

SAMPLE LETTER TO CONFIRM SUITABILITY OF FAMILIES TO HOST SCHOOL – To be sent to partner schools or agencies organising home visits

Dear

I am writing to you about our forthcoming exchange, to which we are greatly looking forward.

We have recently been reviewing our procedures for overseas visits and exchanges. British Government Guidelines require us to seek assurances that appropriate measures are in place for ensuring the health, safety and welfare of pupils on exchange visits, including assurances that host families are appropriate for hosting students. I would be very grateful if you could confirm in writing (scan and email) what procedures are in place for vetting host families, that all the families which will be hosting our students are well known to your school, and that all of these families are appropriate for receiving a young person from abroad.

Thank you very much in advance for your help.

Yours sincerely,