like my daughter to take part in the above mentioned visit or activity and having read the information provided agree to her taking part in the activities described. I understand that the visit includes periods of remote supervision during which the students will stay in groups of not less than three that they will be given a clearly defined area beyond which they must not go, and that they must report back to a member of staff at a pre-arranged location every 45 minutes.
2. I agree to my daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
3. I understand the extent and limitations of the insurance cover provided.
4. I consent to any emergency medical treatment required by my child during the course of the visit.
5. I confirm that my daughter is in good health and I consider her fit to participate.
6. I will inform the Visit Leader at departure of the trip of any changes to the medical information given on this form.
7. Delete the following as appropriate:  
I understand that remote supervision is part of the programme. This means that my daughter will not be directly supervised by a member of staff at all times. The information regarding the remote supervision arrangements will be supplied by the Visit Leader

As part of the activities your daughter is involved in the Ladies' College may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use your daughter's photograph in this way? YES / NO

**Any changes or additions to this information between the date of completion of this form and the start of the activity must be given in writing to the Visit Leader.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Full name (capitals): \_\_\_\_\_

**THIS FORM OR A COPY/SUMMARY MUST BE TAKEN BY THE VISIT LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT.**

## Spanish exchange visit, 2020

### **Advice for Ladies' College parents hosting a student/ Check list**

Firstly, thank you for offering to host a child from a visiting school. Hosting Parents should, for the duration of the stay, act in 'Loco Parentis' – applying the same standards of health and safety with a host pupil as you would with your own child.

**The lead adult of the Guernsey host family will need to complete a DBS check and will be responsible for supervising other adults that may be present over the duration of the home stay. There is no charge for the DBS check. However, you will be required to collect the paperwork from the reception office at The Ladies College.**

Any concerns about the welfare of a child should immediately be raised with the Visit Leader of the visiting group, or with staff of The Ladies' College. Mrs Clancy is the Safeguarding lead at The Ladies' College. (Contact details below)

### Safe Hosting – practical advice:

- The child must have their own bed (ideally in their own bedroom)
- The child must have access to private (ideally lockable) toilet and bathroom facilities
- The child should have access to a phone in order to call their parents or the Visit leader
- The host family should take into consideration any medical / dietary requirements (which should be disclosed prior to travel)
- The host family should avoid taking any photographs that could be misconstrued or infringe a child's privacy.
- The host family should ensure that any TV, DVD, or Gaming is age appropriate
- Any older siblings within the Host Family should be made aware of appropriate boundaries
- Any transport used must be road worthy / appropriately insured and be driven by a driver who holds a valid driving licence
- The host family should disclose in advance if they know the host child will be participating in higher risk activities. (e.g. Sea Swimming, Boating, Climbing, Coasteering, Kayaking etc)

### In the event of a child protection disclosure:

In the unlikely event that a child discloses a child protection concern whilst in your care it is important that you listen uncritically, try to avoid asking leading questions and never promise confidentiality. As soon as possible you should make a written note of what a child has said and pass that on to The Ladies' College 'designated Safeguarding lead – Ashley Clancy)

Useful Contacts: James Henderson EVC Ladies' College 07781 119 092

Béatrice Bathany - Visit leader of the visiting group: 07911 721743

Ashley Clancy - Principal and Designated Safeguarding Lead:

Mobile: 07781 161 269

**Information about your daughter's host family abroad**

There is no exact equivalent of our DBS check in Spain, but Spanish host families will be required to complete the Spanish equivalent of the Homestay Information Form completed by Ladies College parents.

REMOTE SUPERVISION is part of the programme.

The visit leader will act 'in loco parentis' when it comes to making on-the-spot decisions, and students will be given a mobile telephone number to get in touch in case of any emergencies with the visit leader.

I will check there are no matters of concern and you can inspect a copy of the document upon request.

Signature parent (lead adult) \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

# Outdoor Education Advisers' Panel

## Homestay Information Form for homestays in the UK

### PART 1

**to be completed by the person organising the homestay**

Name of school / establishment organising the homestay
Name of person organising the homestay
Contact number
Name of the visiting school / establishment
Dates of homestay

### PART 2

**to be completed by the host**

The host is the person with overall responsibility for supervising and caring for their guest(s) during the homestay.

Your details

Name	Gender
Address	
Home phone	Mobile
Email	



If there is not enough room on this page, please continue on a separate sheet.

Details of any other adult(s) who will also have responsibility for supervising and caring for your guest(s).

Name	Gender	Age	Relationship to you

Who else lives at this residence?

Name	Gender	Age	Relationship to you

Is it possible that any visitors aged 16 or over will be left alone in private with your guest(s)? If so, please give their details.

Name	Gender	Age	Relationship to you

Have any of the people you have named been barred from working with children?

--

If this question raises any concerns for you, please contact the person organising the homestay in confidence (see Part 1 above).

How many guests are you offering to host?

--

Will your guest(s) have their own bedroom(s)?

If not, whose bedroom(s) will they share? Guests should only share a bedroom with someone of the same gender and similar age.

--

Will your guest(s) have access to toilet and bathroom facilities which they can lock for privacy? If not, please give details.

--

I understand that if I/we transport the guest(s) in a private vehicle, it must be roadworthy and appropriately insured, and the driver(s) must be agreed in advance by the organiser of the homestay. Please give the names of any proposed drivers:

--

I understand that any activities I/we will provide for the guest(s) must be agreed in advance by the organiser of the homestay.

I accept that I will be responsible for supervising and caring for my guest(s) so that they are safe and secure, and I agree to any necessary checks.

I confirm that the statements above are correct.

Signature of host	Date