



CLAYESMORE

PUPIL TRAVEL POLICY

Responsible:	Head of Compliance
Date Reviewed:	09 September 2024
Review Period:	Annual
Scope:	Whole School
Approval Authority:	DFO / Assistant Head
Approval Date:	10 September 2024
External Release:	Yes (Parent and Public)

INTRODUCTION

General

Clayesmore has a significant number of day and boarding pupils in both the Prep and the Senior School. These pupils can live both anywhere within the UK or overseas, so travelling by minibus, taxi, train and plane, or a combination of these, is an essential part of the movement between their homes and the School.

The arrangements required for one pupil to travel can be complex and the Transport Manager is a key figure in coordinating the travel of our pupils. However, we need information from parents in good time - generally 14 days before travel.

This policy document clarifies the roles and responsibilities of the Transport Office, the House Staff, guardians and the parents in ensuring that pupils reach their destinations efficiently and above all safely.

Scope

This document aims to clarify the procedures and responsibilities for the logistical movement of pupils to and from Clayesmore for the purposes of end of term, half-term and exeat weekend travel. This document does not cover the transport of day pupils at the start and end of the normal School day or for fixtures, events or other off-site activities.

GENERAL REQUIREMENTS AND PROCEDURES

Clayesmore Travel Notification & Booking Form

Parents and guardians are requested to use the standard forms that are sent to the necessary parents by the Transport Manager, 21 days before the required information is needed. This ensures that the School has the information required and can follow up on any discrepancies or conflicts.

Exeat Weekends (a note)

International Students attending the Senior School, who live outside the UK may be able to stay at school over the exeat weekends with the exception of the 3-day early May Bank Holiday. An interesting and enjoyable programme of activities is arranged for those who remain in school.

Changes to Travel Arrangements

Parents are responsible for all costs which arise out of changes they or their children make to any travel arrangements already notified to the school.

Parents, guardians or pupils are wholly responsible for notifying the relevant taxi company of any changes on the day of travel. The School will provide contact details prior to travel for such late notice contingencies.

Parents Use of School Transport

Parents or guardians may not travel using a school coach or minibus. If they need to travel to or from school they must arrange to do so privately.

Luggage

Students should normally only travel with one medium-sized suitcase and one piece of hand luggage. If more luggage is required then the Transport Office is to be notified as additional capacity may be required in the taxi (in such cases an additional charge may be incurred). Parents/guardians should also ensure that they are fully aware of the luggage allowance for any flights and that the student has sufficient funds to pay for any excess baggage charges.

Special attention should be paid to airport restrictions on items that cannot be carried. Parents/guardians must ensure pupils travelling by air, are aware of and comply with these restrictions.

For travel from the School, House Matrons will assist as required in order to ensure pupils comply with airline regulations for restrictions on items.

Students who have lots of luggage may find it is more economical to have additional cases couriered to the destination. The House Matrons can assist with booking this when necessary, but they will need 14 days notice.

Compassionate Travel

For emergency compassionate travel, the Transport Office will assist in every way possible. Parents should notify the Transport Office and House Staff as soon as possible of both the requirement for compassionate travel and the assistance required to facilitate that travel.

Exceptions

Requests for any variation of these requirements should be sent at least 21 days before travel to the relevant member of staff:

Prep School: Deputy Head (Pastoral), Dan Browse - dbrowse@clayesmore.com

Senior School: Senior Deputy (Academic), James Carpenter - jcarpenter@clayesmore.com

AIR TRAVEL

From Home to School

Parents are responsible for arranging travel from home to their local airport and flights. Students based in Europe should return to school on the last day of the holiday on a flight arriving in the UK between 1pm and 6pm.

Travel from the airport to school will be arranged as requested by parents. Travel will be by shared taxi if available and permitted or coach depending on the numbers travelling.

On receipt of a copy of the airline ticket (14 days before travel) and if requested by parents, the school will book travel from the airport. Without a copy of the airline ticket the school will NOT book transport back to school.

Parents can, if they wish, make a private arrangement for taxi travel to school from the airport. They should ensure the student arrives back at school after 4pm and before 8pm. Travel arranged by parents must be paid for by parents. It cannot be added to the school account.

UKVI Requirements

For those Students who hold a Child Student Visa, enabling them to study at the school, the UK Visa & Immigration Department requires confirmation of the date of entry into the UK. This is only required when you enter the UK on your first visit, or if you have applied for a new Visa, as this will activate your entitlement to stay in the UK to study.

In this instance, please ensure that on arrival at the school, you provide your House Parent / Matron with the following documentation: Passport (only if it was stamped when you arrived at the UK airport), Boarding Pass or eTicket.

From School to Home

Parents are responsible for booking flights and sending a copy of the ticket to the school Transport Manager 14 days before travel. The email address is transport@clayesmore.com. Students may fly home on the last day of a school term on a flight leaving London (LHR), London Gatwick (LGW), Southampton (SOU), Bristol (BRS) or Bournemouth (BOH) after 1200. Please speak with the Transport Manager if you would like to travel to/from a different airport.

The school will arrange travel to the airport. Travel will be by shared taxi if available and permitted, or coach depending on the numbers of those travelling.

Only on receipt of a copy of the airline ticket (21 days before travel) and if requested by parents, will the school book travel to the airport. The school will NOT arrange travel without a copy of the airline ticket.

Parents can, if they wish, make a private arrangement for taxi travel to the airport, departing after 7.30am on the final day of the school term.

Parents are responsible for arranging travel from the airport to the final destination. Travel arranged by parents must be paid for by parents. It cannot be added to the school account.

Earlier Departures

Students who need to leave school before 7.30am on the last day of the school term, e.g. to catch a long haul flight, MUST travel to their guardian the day before, leaving school after 4pm.

With 14 days notice, the school can arrange a taxi to take the Student to their guardians, departing Clayesmore after 4pm on the penultimate day of the school term. The cost of this travel will be added to the school bill.

The guardian will be responsible for taking the student to the airport and ensuring they check-in successfully.

Parents are responsible for arranging travel from the airport to the student's final destination.

Unaccompanied Minor / Assisted Passenger Status

Students are only unaccompanied minors if booked **with the airline** and the fee has been paid directly by the parent or guardian.

Parents **MUST** check the unaccompanied minor status of the airline that they intend to use before booking the flights, as they do differ between carriers.

(Failure to do so, may result in the Student being denied entry onto the flight)

Parents are to ensure that the details of the person collecting the student from the destination airport are completed on the travel form provided by the Transport Manager.

(Failure to do so, may result in the Student being delayed through Customs)

TRAIN JOURNEYS

From Home to School

Parents/ guardians are responsible for arranging travel from home to their local station.

Parents are responsible for booking train tickets and sending details of the travel to the Transport Manager, 21 days before travel.

The email address is transport@clayesmore.com

The transport department will arrange transfers from Gillingham Station, Dorset (GIL) for the return to school after all official breaks. This will either be a shared taxi, if available and permitted, coach or school transport depending on demand.

Timings of this transport will depend on the latest national rail timetable.

Parents will be advised of the timings in advance of each break. Pickup from Gillingham Station (GIL) on Sunday evenings will usually be between 6pm and 8.30pm.

Parents can, if they wish, make a private arrangement for taxi travel from the station to school.

Students must arrive back at school no earlier than 4pm and no later than 8pm.

Travel arranged by parents must be paid for by parents. It cannot be added to the school account.

Delayed Trains (when returning to School)

Where there is disruption on UK railways on a Sunday, parents need to take this into account when booking train travel back to school.

Students who suffer unexpected delays on their return journey must phone their House Staff, and arrangements will be put in place to meet them from the station.

If these delays are not caused by a late-running train, parents will be charged for the collection.

From School to Home

Parents are responsible for booking train tickets and sending a copy of the ticket to the Transport Manager 21 days before travel.

The email address is transport@clayesmore.com

Students may travel home on the last day of the school term on a train leaving Gillingham Station, Dorset (GIL) after 4.45pm.

Please speak with the Transport Manager if you would like to travel to/from a different station.

The school will arrange travel to Gillingham Station, departing school at 3.45pm in time for the 4.50pm train to Waterloo (arr. 6.49pm) and the 5.17pm to Exeter (arr. 6.44pm).

Only on receipt of a copy of the train ticket (14 days before travel) and if requested by parents, will the school book travel to the station. Travel will be by shared taxi if available and permitted, minibus or coach.

Parents can, if they wish, make a private arrangement for taxi travel to the station, departing at, or after, 4pm on the final day of the school term.

Parents are responsible for arranging onward travel.

Travel arranged by parents must be paid for by parents. It cannot be added to the school account.

Parents must inform the Transport Manager and/or the House Matrons of any changes to the planned arrangements.