

HEATHFIELD OVERSEAS SUMMER CAMP TRAVEL INFORMATION

Following is the information for arranging Heathfield airport transfers or independent arrivals and departures for Overseas Summer Camp. Please read pages 1 and 2.

All flight details and independent arrangements must be on the attached Travel Form for our Travel Coordinator. This must be submitted by June 17th at the latest.

STUDENT TRANSFERS TO AND FROM HEATHFIELD

Free Student Transfers to and from Heathrow on Saturdays

Free transfers from and to London Heathrow are available for **students only** travelling on flights arriving and departing on all Saturdays. Flight arrivals should be between 06.00 and 19.00. Flight departures should be between 09.00 and 20.00. Outside these times a supplement may be charged; please contact us for details and possible costs.

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 an UM.

All flight details **MUST** be given on the TRAVEL FORM which you should send back as soon as possible and at the latest by June 17th. If flight information is sent late we will book a driver and charge £100 for the transfer.

Student Transfers to and from other airports or non-Saturday transfers

A charge is made if transfers are required to and from other airports or on other days of the week. Approximate costs are below but please ask for details when arranging these flights.

Heathrow: £80-£130, Gatwick: £120-£150, Stansted: £150-£200
(rates vary as they are higher for Unaccompanied Minors because of waiting time)

Other/Family Transfers

Please note we CANNOT arrange the following:

- a) Transfers for students to meet family at the airport if the student is not flying in or out on that Saturday
- b) Transfers for students to and from non-airport destinations
- c) Transfers to and from Heathrow for other members of the family as we have limited places in our cars and minibuses

Do contact us as soon as possible if you wish to discuss how you should make these arrangements.

Please note our local taxi companies provide very reasonable rates and are cheaper than airport or London taxis. You can book them directly: info@cedarcars.com or booking@ascot-cars.com

INDEPENDENT ARRIVALS & DEPARTURES with parents, family or friends

Parents and families are very welcome to bring and/or collect their daughters. On arrival parents will check-in their daughter and then join her on a tour of Heathfield. On Saturdays a buffet lunch is served between 12.00 and 2.30 and parents are welcome to join us.

For independent arrivals, please try to arrive between 10.30 and 5pm.

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 are on the home page of the website.

SATURDAY TIMINGS and ARRANGEMENTS

Overseas Summer Camp has an activities programme all day each Saturday.

Students arriving are integrated into a group to join in with activities.

Students departing can leave at any point during the day.

Please try to arrange your flights as per the information above.

PLEASE REMEMBER ALL ARRIVALS AND DEPARTURES DETAILS MUST BE ON THE TRAVEL FORM SUBMITTED BY JUNE 17th.

HEATHFIELD UNACCOMPANIED MINORS (UM) INFORMATION

Please read the following if your daughter is travelling to or from England as an Unaccompanied Minor. We recommend booking 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: Helen Madaras, Summer School Director.

Numbers: School Office 01344 894 295/6 and Heathfield airport mobile 07712 776 911

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

ID: We cannot give out personal ID at this stage because of the legislation covering employees' privacy, the General Data Protection Regulation.

Heathfield gives Helen's name (although she will not collect children personally) because 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 persists in 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).

Please be assured arrangements always go smoothly as for each transfer Helen gives a signed letter of authority to the member of staff doing the collection and the members of staff carry their passport and their Heathfield ID.

RETURN FLIGHT FROM ENGLAND

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