

Airport Transfer Booking Form

NO TRANSFER ARRANGEMENTS CAN BE MADE WITHOUT THIS INFORMATION AND IT MUST BE PROVIDED AT LEAST 2 WEEKS BEFORE TRAVEL

Part 1: Pupils Details

Name of Pupil.....(block capitals please)

House Male/Female (please delete) Year.....

Date of Birth Passport No.

Part 2: Flight Details

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

Contact details during period of travel:

Parent telephone number	
UK Guardian telephone number	
Pupils mobile telephone number	
Email address	

Part 3: Transfer Requirements

The above pupils will require transport as follows:

To meet a flight arriving at a UK airport and travelling to RHS? Yes/No (please delete as applicable)

From RHS to meet a flight departing from a UK airport? Yes/No (please delete as applicable)

Where possible, we will arrange shared travel in order to keep the costs of transfers to a minimum, although this cannot be guaranteed. Where there is only one pupil travelling to a particular airport at a certain time, the total cost of the taxi transfer will be charged on that pupil's school bill.

Please confirm that you are happy for your child to share transport with other pupils from the Royal Hospital School where there is more than one pupil travelling to a particular airport for a similar flight departing at a similar time. Yes/No (delete as applicable)

Will the pupil be travelling as an unaccompanied minor? Yes/No (delete as applicable)

(NB: It is the responsibility of parents and guardians 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 will 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 to Donna Hodgdon at donna.hodgdon@royalhospitalschool.org. To discuss your requirements please telephone +44 (0)1473 326 141. No transfer arrangements can be made within 2 weeks prior to travel and therefore parents will need to book transfers for their children separately.

On receipt of this form we will confirm your transfer arrangements, the contact details of the driver and an emergency contact number for the School during the period of travel.