



Bullers Wood School

St. Nicolas Lane, Logs Hill, Chislehurst, Kent, BR7 5LJ

Headteacher Mr. B. Greene BA NPQH

020 8467 2280

020 8295 1425

office@bullerswood.bromley.sch.uk



www.bullerswood.bromley.sch.uk

4th November 2015

Dear Parents/Carers

ITALIAN EXCHANGE 2016

We are delighted to be able to give you the details of a new Italian exchange, which we will be running for the first time this academic year. We are planning for the present Year 9 and 10 students to participate in this exchange with San Bellarmino, a secondary school in Montepulciano, Tuscany, Italy. We will take our students there, flying to Pisa on Thursday, 3rd March returning on Tuesday, 8th March 2016. We hope that the Italian students will then come to Bromley for a week towards the end of March 2016 (provisionally Thursday, 17th – Tuesday, 22nd March 2016).

The Italian school has a small number of male students eager to take part in the exchange as well as female students (please indicate in the letter if this would be acceptable) and we will be keen to match up the partners as soon as possible so that they can communicate either by e-mail or letter before meeting one another. This is an excellent way for students to improve their Italian and to learn more about Italian culture – many students who take part in exchanges remain in regular contact and can establish friendships which last for many years.

Montepulciano and the surrounding area offers many opportunities for trips, visits to famous monuments and pretty towns. The students will also be able to experience life in an Italian school.

The cost of the exchange will be in the region of £250.00, depending on the cost of flights. This will include all flights and trips, both when accompanying the Italian students during their stay in England and our trips in Italy. The English families will be expected to pay for ‘incidentals’ such as trips to the cinema and also for transport to and from school for their Italian exchange partner, just as the Italian families will do in Italy. The host family will provide breakfast, packed lunch and an evening meal.

If your daughter is interested in participating in this exchange, please complete and return the reply slip to Miss McSweeney via the trips collection box outside B7 together with an initial cheque payment of £100.00 which includes a **non-refundable** deposit of £50.00 and a photocopy of their current, valid passport by **Monday, 9th November 2015**. **Applications received beyond this date will not be accepted. Without a photocopy of their passport, flights cannot be booked.** At the same time please also provide:

- A black and white photocopy of your daughter’s passport details. **If the passport is not currently valid, please provide a copy of her birth certificate and take steps to obtain a valid passport by the end of January 2016.**
- A copy of your daughter’s European Health Insurance Card (EHIC) valid for the trip. An EHIC can be obtained or expired EHICs can be renewed *free of charge* via the official website www.dh.gov.uk/travellers or call the NHS on 0300 330 1350. Beware

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of websites asking for payment. Please provide a copy of the valid EHIC card to Miss McSweeney as soon as it is available.

It may be necessary to obtain a visa for your daughter if applicable. In this case, the school will apply for the visa to the necessary authority on your daughter's behalf nearer to the date of the trip. If you have any queries please address these to Miss McSweeney,

The following instalment dates and payments will apply:

An initial cheque for £100.00 (which includes a **non-refundable** deposit of £50.00)

Payment via sQuid for £100.00 dated 10th December 2015

Payment via sQuid for £50.00 dated 10th January 2016

If your daughter is accepted on the trip, please make a note of these dates in your diary and on calendars to ensure that payment deadlines are met as it is not always possible to send reminders about payment dates. You will have the opportunity to pay for the trip on-line in as many instalments as you wish in advance.

To make payments parents/carers should log on to www.squidcard.com in the same way as for payment for lunches, using their usual user name and password. There will be a box to select for Trips and Visits and then the relevant instalment for "Italian Exchange 2016". Payment of any instalment can be made on-line in advance at any time. Further details about paying on line can be found on our website: [www.bullerswood.bromley.sch.uk/About/Trips & Visits/On-line payments procedures](http://www.bullerswood.bromley.sch.uk/About/Trips%20&%20Visits/On-line%20payments%20procedures). **Please note that cash payments are no longer accepted without special permission.**

All medical details and emergency telephone numbers which we invite you to update every year and which we will use for the trip will be generated from school records. **PLEASE ENSURE THAT ANY CHANGES IN THIS INFORMATION ARE PROVIDED TO US AS SOON AS POSSIBLE AND DEFINITELY UPDATED BY THE END OF JANUARY 2016.**

Please complete **in block capitals** the enclosed forms and return them to Miss McSweeney in order to secure a place on the trip.

