

Title: <b>TRAVEL ARRANGEMENT</b>		Policy Lead: <b>SGE</b>	Pages: 1
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## STOKE COLLEGE

### TRAVEL ARRANGEMENT POLICY

This policy is to be sent to all overseas applicants within the standard offer pack.

The school's responsibility in organising travel arrangements is limited to travel between school and airports (Stansted, Heathrow or Gatwick) and Cambridge for use of the National Express Coach service. When pupils are transported to the airports, drivers will remain until 20 minutes after the flight has departed.

All other arrangements are the responsibility of the parent or their nominated guardian.

Parents or guardians may make their own travel arrangements for transport to the airports or coach station but must inform the Head of Boarding no less than 3 weeks before the travel date.

Once arrangements for travel to airports or the coach station have been confirmed by the Head of Boarding, who will make the bookings, the boarders' parents will be charged for this transport. A charge will be made even if the boarder misses the arranged transport or makes later alternative arrangements, unless the Bursary are informed in sufficient time. Any cancellation charges will be applied to the termly bill.

Half Terms and holidays: Overseas pupils are expected to arrange flights so that they arrive and leave on the correct dates, as published in the school's calendar.

The school only uses taxi companies which are on the school's approved list; these taxi companies only use drivers with valid DBS checks.

The school does not take responsibility for the safety of pupils travelling on public transport.

The school's loco parentis responsibility commences when the pupil either arrives at the school site, or is transported in a school owned vehicle.

The loco parentis school responsibility will cease when a pupil leaves the school site or school owned vehicle.

The school recommends that parents make suitable travel insurance arrangements for pupils travel to and from school.

This policy is available to parents of pupils and prospective pupils, on the College website, and on request.