



Backwell School

An Ofsted Outstanding School
A National Teaching School

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Headteacher: Jon Nunes MA

December 2017

Dear Parent/Carer

Backwell-Spanish Exchange

Our departure date is fast approaching and I am, therefore, writing with the final details. I would like to invite you to a meeting at **6.00 pm on Wednesday, 10 January, in the Sixth Form Theatre**, to discuss the itinerary and travel arrangements and to answer any queries from parents/carers. It would be helpful for me to have an idea of the sort of concerns you might have, so please feel free to drop me a note in advance of the meeting, in case I need to make some enquiries on your behalf. The flight details are as follows:

Friday, 26 January	Bristol to Madrid	Flight number 6035	Depart Bristol 1640	Arrive Madrid 1955
Sunday, 4 February	Madrid to Bristol	Flight number 6036	Depart Madrid 2030	Arrive Bristol 2145

On Friday, 26 January, we will be departing from Backwell School at 2.00 pm for Bristol Airport.

May I take this opportunity to remind you that your son/daughter will need to have a valid passport for travel in January and should also hold a current European Health Insurance Card (EHIC). If he/she does not have either of these, please let me know and apply for them now as there may well be a delay. **Without a passport and EHIC, your son/daughter will be unable to travel.**

We will be collecting in the students' EHICs at the meeting in January.

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In addition, we need all students to complete the Essential Information Form (EV5), a copy of which is enclosed. Details must be input on their flight booking as soon as possible, so it would be extremely helpful if the **EV5 form and a photocopy of the back pages of your son/daughter's passport could be returned to me by Monday, 11 December.**

In order to help students prepare linguistically for the Exchange, I will be holding a couple of Spanish workshops at lunchtimes leading up to the trip to cover any language that may prove useful whilst in Spain. The dates for these will be notified at the information meeting. Please encourage your son/daughter to attend the workshops.

I wish you a Merry Christmas and look forward to seeing you on 10 January.

Yours sincerely

N Maguire
Second in Languages

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Please return to the Modern Languages Department by Monday, 11 December

NAME OF STUDENT: _____ TUTOR GROUP: _____

I enclose a completed EV5 form and a photocopy of the back pages of my son/daughter's passport.

I/We* shall/shall not* be attending the Spanish Exchange meeting at 6.00 pm on 10 January (**please delete as appropriate*).

Signed: _____ Date: _____
Parent/Carer