



THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher
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December 2022

Dear Parents/Carers

TRIP No397 DENMARK/UK EXCHANGE PROGRAMME 2023

We are, once again, planning the **Danish Exchange Trip**, which is now celebrating its 41st successful year as an Ecclesbourne Experience! The exchange is aimed at any student in years 9 and 10 and involves us spending six days in the seaside resort of Kokkedal, which is twenty miles outside of the capital of Copenhagen. The exchange runs from Thursday 18th May until Tuesday 23rd May 2023.

The Danish students, who will have hosted our students, will return for six days to Ecclesbourne, in the middle of September 2023 and we expect that the majority of our students will want to host.

We will fly from Manchester to Kastrup airport, Copenhagen and all students will be placed with Danish families who have children between the ages of fourteen to fifteen. During the trip students spend the day with each other and the teachers, immersing themselves in Danish culture and visiting an array of interesting places, including the zoo, the science museum and Hamlet's castle in Helsingør. The evenings and part of the weekend will be spent with their hosts.

The total cost of the trip will be approximately £550 but this is subject to any changes due to any new Government taxes on flights and the possible introduction of visas to the EU. It will cover return flights, the coach to the Airport and back, all transport whilst in Denmark, insurance costs and the entrance fees of any places we visit.

All food whilst we are there will be provided by the host family, but we suggest students take approximately £60 spending money to cover souvenirs and general pocket money.

The number of places available on this trip is limited and therefore places will be allocated to eligible students. Should the trip be oversubscribed, students will be given priority for a place in the following order:

1. Students who have been unsuccessful in gaining a place on a previous trip within the same school (Lower/Upper);
2. Students who have not previously been on a residential trip whilst in their current school (Lower/Upper);
3. All other students who have expressed a wish to partake in this Exchange visit.

If you would like your child to take part in this event, please complete and return the reply slip below by 20th December 2022. If your child is successful in gaining a place, you will receive a letter notifying you that an account has been set up on ParentPay. Payment for this trip should be made online via the ParentPay system. However, if you have opted to use the PayPoint system you will be issued with a letter containing the appropriate barcode, which will enable you to pay by cash at any local store participating in the PayPoint method.

Once your child has had their confirmation of a place; a non-refundable deposit of £250 will be required by January 20th 2023, with the remaining balance paid in one further instalment in late March.

New Government safeguarding measures came into force in September 2018, which requires host families to have a DBS check, this is not an onerous task, and the school will undertake the checks. A detailed DBS information sheet is included with this letter. In addition, two other forms, (1) Denmark Exchange information form and (2) Medical information form will need returning once their place on the Exchange Programme has been confirmed.

In the interests of legality, safety and the school's reputation in matters of propriety, any student who attempts to consume alcohol, to smoke or to engage in the abuse of other substances, may be sent home at their parents' expense to await a full investigation by the school, which could result in serious disciplinary action. (NB: No child would be sent home without first contacting the parents/carers concerned and reaching agreement that the transport arrangements were appropriate). When paying for the trip via Parent Pay you will be prompted to tick a box to indicate that you signify your acceptance of these conditions and are willing to impress upon your children the consequences of not complying with these rules.

We are aware that students may wish to take mobile phones or cameras and other small valuable items of equipment with them. Should they do so, the items will be the student's responsibility and will be taken at their own risk. Accompanying staff cannot accept any responsibility for such items.

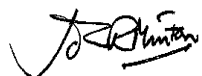
Payment for this trip should be made online via the ParentPay system by the end of March (date TBC). When payment is made using the ParentPay you will be prompted to tick a box indicating that you give your consent for your child to participate in the trip/event and agree to any conditions stated in the trip letter.

If you have opted to use the PayPoint system you will need to complete a reply slip to request a letter containing the appropriate barcode, which will enable you to pay by cash at any local store participating in the PayPoint method. This reply slip will also ask for your consent to any conditions stated in the trip letter. [Please note: PayPoint cards are for cashless catering only. A barcode letter is required for all other payments, i.e. trips/events; technology costs etc.]

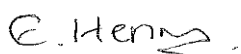
If your child is in receipt of Pupil Premium funding and you wish them to be considered for financial support for this trip/resource, then please tick the box on the reply slip and return to the trip/event organiser. We will inform you of any support we are able to offer at the earliest opportunity.

If you have any questions or would like to discuss any matters in further detail, then please do not hesitate to contact me on the office number 01332 843267.

Yours sincerely



John Minton
Trip Liaison Office



Elaine Henry
School Librarian



Adam Gosden
Teacher of Humanities

Reply Slip TRIP No 397 DENMARK/UK EXCHANGE 2023

Please complete and return this slip to Mr Minton by Tuesday 20th December 2022

I wish my daughter/son to join the party visiting Denmark in May 2023 and, if successful, accept the conditions stated in the letter and agree to make payments via ParentPay / PayPoint.

