



# Richmond School & Sixth Form College

North Yorkshire

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October 2017

Dear Parent/Guardian

## Parents' Evening for German Exchange, Thursday 9 November 2017, 6.00pm

There will be a parent meeting on Thursday 9 November in the **Clarke Hall** from 6.00pm to 7.00pm regarding the exchange trip to Hamburg on Wednesday 29 November – Wednesday 6 December 2017

This meeting is intended to outline the activities to be undertaken, as well as allowing you to ask any questions you may have and complete the administration for the trip including checking documentation evidence for **DBS Applications**. All household members aged 16 years and older must undertake a DBS check. Information on what documentation and evidence you are required to bring with you is available by following the link below:

[http://www.northyorks.gov.uk/media/26930/DBS-list-of-valid-identity-documents/pdf/DBS\\_list\\_of\\_acceptable\\_evidence\\_for\\_applicant.pdf](http://www.northyorks.gov.uk/media/26930/DBS-list-of-valid-identity-documents/pdf/DBS_list_of_acceptable_evidence_for_applicant.pdf)

Please bring these supporting documents with you to the meeting where Mrs Clare Gibson our designated verifier will be present to check and take copies.

In order to ease the process, please register online <http://www.northyorks.gov.uk/article/23288>. Parents who registered with the local authority last year for the exchange do not need to re-apply.

If you encounter any problems please do not hesitate to contact Mrs Gibson at [cgibson@richmondschool.net](mailto:cgibson@richmondschool.net) or call her direct on 01748 828143. Should you wish to bring the relevant documentation into school during the day in advance of this date, then please contact Mrs Gibson between 8am and 4pm.

Students should have already told you that they will need individual passports for this trip as well as an individual European Health Insurance Card (EHIC). Details on how to obtain these cards are available on [www.ehic.org](http://www.ehic.org). Please bring along these documents to the meeting if possible.

A reminder that that the balance of the trip is due before **Friday 17 November 2017** if you have not yet made the full payment. If you are having any difficulty with this please contact us to let us know.

Please note students may not receive the name of their partner at the meeting however I have been in contact with our partner school and they will try and match people as soon as possible after their 2 week October break. Copies of the itinerary for the exchange will also be available at the meeting.

Please do not hesitate to contact me if you have any urgent questions before the meeting.

Yours sincerely

Ms F Dutton  
Assistant Lead Teacher for MFL