



# NEWSTEAD WOOD SCHOOL

*"creating opportunities for success"*

17 December 2025

Dear Parent/Carer

## **Year 9 French Exchange to Bondues – 17-24 May 2026**

The French Department is very pleased to confirm that your child has a place on French exchange to Bondues from Sunday 17 to Sunday 24 May 2026.

There will be a parents' information evening on **Wednesday 14 January from 5.30pm-6.30pm**. **Attendance at this meeting is essential for both yourself and your child.**

### **DBS Checks**

As hosting parents, you will be supervising and caring for the visiting students during the exchange and are therefore subject to DBS checks. You will be asked on the form linked below to declare other members of the household or regular visitors who are over the age of 16 as they will also be subject to DBS checks.

Please keep an eye on your email, as you will soon receive a link to perform the DBS check. Please follow the steps provided in the email as soon as possible after receiving the link. Once you have completed the check, you will need to provide your original documents as outlined below. Please bring them to the meeting on 14 January, arriving from 5pm so that your documents can be copied before the meeting starts.

If you do not bring your documents to the meeting, you or your daughter will need to bring your original documents as outlined below to the school's HR team between 8.15am and 3.45pm on any school day **by Friday 30 January**. We have at least 25 DBS to check, and it can take up to 2 months to complete the DBS check. Your documents will be scanned and returned to you or your daughter immediately.

For every member of the household aged over 16, you will need to provide **three** identity documents. One of these needs to include a photo and one needs to include your current address. With this in mind, we suggest you provide two of:

- Passport\*
- Photocard Driving licence\*
- Council Tax bill dated within the last 12 months
- Bank Statement dated within the last 3 months
- Utility bill dated within the last 3 months

\*You must include either the passport or photocard driving licence. If you are not able to provide the documents suggested above, please see [here](#) for possible alternatives.

**Headteacher:** Mr Alan Blount, MA, BSc, QTS

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Newstead Wood School  
Avebury Road  
Orpington  
Kent

t: 01689 853626

e: [office@newsteadwood.co.uk](mailto:office@newsteadwood.co.uk)

w: [newsteadwood.co.uk](http://newsteadwood.co.uk)



**It is very important that you attend the meeting on 14 January.**

Please note this extract from the National Guidance document:

*"The adults who are responsible for supervision should be required to declare whether anyone they live with, or who regularly visits the household, has been barred from working with children. If this is the case, the adults will be automatically 'disqualified by association' from childcare in a domestic setting themselves, and therefore from hosting a homestay."*

The French parents are also required to provide DBS checks to our partner school.

### **Forms and documents**

Students will need valid passports and a EHIC or new GHIC card or travel insurance. Passports must be less than 10 years old on the date of travel to France and valid for at least 3 months after the date of return to the UK. **Please let me know as soon as possible if your child holds a non-UK passport** If your child's EHIC card or passport requires renewal, please confirm to me that you are applying for a new card or passport.

If you have not yet done so, please to complete the forms and provide documents as listed below. Please complete these online forms **no later than Monday 12 January** to give the French school's exchange coordinator time to match your child to the best hosting family in their school.

- [Student Pairing Information Form](#)
- [Homestay Information Form English](#)
- Please email a scan of your child's passport and EHIC/GHIC to [pbongout@newsteadwood.co.uk](mailto:pbongout@newsteadwood.co.uk).
- Please also provide passport details [here](#).
- Please provide EHIC/GHIC details or travel insurance if your daughter doesn't have an EHIC/GHIC card [here](#).
- Please sign the [Code of Conduct](#)

### **Payments**

Here is a reminder of the future payments to be made in WisePay:

- Instalment 2: £200 — due Friday 9 January 2026
- Instalment 3 (final): £200 — due Tuesday 10 February 2026

Should you have any financial concerns with regards to payment please contact [finance@newsteadwood.co.uk](mailto:finance@newsteadwood.co.uk) in confidence. Thank you to those who have already paid the full amount. The Eurostar tickets have now been secured.

As I mentioned in my initial letter, the success of this home-to-home residential experience rests on **the principle of reciprocity**: your child needs to be ready to be an engaged guest in France and a good host to her French partner in your home and at school. You and your child will therefore be asked to sign a code of conduct during the information evening. This will include 'house rules' for the students' stay with families in France and in the French school.

Please do not hesitate to contact me at [pbongout@newsteadwood.co.uk](mailto:pbongout@newsteadwood.co.uk) if you have any questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Bongout', with a stylized, cursive script.

**Mrs P Bongout**  
**Assistant Headteacher**