



20 March 2026

Dear Parents and Carers,

Year 10 Spanish Exchange to Ávila 2026/2027

Spanish group in Marlow: Saturday 10 October – Friday 16 October 2026

Borlase group in Ávila: Saturday 23 January – Friday 29 January 2027

We would like to offer the students who will be studying Spanish in Year 10 in the next academic year the opportunity to take part in the Spanish exchange to Ávila, near Madrid. We have an excellent relationship with our colleagues at Colegio Diocesano Pablo VI and this will be the eleventh year of the exchange programme between our schools.

The Spanish group will visit Marlow just before the October 2026 half-term and the Borlase pupils will visit Spain in late January 2027. Our Year 10 students will be paired with students in the equivalent year group from our partner school, stay with their exchange partner and their family for the week and take part in an exciting range of cultural and social activities, as well as visiting sites of interest in and Madrid.

The exchange is a fantastic cultural and linguistic experience and is an excellent opportunity for students to experience Spanish family life and enjoy the culture first hand. The social interaction will benefit personal development, self-confidence and their GCSE speaking and comprehension skills as part of the AQA specification. A positive attitude and impeccable behaviour is expected.

In addition to board and lodgings with the host family, we expect the total cost of the trip - including all travel, tours, admission fees and insurance - will be a voluntary contribution of between £500 - £600 depending on the final number travelling and travel costs. Please note if the trip is not viable due to insufficient funding we will let you know in good time.

In order to secure your place on the trip we will require a **non-refundable** deposit of £300 per person. **Please note that there will only be a maximum of 30 places available.** Places will **not** be allocated on a first come, first served basis. If we have more people who have paid a deposit by the deadline than there are places available, then we will first look at whether we can match preferences regarding gender of exchange partners. If, after that, there are still more people who wish to go than there are partners available then we will pick names at random to make it as fair as possible.

Please note that the deposit is a commitment to pay the full cost of the trip. If your child withdraws from the trip, we will endeavour to find a replacement to take their place, otherwise you will be required to pay the full cost. If your child is unable to travel once full payment has been made, a refund of recoverable costs will be made.

The trip will go live on Parent Pay at **midday on Friday 20 March 2026**. It will close at 12 noon on Monday 13 April at 9am. Please log onto [ParentPay](#) using your username and password to make this deposit. **Deposits will be refunded for any student who cannot be allocated a partner.**



If you need a copy of your activation details or are unable to access Parentpay, please email parentpay@swbgs.com. **Please note that the deposit is a commitment to pay the full cost of the trip.** The balance of the payment will be paid in instalments in June and September.

Please fill out this [form](#) together with your child Monday 13 April regarding their preference for an exchange partner so that we can check whether we can identify a suitable partner. We normally pair students with a partner of the same sex. However, we cannot know in advance how many students of each sex will apply. If your child is happy to be paired with a partner of the opposite sex then this may end up being the case if this enables more students to take part.

In line with the school's charging policy, parents are reminded that school charity funds exist to assist families whose financial circumstances would otherwise prevent their son/daughter from participating. Application must be made in writing to the Deputy Head, Mrs Walder, outlining the reasons why support is required, as soon as possible. Please send an email to parents@swbgs.com entitled FAO Mrs L Walder.

Travel documents

Every child will require a passport that has a minimum 3 months validity from the end of the trip (expiring no earlier than 30 April 2026) and a Global/European Health Insurance Card. These can be obtained free of charge through the NHS website [here](#). We will also have [insurance](#) through the school.

DBS

Please be aware that adults with **parental responsibility** hosting an exchange student are required to go through an Enhanced Disclosure and Barring Service (DBS) check in accordance with the statutory guidance. Instructions will follow once your child is given a confirmed place on the exchange.

Hosting families in Spain will also be asked to go through a criminal records check (Certificado de Antecedentes Penales). Student welfare and safety are our absolute priority on these trips. We have close working relationships with the staff at our partner school and are available to be contacted by students at any time on these visits to ensure students have the best experience possible.

This is a Category C trip, as defined by the school's Trips and Visits policy and as such it is imperative that students follow the school's behaviour policy at all times. Students are to follow instructions from teaching staff and the specialist guides. Alcohol consumption, smoking and vaping are prohibited and students are prohibited from entering accommodation areas of the opposite sex.

We will be in contact again with further details once we have a clearer idea of how many students are keen to take part.

If you have any queries regarding the trip in the meantime please do contact us on mfl.office@swbgs.com.

Yours faithfully

Mrs Colville
Head of MFL