

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Mrs R V Worth



23rd May 2025

Dear Parents and Carers,

Shanghai Homestays Tuesday 1st July – Saturday 5th July

Many thanks for your offer to host a Chinese student as part of our STEM partnership with East Shanghai High School. We were overwhelmed with positive interest and are grateful for your generosity.

I am pleased to confirm that you have been selected as a host family for a Shanghai student. As with any homestay exchange programme, this is subject to standard safeguarding procedures, specifically, a Disclosure and Barring Service (DBS) check, which Southend High School for Girls (SHSG) will now begin to process.

To complete your DBS, please attend **SHSG** (address below) between 0800 – 1600 on or before Monday 9 June. If you cannot attend during these hours, please contact SHSG either by phone or via the shanghaihomestays@shsg.org email to arrange a convenient time. (An evening drop-in on Wednesday 4 June is possible, but please contact SHSG to confirm).

Southend High School for Girls

Southchurch Boulevard
Southend on Sea, SS2 4UZ
Tel: 01702 588852

All adults and anyone over 16 years of age residing in your home at the time of the homestays are required to attend SHSG to complete the DBS application process. Every adult and anyone over 16 must attend in person with their original identification documents.

Please find attached copies of the two forms that will need to be completed by each adult and anyone over 16 together with the list of acceptable identification documents. It would speed up the process on the evening if these forms could be completed in advance.

While we do not foresee any delays, it is worth mentioning that if the Disclosure and Barring Service does not return the DBS checks for your household to us by 17th June you will, unfortunately, not be able to host the student. We will keep you updated as to the progress of your DBS checks.

I would appreciate if you could complete [this form](#) to confirm receipt of this letter, as well as to provide us with a little more information about your household so that we can match students as suitably as possible.



If you have an queries related to the DBS evening, please email shanghaihomestays@shsg.org

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Mrs Worth', with a stylized flourish at the end.

Mrs Worth
Headteacher