

# St Crispin's School

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**EJA/FK**

6<sup>th</sup> February, 2019

Dear Parents/Carers

## **German Exchange 28<sup>th</sup> March – 4<sup>th</sup> April 2019**

I am writing to invite you and your son/ daughter to an important meeting in the **Main Hall** at St Crispin's School on **Thursday 7<sup>th</sup> March 2019 at 7:30pm**. The meeting will last about one hour and I will be giving you information about our itinerary and travel arrangements, and answering any questions you may have.

If you are visiting the school and need support with gaining access to the building please contact us in advance and we will ensure that your entry to the premises is smooth and trouble free.

## **EV2 Forms**

Please complete the EV2 medical form by clicking on the link below by **Thursday 7<sup>th</sup> March**.

[Please click here](#)

## **Health Insurance Cards and Passports**

It is necessary that we have a valid passport (**with at least 6 months left on it after the date of arrival**) and an EHIC card (European Health Insurance Card) for each student taking part in the trip. If your son/daughter does not already have an EHIC card, please apply for one as soon as possible. Applications can either be made online ([www.ehic.org.uk](http://www.ehic.org.uk)), or by phone (0300 330 1350). It should normally take only a few days for the card to be sent to you.

Your son/daughter will **NOT** be able to take part in the trip if they do not have a valid passport and a Health Insurance Card.

**Please bring your son/daughter's passport and EHIC card to the meeting and ensure that you have completed the online EV2 medical form, as we need to ensure that we have all documents in preparation for our travel. They will be locked away safely in the school safe until our departure and returned to the students on our arrival back at St Crispin's.**

**If you do not attend the meeting please supply your son/daughter's passport and EHIC card to St. Crispin's office by Friday 15<sup>th</sup> March so we can record the relevant information and keep them in the school safe until the trip.**

## **DBS Applications and Document Checks**

As stated in the original Exchange letter it is now a legal requirement that in order for a family to host an exchange student, everyone **over the age of 18** who is resident in the house the student will be staying in must have a DBS certificate (Disclosure and Barring Service). Please can you therefore ensure that an application has been made for every member of your family requiring one **AS SOON AS POSSIBLE**.

The application needs to be made online by going to the following website:

<https://disclosure.capitarvs.co.uk/bracknell/>

You will need to click on **START APPLICATION** (orange box) and log in using the following information:

ORGANISATION REFERENCE - **EXTSCCRISP**

NO ORGANISATION CODE IS REQUIRED

If you log into the system using the above details you should be able to complete the form.

Once this has been completed you will need to bring in your three ID documents to be verified. Please make sure that you enter your email address on the form as once you have completed your online application you will receive an email stating where you should take your ID documents.

For a full list of acceptable documents please follow this link:-

<https://www.gov.uk/crb-criminal-records-bureau-check/documents-the-applicant-must-provide->

If you have any queries regarding the process please contact us.

Once you have made your online application, you should bring your **own** original (no photocopies) documents to the **School Reception**, by 7th March 2019, 8 a.m. – 4:45 p.m., where a member of staff will be able to check them. **All** applicants must show their **own** documents, therefore if anyone is unable to bring them to the School Reception during office hours, they should bring their documents to the information meeting on **Thursday, 7<sup>th</sup> March 2019**, where staff will be available to check them and complete the application process. Staff will be in the **School Library** between **7:00 p.m. – 8:00 p.m.** to check documents so if you are able to arrive earlier than the meeting time this would be very helpful.

In the meantime, we would be very grateful if you could list the name and relationship to the student participating in the exchange of all people **over the age of 18** who will be living in the house the exchange student will be staying in so that we are able to see in advance how many applications will need to be made.



Please complete this list by clicking on the link below by **Thursday 28<sup>th</sup> February**. This will enable us to ensure our information / DBS evening runs as smoothly as possible.

[Please click here](#)

Thank you very much for taking the time to complete the next stages of the Exchange process. If you have any questions at all then please do not hesitate to contact me (jackson@crispins.co.uk)

Yours faithfully,

Mrs E Jackson  
**Head of Languages**

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