

December 2014

Dear Parents / Carers,

We have just been informed by the Safeguarding Officer from the Local Authority that in order to host a French or German student next year, all people resident in the family over the age of 16 at the time of the students coming to England must have DBS (Disclosing and Barring Service) checks.

This will require all members of the family aged 16 or over to come to the Finance Office with 3 forms of identity such as Driving Licence, Passport or Birth Certificate plus proof of current address from bank statement, utility bill or similar. Families will be able to apply for the check on line thereafter. To enable a check to take place, a payment of £11 will need to be paid for each family member.

In order for the school to take swift action, please could you list the names of the family aged 16 or over at the time you will be hosting a French /German student. Please return this letter to the Finance Office by Thursday January 8th 2015.

1 _____

2 _____

3 _____

4 _____

It would be preferable for the DBS checks to be carried out during the school day. If however this is not possible, please indicate below if you would like an alternative time.

I am / I am not able to conduct the DBS check during the school day and will require an alternative time to do so. My contact numbers are:

I enclose cheque made payable to Oxfordshire County Council/cash payment of £..... (£11 per person)

Signed: Parent / Carer Name: Date

Parent / Carer of student French /German Exchange

We apologise for any inconvenience caused and are sure you will appreciate that we are required to comply with current safeguarding regulations.

If you have any questions about the above, please do not hesitate to contact the school Finance Office on 01993 899529/899525.

Yours sincerely,



Mrs J. Cochran
Head of Languages