



Friday 8 May 2026

Dear Parents and Carers,

Borlase group in Marly-le-Roi: 27 February - 5 March 2027

French group in Marlow: 12 June 2027 - 18 June 2027

We are offering the students who will be studying French in Year 10 next academic year the opportunity to take part in the French exchange to Marly-le-Roi, near Paris. We have an excellent relationship with our colleagues at Collège Louis Lumière and the exchange programme between the schools has been running for many years.

The Borlase pupils will visit France first in late February to early March. The French group will visit Marlow in June. Our Year 10 students will be paired with students 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 and places of interest. You will be expected to host the exchange partner at your home when the French group visits in June. We arrange a programme of excursions for the foreign exchange students between 08.30 to at least 16.30 during the week so there is no need for parents to take time off. Borlase students will be in school as usual. There will be a joint trip for both sets of students on one day during the week. It is not essential for the student to have their own room but they must have their own bed.

The exchange is a fantastic cultural and linguistic experience and is an excellent opportunity for students to experience French 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 provided by 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 - £650 depending on the final number travelling and travel costs. Please note, this cost may increase due to the current changes in fuel prices. We will know more once the deadline has arrived and quotes have been obtained. This will be communicated to you if this is the case.

To secure a place for your child on this trip, **please pay an initial non-refundable deposit of £300 by 9am Friday 22 May 2026** via [Parentpay](#). If you need a copy of your activation details or are unable to access Parentpay please email parentpay@swbgs.com. **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 the biological sex 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.

Deposits will be refunded for any student who cannot be allocated a partner.

Please note that the deposit is a commitment to pay the full cost of the trip and once numbers have been confirmed we will provide you with a payment schedule to spread the final cost. 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 amount. If your child is unable to travel once full payment has been made, a refund of recoverable costs will be made.

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 child 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.

Please fill out this [form](#) together with your child by Friday 22 May 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 biological sex. However, we cannot know in advance how many students of each biological 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.

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 6 June 2027) 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. If your child holds dual nationality then please ensure that both passports have the required validity and submit both. Please also note that visas may be required for some non UK passport holders, please ensure that you apply for these sooner rather than later as they can take a long time to process.

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 France will also be asked to go through a criminal records check. 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