

I CAN TAKE PART AS SHOWN BELOW (please tick appropriate box) Je peux participer à l'échange selon la formule marquée dessous SEE WEBSITE FOR DATE OPTIONS	
<input type="checkbox"/>	Option 1
<input type="checkbox"/>	Option 2
<input type="checkbox"/>	Option 3
<input type="checkbox"/>	I DON'T MIND WHICH OPTION Les trois options sont possibles

BRISTOL BORDEAUX STUDENT EXCHANGE

Bordeaux Student Exchange, Old Terminal Building,
Bristol International Airport, Bristol BS48 3DY
Telephone: 01275 475 452
Email: debbie@bordeauxstudentexchange.co.uk



FOR OFFICE USE
Réservé à la direction

Please Complete in Capitals Ecrire en capitales

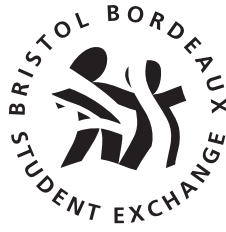
SURNAME Nom		FORENAMES Prénoms		ATTACH PHOTO HERE
ADDRESS & POSTCODE Adresse		TEL.NO (INC CODE) Téléphone		
		EMAIL		
HEIGHT Taille		BIRTH DATE Date de naissance		
NAME AND OCCUPATION OF FATHER Nom et profession du père FULL-TIME OR PART-TIME? Plein temps ou mi-temps?		SCHOOL & CLASS Ecole et classe		
BUSINESS TEL. NO. Lieu de travail et téléphone		RELIGION Religion	HOUSE OR FLAT Maison ou apt	NO. OF BEDROOMS Nombre de chambres
NAME AND OCCUPATION OF MOTHER Nom et profession de la mère FULL-TIME OR PART-TIME? Plein temps ou mi-temps?		BROTHERS (no.& age) Frères	SISTERS (no. & age) Soeurs	OTHER PERSONS AT HOME Autres personnes au foyer
BUSINESS TEL. NO. Lieu de travail et téléphone		ARE BOTH PARENTS LIVING AT HOME? Les deux parents, demeurent – ils au foyer?		
SINGLE OR SHARED ROOM FOR GUEST? Chambre seule ou partagée?		HOLIDAY PLANS DURING GUEST'S STAY (dates, addresses, tel.no.) Projets de vacances pendant le séjour de l'invité(e)		
ANY OTHER RELEVANT INFORMATION (eg health, pets in home) Santé; les animaux domestiques		IS THE STUDENT VEGETARIAN? Est-ce que l'étudiant(e) est végétarien(ne)?		
HOBBIES (Goûts et distractions) a) Main Hobbies b) Other interests		CHARACTER Caractère		

ADDITIONAL INFORMATION – TO BE COMPLETED BY PARENTS Renseignements complémentaires

HAS THE PUPIL A BROTHER OR SISTER APPLYING FOR AN EXCHANGE THIS YEAR? NAME AND SCHOOL? Votre enfant a-t-il/elle un frère ou une soeur dans l'échange cette année?
CAN YOU CONFIRM THAT YOUR HOME IS A NON-SMOKING HOUSEHOLD? Pouvez-vous confirmer que l'on ne fume pas chez vous?
IS YOUR CHILD ALLOWED TO GO OUT IN THE EVENINGS? PLEASE COMMENT: Votre enfant est-il/elle autorisé(e) à sortir le soir? Précisez:
IF BOTH PARENTS ARE WORKING, IS THERE ANYBODY AT HOME WHEN THE CHILDREN ARE NOT AT SCHOOL? WHO? Si les parents travaillent, y a-t-il quelqu'un à la maison quand les enfants ne sont pas en classe? Qui?
IS A LANGUAGE OTHER THAN ENGLISH COMMONLY SPOKEN AT HOME? IF SO, WHAT IS THE LANGUAGE? Une langue autre que l'anglais est-elle utilisée de façon habituelle à la maison?
SIGNATURE OF PARENT/GUARDIAN: _____ Date: _____

TO BE COMPLETED BY SCHOOL A remplir par l'établissement scolaire

PLEASE COMMENT ON THE PUPIL'S SUITABILITY TO TAKE PART IN THE PROGRAMME: Renseignements sur le caractère, le comportement etc. de l'élève:
SIGNED (member of school staff): _____ Date: _____



Please take time to read the following terms and conditions as this is the basis of the contract between parents/carers and Académie Aquitaine CIC.

Terms and conditions

Enrolment and payment

The application form and a deposit of £160 must be returned to your child's French teacher by Friday 14th October 2011. This will be forwarded to the Student Exchange Office by the school.

The balance payment of £225 is due by the 24th February 2012 and should be sent to the Student Exchange Office.

Cheques are to be made payable to 'Académie Aquitaine CIC'

Travel arrangements

These will be confirmed in the paperwork sent out to you in December but students will fly from Bristol International Airport.

Travel documents and pocket money

Students are responsible for their own travel documents and individual valid passports.

Students need to have their own European Health Insurance Card.

Students are responsible for their own pocket money.

Student Welfare

All students will be issued with a Travel Safe booklet which they are advised to read before the trip and to complete the Personal Safety Card.

The trip is supported by a Safety Management Plan and is Risk Assessed in line with Local Authority policies and procedures for school trips.

Each leg of the exchange has accompanying teachers who are available for 24 hour support.

Conduct

Students on both sides have to agree to the Code of Conduct and observe the house rules of the host.

If a child is in breach of the Code of Conduct or behaves inappropriately parents may be financially responsible for repatriation. Inappropriate behaviour whilst hosting can lead to exclusion from the exchange programme.

Hosting

The exchange scheme works on the basis of reciprocal hosting and that your child's exchange partner will be welcomed as a child of the family and likewise when your child returns to France.

The information evenings to be held in March form an essential part of the preparation for the exchange and parents and students should attend their relevant meeting.

Families on both sides are required to complete the Child Protection Host Family Questionnaire and Declaration Form.

Complaints

If there is any problem during either leg of the exchange this must be brought to the attention of the accompanying staff.

Any further complaints should be put in writing within 28 days of the end of the visit.

Insurance

Travel insurance is included on a single trip travel insurance policy. A copy of the policy document will be included in the information provided at the information evenings in March prior to the first leg of the exchange.

Please note that the insurance company must be informed of any pre-existing medical conditions and that personal effects are not covered under the policy.

Cancellations

If a suitable match cannot be found for your son/daughter your deposit will be returned to you in full by the end of December.

Any cancellation by yourself before the payment of the balance will only result in the loss of the deposit. Any cancellation after this will result in payment of 80% of the fees up to 14 days before the French leg of the exchange. Cancellation after this will be subject to 100% payment.

Data Protection

Académie Aquitaine complies with the eight data protection principles of the Data Protection Act 1998. It is useful to share your name, postcode and home telephone number with the other participating families.

Please inform Académie Aquitaine in writing if you do not wish your details to be included on this list.

Photographs

Photographs of the exchange are regularly used for promotional materials and newsletters. If you do not wish your child to appear in any of the photos for the exchange please inform Académie Aquitaine when you apply for the exchange.

Finally

These details have been published in good faith in June 2011.