Please print in **BLOCK CAPITALS**

STUDENT NAME: _____ **FORM:** _____

TEL No: HOME _____ **PARENT / CARER MOBILE:** _____

ADDRESS: _____

POST CODE: _____

SCHOOL EMAIL ADDRESS -----

PLEASE TICK THE RELEVANT BOX

- ☐ My son/daughter has been unsuccessful in securing a place on any previously advertised trip within his or her current school (Lower/Upper) due to over-subscription.

Trip Name.....Trip Leader..... Approx. date of trip.....

- ☐ My son/daughter has not been on a residential trip before within his or her current school (Lower/Upper)

- ☐ My son / daughter has been on a previous residential trip or trips within his or her current school (Lower/Upper)

Trip Name.....Trip Leader..... Approx. date of trip.....

I understand that in the event of the trip being over-subscribed, that my son or daughter may not gain a place on this trip. I have read the criteria for selection in the above letter.

I have read the statement regarding Consumption of Alcohol/Drugs and agree to comply with the conditions therein.

Pupil premium Request.....

I consent for my details including name, address, email and phone numbers to be shared with Danish host /guest family.

Parent/Carer Signature: _____ Date: _____

Denmark Exchange Information Form:

Year of visit 202....

No

Please fill in this form in **BLOCK CAPITALS**, as shown on your passport. This is a requirement of the airlines.

FULL NAME

Preferred first name

HOME ADDRESS

No. and/ or House Name

Road/Street/Avenue

City/Town/Village

County

POST CODE

Telephone No: Home Parents mobile No

School email address:@ecclesbourne.derbyshire.sch.uk

We hope you will be able to host your Danish host when they come over if possible. If you can host, what type of arrangements can you offer?

e.g. Single room Shared room

Host a boy: Yes No Host a girl Yes No

Any other information that would be helpful:

.....
.....
.....

Method of transport to school e.g. Bus, Car, Cycle, Walk.

To help find a suitable host for you, please write a letter of introduction to a Danish student and cover the following check points in your letter:

- Your name and address
 - A sentence or two about your family
 - Any pets you have.
 - Your interests, such as sports, music, groups, hobbies.
 - A sentence or two about the area you live in and what you like to do at weekends
 - What food you like.
 - Why you want to go on the exchange and/or wish to host a Danish youngster
 - Any questions about Denmark you would like to know, e.g. their school, food in Denmark.
- Add a recent photo of yourself!

For students who are going to Denmark, please fill in the rest of the form.

PASSPORT No: if already obtained.

Please check that your passport will be valid for at least 6 months after our return.

Please return this form and letter of introduction to the Community Liaison Office with your application.

This confidential information will be shredded after the exchange visits have taken place.

MEDICAL INFORMATION

- a) CHILD'S N.H.S. CARD NO:
HIS/HER FAMILY DOCTOR
DOCTOR'S ADDRESS
DOCTOR'S TELEPHONE NO:

Photo

- b) DOES YOUR CHILD FOLLOW ANY SPECIAL DIET? IF SO, PLEASE GIVE DETAILS
.....
.....

- c) HAS YOUR CHILD EVER HAD ANY OF THE FOLLOWING? PLEASE DELETE AS APPLICABLE

ASTHMA OR BRONCHITIS	YES/NO
HEART CONDITION	YES/NO
FITS/FAINTING/BLACKOUT/NOSE BLEEDS	YES/NO
SEVERE HEADACHES OR MIGRAINE	YES/NO
ANXIETY OR DEPRESSIVE TENDENCIES	YES/NO
DIABETES (Sugar tolerance abnormalities)	YES/NO
ALLERGIES TO ANY KNOWN DRUGS	YES/NO
ANY OTHER ALLERGIES (material/food/medicine)	YES/NO
OTHER ILLNESS OR DISABILITY NOT NAMED HEREIN	YES/NO
FEMALES: MENSTRUAL OR OTHER GYNAECOLOGICAL DISORDERS	YES/NO

If the answer to any of the above is YES, please give details below and state whether (and what form of) medication will be taken on the trip.
.....
.....

- c) Do you consent to your child being given Paracetamol if deemed necessary by the teacher in charge? YES/NO

- d) IMMUNISATION STATUS

Is your child currently vaccinated against Tetanus YES/NO

DATE OF INJECTION: DATE OF BOOSTER:

Please note here any other vaccinations relevant to the journey that your child has received and the exact date(s) of the vaccination(s).
.....

NHS COVID Certificate YES/NO

OTHER USEFUL INFORMATION

PARENTS'/CARERS' ADDRESS (IF DIFFERENT FROM [1] OVERLEAF) DURING ALL OR PART OF THE TIME YOUR CHILD IS ON THE JOURNEY:
.....

DATES: FROM TO TEL NO

Please write here any further information which you feel may be of assistance to the staff in charge of the party, including any recent events which might cause worry.
.....
.....

PARENTAL CONSENT/EMERGENCY INFORMATION FORM

1. STUDENT'S SURNAME: FORENAME(S): FORM:

HOME ADDRESS:

..... HOME PHONE NO:.....

