

2024/2025 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 (BHX) and London Heathrow (LHR) International Airports.

Times and dates are shown below.

**STUDENTS 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 **ONLY**: -

Term	Airport pick-up (Airport > Lucton)	Airport drop-off (Lucton > Airport)
Autumn 2024	Wednesday 4 th September	Friday 13 th December
Spring 2025	Monday 6 th January	Thursday 3 rd April
Summer 2025	Wednesday 23 rd April	Friday 4 th July

Half Term Dates (Transfers not included)		
Autumn 2024	Wednesday 23 rd October	Sunday 3 rd November
Spring 2025	Friday 14 th February	Sunday 23 rd February
Summer 2025	Friday 23 rd May	Sunday 1 st June

Please return this form **together with a copy of your itinerary from the airline if possible** to the Lucton School Boarding House boardinghouse@luctonschool.org 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.

Meeting students on arrival

When students arrive in the UK, they will need to collect their baggage and go through immigration: please do not forget to allow time for baggage reclaim and immigration.

Accompanying students for departure

You should 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, students 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 students 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 students to share taxis to keep the cost to a minimum, although this cannot be guaranteed. Where there is only one student travelling to a particular airport or destination at a certain time, the total cost of the taxi transfer will be charged on that student'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 parent/guardian, 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 recommences).

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 needs to check the student 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 student. These will be given to the driver of the taxi or minibus in advance.

Lucton Pierrepont School Educational Trust is a Registered Charity No. 518076
Company No. 2059659. Registered Office: Lucton School, Leominster, Herefordshire HR6 9PN



Flight Details Notification

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

Part 1: Student Details

Name of Student			
Date of Birth		Passport Number	

Part 2: Flight Details

	ARRIVING IN THE UK	DEPARTING THE UK
Flight Date		
Flight departure time		
Flight arrival time		
Flight Number		
Airline		
Terminal		
Airport		

Contact details during period of travel:

Parent's telephone number (with dialling code)	
UK Guardian telephone number	+44
Student's mobile number (with dialling code)	
Parent's email address	
Student's email address	

Part 3: Transfer requirements

Will the student 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 student 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			

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