



## ARRANGEMENTS FOR AIR TRAVEL

To assist families who are resident overseas, we publish dates of the beginning and end of each full and half-term approximately one year in advance. These dates can be viewed on the School's website. Please make a special note of this information, especially the time of day that students are free to leave Woldingham.

It is essential that ticket reservations are made well in advance to ensure availability. The school will not give permission for extension to school holidays due to lack of available flights due to last minute bookings, to accommodate availability of cheaper flights or for the convenience of family logistics. If available flights fall outside published term dates, arrangements must be made for girls to stay with their Guardians.

Please note that lessons continue until 16:10 at the end of each half term and girls should be in school until this time.

Passports and tickets should be handed to your daughter's Housemistress for safekeeping.

### Status of Passengers

The facilities available for young people travelling by air can vary from airline to airline, and airlines keep their procedures under regular review. Consequently, **IT IS ALWAYS ADVISABLE TO CHECK** arrangements when tickets are being booked for your daughter.

If your daughter travels using the airline's service for children travelling alone (unaccompanied minor service), you will need to inform the School of your arrangements.

Where possible we recommend that Unaccompanied Minors are collected by Guardians who will take responsibility for your daughter until their flight has departed. If this is not possible a taxi transfer may be arranged with Catax (please see the section entitled 'Taxis'). In this instance Catax will formally handover your daughter to airline staff at the check-in desk. However, please also note that they are required to remain at the airport until your daughter's flight has departed and that the cost of the driver's waiting time will be included in Catax's charges. (The current hourly charge for waiting is £15+VAT). Catax will seek advice from you or from your daughter's guardian should there be any significant delay or change to the scheduled flight departure.

Once your child has reached the age of 13, you may be content for your daughter to fly as an ordinary passenger. However, if you prefer, we can still make arrangements with Catax to escort her as above. If you would like this additional service, you have only to let us know.

Finally, the school must reserve the right to use its discretion to instruct Catax to follow 'hand-over' procedures and to charge waiting-time to parents.

### Flight Itineraries

**At least three weeks before departure**, the following information must be communicated to your daughter's Housemistress:

**Airline**

**Flight Number**

**Airport (including Terminal)**

**Status (e.g. Unaccompanied Minor)**

**Departure or arrival time**

The Housemistress must also be advised of any last minute changes to flight arrangements.

## Taxis

The School is happy to arrange a taxi to transport your daughter to or from the Airport. Requests for this service should be made **two weeks in advance of travel** and any taxis booked in this way will be charged to your daughter's School Account. If you have a last minute request, arrangements may be made directly by you with Catax - telephone number **01883 345151** – please note that you will need to arrange payment directly with Catax.

The Catax taxi company undertake a considerable amount of work for us and, in addition to being well versed in our procedures, enjoy a good reputation. If you wish the school to book your daughter's taxi, we would ask you to complete the 'Taxi Booking Form' available via a web link on the Parent Portal app/website. This is electronically submitted to our Transport Manager who will make arrangements as necessary. If you have any queries please don't hesitate to email [transport@woldinghamschool.co.uk](mailto:transport@woldinghamschool.co.uk).

If girls want to travel with each other, please add a note to the booking form to this effect. The Transport Manager will process the information and arrange the taxi booking, always grouping a number of girls together where possible to ensure that the cost is kept to a minimum. The Housemistresses will be given a copy of the taxi bookings and the details will be pinned up on the notice boards in their year area. Girls will collect passports and tickets from their House staff before leaving.

Girls arriving at the airport from flights outside of the UK should make their way directly to arrivals where the Catax driver will be waiting; Unaccompanied Minors will be handed over by airline staff directly to the Catax Driver.

The driver will wear an identification badge (bearing a photograph) issued by Tandridge District Council. Catax drivers also carry an A4-sized sign with the student's name and Woldingham School. If there is any problem locating the driver, airline staff are on hand to broadcast a call. Catax can also be contacted directly on: **01883 345151**.

Experience shows us that alternative arrangements made by individual families may cause confusion and, therefore, we ask that the procedures outlined above are used by all parents, whenever possible. Please do not hesitate to contact the Transport Manager [transport@woldinghamschool.co.uk](mailto:transport@woldinghamschool.co.uk) if you have any queries.

### **Important notice - UK Visas and Immigration (UKVI)**

In order for the School to fulfil regulatory compliance with the UKVI, we must be kept informed of any changes to your daughter's travel arrangements. This includes specific details of flight numbers and contact details for any taxi/travel transfers not arranged through the School.