BUSINESS PHONE NO: MOBILE PHONE NO:.....

NEIGHBOUR/RELATIVE: CONTACT PHONE NO:.....

DATE OF BIRTH: / / PLACE OF BIRTH:.....

HEIGHT: cms. WEIGHT: kg. HAIR:(colour)

OTHER DISTINGUISHING MARKS:

IF THE CHILD WAS NOT BORN IN THIS COUNTRY, PLEASE STATE FATHER'S FULL NAME, PLACE & DATE OF BIRTH:

.....

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2. In the interests of legality, safety and the school's reputation in matters of propriety, any student who attempts to consume alcohol, to smoke or to engage in the abuse of other substances may be sent home at their parents' expense to await a full investigation by the school which could result in serious disciplinary action. Parents/Carers are asked to sign the bottom of the form, to signify your acceptance of these conditions and your willingness to impress upon your children the consequences of not complying with these rules.
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3. DECLARATION:

- a) I consent to my son/daughter (full name) taking part in the above-mentioned journey. I have read the information sheets concerning the journey and agree to his/her taking part in any or all of the activities described. My son/daughter is in good health and I consider him/her capable of taking part.
- b) I understand that whilst the teachers in charge of the party will take all reasonable care they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter while on the school journey.
- c) I understand that the teacher in charge of the party will act in Law as parent to my son/daughter during the school journey and will have the rights and responsibilities of any prudent parent.
- d) I understand that wherever possible my consent will be obtained to any necessary medical treatment, but that in any emergency, prompt action may be required. I therefore authorise the teacher in charge of the party to consent to any medical treatment for my child which a qualified medical practitioner deems necessary. This consent may also be given in the absence of the party leader by any other teacher with the party or the Director of the Centre. N.B. Medical treatment includes inoculations, blood transfusions, surgery, or the use of anesthetics.

Signed: (Parent/Carer) Date:

ANY INFORMATION GIVEN ON THIS FORM WILL NOT NECESSARILY PREJUDICE THE INCLUSION OF YOUR CHILD ON THE TRIP. IT IS ESSENTIAL THAT THIS FORM IS COMPLETED ACCURATELY IN THE INTEREST OF YOUR CHILD'S SAFETY. AT THE CONCLUSION OF THE TRIP, ALL FORMS WILL BE DESTROYED. UNTIL THEN ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL BY THE PARTY LEADER.



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November 2022

Dear Host Family,

Danish Exchange 2023

When children are staying with a host family as part of an exchange programme, the guidance is now very clear, in that anyone over the age of 16 who is resident in the home at the time of hosting needs to have an Enhanced Disclosure and Barring Service (DBS) check with Barred List information. Extract from the statutory guidance Keeping Children Safe in Education - September 2022:

School/college arranged homestay – suitability of adults in UK host families

When a school or college arrange a homestay, it should consider what intelligence/information will best inform its assessment of the suitability of the adults in those families responsible for the visiting child during the stay.

It will be for the school or college to use their professional judgement to decide what factors it considers to be relevant. However, to help inform that assessment, schools and colleges should obtain a DBS enhanced certificate with children's barred list information. This check will not only establish whether the adults are barred from engaging in regulated activity relating to children, but where criminal record information is disclosed it will also allow the school or college to consider, alongside all other intelligence that it has obtained, whether the adults would be suitable hosts for a child.

With hosts being classed as volunteers there is no charge for the DBS check, only an administration fee charged by the umbrella body (Derbyshire County Council) for processing the check. The Ecclesbourne School will arrange the check and payment of administration fees. As part of the DBS check we will need you to provide evidence of identity (list of acceptable documents overleaf) and an email address for anyone who lives at the hosting address and is aged 16 or over.

Our DBS checks are carried out online and once your identity has been seen you will receive an email asking you to complete the online application. This is a very short process, usually taking around 10 minutes. Please be assured that all information received will be GDPR compliant and treated in the very strictest of confidence.

To ensure your DBS remain current during the exchange visit, you must register with the **DBS Update Service** using the application e-reference number which our umbrella body will provide to you, or your DBS certificate number. Registration lasts for one year and is free for volunteers. This can then be renewed on an annual basis. Full details of the DBS update service can be accessed online at www.gov.uk/dbs-update-service.

At this stage the above is for information only.

Should you have any queries whatsoever please don't hesitate to contact me.

Yours sincerely,

Emma Williams
Safeguarding and Admissions Officer

Disclosure and Barring Service (DBS) Document Checklist 2023

In order to complete a DBS check, you must produce the following:

At least 3 original valid ID documents are required to prove identity for the DBS check.

- **One** document from Group 1
- **Two** further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show your current address.

All documents must show your full official current name or include proof of change of name. Please note: We cannot accept photocopies, scans, documents printed from the internet

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel
Current driving licence (full or provisional) - paper version (if	UK, Isle of Man and Channel Islands.
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands.
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid