

HEATHFIELD SUMMER SCHOOL TRAVEL INFORMATION 2023

All transfer and arrival/departure arrangements will be in line with Heathfield School and UK government COVID-19 procedures. This document will be revised and sent out again if necessary.

Students should arrive and depart on Saturdays. Here is the information for arranging students' Heathfield airport transfers or their independent arrivals and departures (with family or friends). Please read both pages 1 and 2 and, if appropriate, page 3 for Unaccompanied Minors Information.

Please book flights as soon as possible, ideally using Heathrow Airport which is close to Heathfield (30-45 minutes' drive).

PLEASE NOTE: All travellers to the UK must now use passports and not ID cards.

All flight details and independent arrangements must be on the attached Travel Form for our Travel Coordinator. This must be submitted as soon as you have made travel arrangements and by **June 12th** at the latest.

SECTION A: STUDENT TRANSFERS BETWEEN HEATHFIELD SCHOOL AND HEATHROW

Transfers between Heathrow Airport and Heathfield School are organized each Saturday of the course. Each transfer costs £60. The student will be met and transferred by Heathfield staff or Heathfield drivers and transferred by minibus or car.

If possible, flight arrivals should be between 06.00 and 19.00 and flight departures should be between 09.00 and 19.00. You may wish to book an afternoon departure so your daughter can attend morning lessons – see Section C.

Bags: if your airline charges extra for hold baggage, please ensure you pay for baggage on both flights.

Unaccompanied Minors (UMs) We recommend that younger girls travel as Unaccompanied Minors (UMs); some airlines require students of 15 and under to travel as UMs, therefore please check with your airline. Please read Heathfield Unaccompanied Minors Information on page 3 below before booking your daughter as a UM.

On arrival all students are met at the Customs Exit barrier by Heathfield staff carrying signs and ID. On departure we take students to the airport to arrive approximately two to three hours before their flight departs. Staff check in the students and stay with them until we send them through the security gate or for UMs, hand them over to airline staff. Parents or family can meet students at the check-in desk, but our staff cannot wait for adults if they are delayed.

SECTION B: STUDENT TRANSFERS TO AND FROM OTHER AIRPORTS

Approximate costs for a single transfer are below but please ask for details when arranging these flights.

Gatwick: £120-£150 Stansted: £150-£200

Rates vary as they are higher for Unaccompanied Minors because of waiting time and parking fees. Journeys to Gatwick and Stansted can take more than two hours.

PLEASE NOTE

As our transfers are for students only flying in and out on Saturdays, we CANNOT arrange the following:

- a) Arrivals: meeting girls at Heathrow who are already staying in the UK and **not** flying in on that Saturday. Parents should arrange to bring their daughter directly to Heathfield.

- b) Departures: transfers for students to meet family at Heathrow if the student is **not** flying out on that Saturday. Parents should collect their daughter directly from Heathfield.
- c) Transfers for students to and from non-airport destinations.

Do contact us as soon as possible if you wish to discuss how you should make these arrangements and we will be happy to advise you but you may also wish to make arrangements yourself as follows.

Heathfield local taxi companies provide very reasonable rates for airport and other destination transfers and are cheaper than airport or London taxis. You can book them directly: info@cedarcars.com or booking@ascot-cars.com. For Safeguarding reasons, we cannot allow a student to arrive at or leave Heathfield just with a taxi driver; a parent or nominated responsible adult with ID must accompany her.

SECTION C: BOOKING AND PAYING FOR TRANSFERS

When your booking is confirmed, you will be sent a Travel Form. As soon as you have flight details, please return the Travel Form and the transfer costs will be added to your final invoice.

SECTION D: INDEPENDENT ARRIVALS AND DEPARTURES with parents, family or friends

Parents and families are very welcome to bring and/or collect their daughters. On arrival parents will register their daughter and then join her on a short tour of Heathfield. On Saturdays a buffet lunch is served between 12.00 and 14.30 and parents are welcome to join us.

For departures a parent or authorised adult must collect the student. Parents must supply details of any authorised adult in writing in advance and the person must bring photo ID.

Directions to Heathfield by car or train to Ascot station are on the home page of the website; follow the How to Find Us link. Please note there are NO trains from any airport to Ascot.

SECTION D - SATURDAY TIMINGS and ARRANGEMENTS FOR ALL STUDENTS

The following details are to help you plan your flights and independent arrivals and departures.

For independent arrivals, please try to arrive between 10.30 and 17.00.

For independent departures, please make sure your daughter is collected by 14.00.

Saturdays 15th and 22nd July: Arrivals all day: full activity programme.

Saturday 29th July: Arrivals all day: full activity programme.

Departures: girls can leave all day but you may prefer your daughter to attend Saturday morning lessons and depart after 12.45.

Saturday 5th August: Departures: girls can leave all day but you may prefer your daughter to attend Saturday morning lessons and depart after 12.45.

Saturday 12th August: Departures all day; there are no lessons but an activity programme is organised until 16.00 for girls waiting for airport transfers.

When you know your arrival and departure details, please complete and return the Travel Form you will be sent with confirmation of your booking.

See page 3 below for Unaccompanied Minors Information

HEATHFIELD SCHOOL: UNACCOMPANIED MINORS INFORMATION

Please read the following if your daughter is travelling to or from England as an Unaccompanied Minor (known as UM).

Please book and pay for UM places as soon as possible as they are limited on many airlines.

FLIGHT TO ENGLAND

On the UM Form airlines ask you to complete, please give the following details:

Name: Heathfield Summer School Airport Coordinator

Numbers: School Office + 44 (0) 1344 894 295/6 and Heathfield airport mobile +44 (0) 7712 776 911

Address: Heathfield Summer School, London Road, Ascot, Berkshire, SL5 8BQ.

The Airport Coordinator will be at the airport all day coordinating all transfers, but we cannot give names for individual transfers in advance we do not know which staff will be doing which airport transfer. Airlines do understand this situation with Summer Schools.

If an airline insists on asking for the exact name and ID, we suggest you write **'to be advised the day before flight – please telephone Heathfield School'** in the ID information place. The airline can then ring the school to check (sometimes they do, usually they do not). If in the week before the flight an airline wants written evidence of staff meeting the student, please contact us.

We cannot give out names and personal ID further in advance because of the legislation covering employees' privacy, the General Data Protection Regulation.

Please be assured arrangements always go smoothly: for each transfer the member of staff carries a signed letter of authority from the Airport Coordinator as well as their passport and their Heathfield ID. On arrival, airline staff hand over a student to Heathfield staff at the Customs Exit.

RETURN FLIGHT FROM ENGLAND

If your daughter is flying home as an Unaccompanied Minor, please complete and return the attached **Heathfield UM Form for Return Journey** with your daughter's Travel Form as soon as you have made arrangements.

On departure, Heathfield staff hand over the student and all her documentation to airline staff after check-in.

Please note: if your daughter is not flying home but to another destination, we and the airline need the name, relationship and telephone number of the person collecting her as well as the address at which she will be staying and for how long.