

Acting Heads
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2021/2022 AIRPORT TRANSFERS – OVERSEAS STUDENTS
Free transfers (minibus service)

Free airport minibus transfers are provided for boarders only on designated dates and times between Lucton School and Birmingham and London Heathrow International Airports.
Times and dates are shown below.

**PUPILS WISHING TO USE THE MINIBUS SERVICE MUST BOOK THEIR PLACE:
BOOKING FORM ENCLOSED**

Birmingham is approximately **1.5** hours from Lucton and **Heathrow** is at least 3 hours from Lucton.

When booking flights please be aware that traffic conditions can affect journey times between Lucton and the airports considerably, so it is best to allow plenty of time when making plans.

Scheduled, free minibus transfers will be provided on the following dates/times **ONLY**: -

Term	Airport pick-up (Airport -> Lucton)	Airport drop-off (Lucton -> Airport)
Autumn 2021	Tuesday 31 st August	Friday 10 th December
Spring 2022	Monday 3 rd January	Friday 1 st April
Summer 2022	Monday 25 th April	Friday 8 th July

Meeting pupils on arrival

When pupils arrive in the UK, they will need to collect their baggage and go through immigration: please don't forget to allow time for baggage reclaim and immigration. The driver will be waiting at the airport at the times shown above.

Accompanying students for departure

You should also ensure that, when booking travel from the UK, you take check-in times into consideration (this can be as long as 3 hours, but please be guided by the airlines).

Booking airport transfers

If a space is required on the free school transport, pupils should complete a Flight Details Notification form, to be handed in to the Boarding House or the School Office ½ termly in advance. Full flight details are required including flight numbers and the airport terminal. Parents/agents will be provided with confirmation of the transfer booking and a contact number for the minibus driver.

Please note that all other transport booked by the school will be charged and will be added to the termly bill with a 10% admin charge.

Other transport requirements (taxi transfers)

The school is prepared to help pupils arrange transport to other destinations and on other dates/times. The cost of these transfers will be added to the termly bill (the price will incur a 10% admin charge). Where possible, we will arrange for pupils to share taxis to keep the cost to a minimum, although this cannot be guaranteed. Where there is only one pupil travelling to a particular airport or destination at a certain time, the total cost of the taxi transfer will be charged on that pupil's school bill.

Only journeys booked through the school will be placed on the bill. Privately arranged taxis should be paid for at the time by direct arrangement with the driver.

Please avoid any travel arrangements that will involve arrival at or departure from the Boarding House between the hours of 22:00 and 06:30

Half Term

Half Term transport to and from the School is the responsibility of the guardians and **NOT** the school. There will be **NO** free transport provided at Half Term. If there are any difficulties, please contact the School Office.

Boarders should ensure that they leave the Boarding House by 18:00 on the last day of School before Half Term, and should arrive between 17:00 and 19:00 on the last Sunday of the Half Term week (the day before term re-commences).

Unaccompanied Minors

It is the responsibility of the parent/guardian to check the Unaccompanied Minor policy with the airline and inform the School whether an authorised adult need to check the pupil in on arrival and departure (airlines may not allow the child to travel if the correct information is not provided). Please be aware that this service may incur an additional cost.

Contact information

It is very important that all contact details during the period of travel **including mobile telephone numbers**, are provided for both parents and the pupil. These will be given to the driver of the taxi or minibus in advance.

Flight Details Notification

NO TRANSFER ARRANGEMENTS CAN BE MADE WITHOUT THIS INFORMATION, WHICH MUST BE PROVIDED 1/2 TERM IN ADVANCE.

Part 1: Pupil Details

Name of Pupil (block capitals please)

Year..... Date of Birth Passport No.....

Part 2: Flight Details

	Flight arriving in the UK	Flight departing the UK
Date		
Time		
Flight No		
Airline		
Terminal		
Airport		

Contact details during period of travel:

Parent's telephone number	
UK Guardian telephone number	
Pupil's mobile telephone number	
Parent's email address	
Pupil's email address	

Part 3: Transfer requirements

Will the pupil be travelling as an Unaccompanied Minor? Yes/No (delete as applicable)

(NB: It is the responsibility of the parent/guardian to check the Unaccompanied Minor policy with the airline. If a pupil is registered as an Unaccompanied Minor, he or she will need to be signed over to an authorised adult on arrival and this may incur an additional cost. Airlines may not allow the child to travel if the correct information is not provided.)

Signature Date

Parent/Guardian Name.....

Please return this form **together with a copy of your itinerary from the airline if possible** to the Lucton School Boarding House or School Office at least a **½ term in advance of travel**.

If you wish to discuss your requirements, please telephone +44 (0)1568 782000.

Airport transfer cannot be guaranteed if travel arrangements are not received on time.

On receipt of this form we will confirm your transfer arrangements and the contact details of the driver as soon as possible.

As part of your preparations for studying in the UK, Border Force want to make sure you have everything you need to get through the UK border as efficiently as possible. Follow these top tips for a smooth journey through the UK border.

TOP 10 TIPS FOR NEW INTERNATIONAL STUDENTS

OUTSIDE OF EU

1. Have your passport ready.
2. Ensure you complete a landing card (if a non EEA National).
3. Have your SCHOOL Certificate of Acceptance Studies (CAS) number ready. If you don't have a CAS number please bring details of your course of study.
4. Keep any medical documentation, recent bank statement and details of where you are staying in your hand luggage, they may ask to see this information.
5. Do not bring in any meat or dairy products from outside the EU.
6. There are also restrictions on other food products such as fish, eggs and honey, as well as some fruit, vegetables and plants (e.g. bulbs, seeds, cut flowers and tree bark).
7. There are also restrictions on the amount of tobacco, alcohol and gifts you can bring into the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.
8. Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.
9. You must declare any sums of cash of £10,000 or more (or the equivalent in another currency) if you are travelling from a country outside the European Union.
10. Never give false or misleading information (including forged or counterfeit documents).