Due to changes in the school's safeguarding policy we need to ask parents to sign up to ISA (Independent Safeguarding Agency) by signing the attached reply slip.

I hope you decide to allow your daughter to take part in this exciting opportunity.

Yours sincerely

Ms M Belardo
Italian Teacher

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REPLY SLIP

BULLERS WOOD SCHOOL

(To be returned to Miss Mc Sweeney via the trips collection box by Monday, 9th November 2015)

ITALIAN EXCHANGE 2016

Daughter's Name: _____ Form: _____

I give permission for my daughter to participate in the above exchange, and I am willing to accommodate an Italian student.

I note that my daughter will need to have her own valid passport and European Health Insurance Card.

I understand that the school reserves the right to refuse any student a place and to cancel the place of any student whose behaviour prior to the trip shows her to be irresponsible, unreliable or disobedient. I understand that this may incur additional costs.

I am enclosing:

- An initial cheque for £100.00 (which includes a **non-refundable** deposit of £50.00)
- A black and white photocopy of my daughter's valid passport
- A copy of my daughter's valid EHIC

I accept responsibility for Bullers Wood's selection of host families in Montepulciano.

I am willing to sign up to ISA (Independent Safeguarding Agency).

I give permission for my daughter to be administered with First Aid if required.

- * I / we are happy to host an Italian male pupil
- * I / we are happy to host an Italian female pupil

***Please delete as appropriate**

If you daughter requires any medication for the trip please put this in a transparent bag marked clearly with your daughter's name plus medication enclosed, the dosage amount and times to be taken. Please hand to a member of staff on the day of departure.

Signed: _____ Date: _____
Parent/Carer

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TO BE RETAINED BY PARENTS

ITALIAN EXCHANGE VISIT 2016 – PARENTAL RESPONSIBILITY

Medical and emergency contact details

All medical details and emergency telephone numbers which we invite you to update every year and which we will use for the trip will be generated from school records. **Please ensure that any changes in the information held are provided to us as soon as they occur.**

Important: Please note that should your daughter require any medical attention between now and departure on the trip, you should obtain a letter from her doctor confirming that she is fit to travel and to participate in the trip.

If you have any concerns at all, at any time, about your daughter's ability to participate in the trip, please contact the Party Leader or Miss Mcsweeney, Educational Visits Administrator, without delay.

If your daughter requires any medication for the visit please put this in a transparent bag marked clearly with your daughter's name plus medication enclosed, the dosage amount and times to be taken. Please hand to a member of staff on the day of the visit.

Passports/EHICS

- You are responsible for obtaining a machine readable passport which must be valid for at least three months from your tour departure date. It is imperative that you provide a photocopy of the valid passport as soon as it is available.
- You are responsible for obtaining a European Health Insurance Card or making sure the current one held by your daughter is valid for the trip. A copy of the valid card must be provided as soon as possible.

Cancellation charges

Notification of cancellation must be **in writing** to the Party Leader. Cancellation charges will apply.

Insurance arrangements for school trips

Standard School Journey insurance is provided for all school trips which are overseas, residential or hazardous. This covers accidents and loss of personal effects **providing that steps are taken to report such losses to the local police.** Parent/carers should understand that it is very often impossible for teachers on school trips to become involved in lengthy visits to police stations. **For this reason students are discouraged from taking expensive mobile phones and similar equipment on school journeys.** Further details about school party insurance can be found on our website: www.bullerswood.bromley.sch.uk

PLEASE NOTE CAREFULLY

Payment signifies the commitment by the payer to membership of the party and therefore the cost of the visit is **non-refundable** except in the case of serious illness, or any other unresolved medical reason, when a doctor's certificate will be required. Payments are used to secure firm bookings with the Company whose services are engaged for the visit. Please note you are entering into a contract with the event company, travel or airline company, not the school. Please ensure all payments are made on-line as described by the due dates.

Please note that the school reserves the right to cancel the place of any student whose behaviour prior to the trip shows her/him to be irresponsible, unreliable or disobedient, or whose attendance record is unacceptable. Indeed, a student may be withdrawn from the trip if attendance or behaviour deteriorates after the offer of a place on the trip is made. Parents/Carers are advised that this will incur a loss of deposit and a £50.00 administration charge. Additional costs may be incurred if students have to be withdrawn either by parents or members of staff at a later date.

If a student's conduct on the trip would have led to a fixed term exclusion from school, parents are expected to collect their daughter/son from the trip destination. Parents would be liable for all associated costs relating to the collection of the child.

June 2015

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