



## Travel Guidance

Parents and/or guardians are responsible for the booking of tickets for their child to travel on public transport eg coach, train or airline, and the schools assist pupils with their transfers to public transport hubs as follows:

### Transport to and from Newport Railway Station (Exeats, Leave-Outs and Half Terms only)

We organise transport to and from Newport Railway Station at half terms and on exeat and leave-out weekends (not at the beginning and end of each term). The charge for this service is £8.65 one-way.

The coach departs from Monmouth School for Boys at 16:15 on the Friday before exeat weekends and half terms and at 13:00 on the Saturday of leave-outs. We recommend that train travel is not booked before 17:30 on Fridays and 14:15 on Saturdays. For the return journey on Sunday evenings, the coach departs from Newport railway station at 19:00 and pupils must ensure they arrive in good time for this.

Any parents who would like to book a place for their child on the Newport Railway Station transport should complete the Holiday Information Form and email it to [boarderstransport@habsmonmouth.org](mailto:boarderstransport@habsmonmouth.org). Please note that cancellation will require 48 hours' notice to avoid the charge.

### Transport to and from Airports (and London)

We also organise transport to and from London Heathrow Airport at the beginning and end of each term and half term in accordance with the published term dates. The last day of each term or half term is deemed a 'travel day' for boarders and your child is free to leave school throughout that day although the later the flight, the less disruption to their lessons.

#### Monmouth-Heathrow (subject to change, depending on numbers & flight times)

| Departure from Monmouth | Estimated arrival at Heathrow Terminal 3 (also for Terminal 2)* | Estimated arrival at Heathrow Terminal 5* | Estimated arrival at Heathrow Terminal 4* |
|-------------------------|---|---|---|
| 06:00                   | 09:30   | 09:45                                     | 10:00                                     |
| 09:00                   | 12:00   | 12:15                                     | 12:30                                     |
| 12:00                   | 15:00   | 15:15                                     | 15:30                                     |
| 15:00**                 | 18:30   | 18:45                                     | 19:00                                     |

\*Please note Heathrow's recommended check-in times (<http://www.heathrow.com/departures/checking-in>):

Long haul flights and EI AI: 3 hours before scheduled departure.

European flights: 2 hours before scheduled departure.

\*\* 13:00 Departure at the start of the Christmas holidays in December as the schools close at 12:00.

#### Heathrow-Monmouth (subject to change, depending on numbers & flight times)

| Pick up from the schools' meeting place* | Estimated arrival in Monmouth: |
|--|--------------------------------|
| 08:00                                    | 11:00                          |
| 11:00                                    | 14:00                          |
| 14:00                                    | 17:00                          |
| 17:00                                    | 20:00                          |

\*Please note that if landing in Terminals 4 or 5, we allow one and a half hours for pupils to clear immigration, collect their baggage and transfer to the schools' meeting place in Terminal 3. If landing in Terminals 2 or 3 we allow one hour.



Any parents wishing to book a place for their child on the Heathrow transport should complete the Holiday Information Form and email it to [boarderstransport@habsmonmouth.org](mailto:boarderstransport@habsmonmouth.org) at least 3 weeks prior to departure.

We allocate vehicle sizes in accordance with the requests received before this deadline. After the deadline has passed, places are allocated on a first-come, first-served basis so if one of the coaches is fully booked your child may need to travel on an earlier vehicle from Monmouth-Heathrow or on a later vehicle from Heathrow-Monmouth. Please note, however, that while we will endeavour to assist late requests, it will not always be possible to do so and in these circumstances parents may need to make their own travel arrangements.

The cost of travelling to or from Heathrow on one of these scheduled journeys is £45.00 each way and this charge will be added to your school bill. We book vehicles on the assumption that each child will be travelling with one piece of hand/cabin luggage and up to two suitcases for the hold. If your child needs to travel with more luggage than this and will exceed their airline's 'normal' luggage allowance, please inform us in advance via the Holiday Information Form. If we need to book an additional vehicle to accommodate this extra luggage parents may need to be charged for two seats, ie £90 each way.

If your child's flight falls outside these scheduled journey times we can book a taxi for them. Similarly, although the majority of our pupils fly into and out of Heathrow, we can organise taxi transport to Birmingham, Bristol, Cardiff and Gatwick airports but pupils travelling to these other regional airports will generally need to travel in a taxi on their own. At the time of going to press (May 2019), the cost of individual taxi transfers is as follows:

| Airport                 | Transport Cost* | Approximate Journey Time** |
|-------------------------|-----------------|----------------------------|
| Cardiff Airport         | £106.80         | 1¼ hours                   |
| Bristol Airport         | £116.40         | 1¼ hours                   |
| Birmingham Airport      | £136.80         | 1½ hours                   |
| London Heathrow Airport | £237.60         | 2½ hours                   |
| Gatwick Airport         | £274.80         | 3 hours                    |

\*Please note, if your child requires assistance with check in or if their arrival is delayed, car parking and driver's waiting time may be charged as extra.

\*\*Please note, these journey times are based on normal traffic conditions, we allow more time during the rush hour.

## General Guidance: Arrival in the UK

1. We recommend that parents provide their child with a letter giving their contact details and confirming that their child is attending boarding school in Monmouth. Your child should carry this letter in their passport so that they can present it to UK Border Control if required. Please see the sample attached.
2. The first time your child travels to the UK we recommend they also carry with them a copy of the original offer letter from the school. On arrival the school will issue them with a letter to confirm they are a full-time student boarding in Monmouth and they should also keep this in their passport.
3. Please ensure that if your child has a mobile telephone, it is fully charged prior to departure and remind your child to switch it on as soon as they land in the UK.
4. Your child will have been informed about the arrangements for their onward journey to Monmouth and once they have cleared UK Border Control and collected their luggage, they will need to make their way to meet their driver or Travel Escort.
5. Unless you have been informed otherwise, our usual meeting place at Heathrow Airport is the seating area between the 'Giraffe Stop' café and the 'Tourist Services' desk in Terminal 3 Arrivals (please see the attached map). For children arriving in Terminal 2, it is a short walk to Terminal 3 but those children landing in Terminals 4 or 5 will need to transfer to Terminal 3 via the shuttle train. There is no charge for travelling between terminals.



6. If your child is travelling to Monmouth via coach they need to register with the schools' Travel Escorts at the meeting place. They will be holding signs to identify themselves as school representatives.
7. If your child's flight is delayed, please inform us. If an incoming flight is delayed, we will consider holding the departure of the school transport but we are unable to wait for flights that have been delayed for long periods. In these circumstances your child may need to wait for a later transport but if there is no later transport then they should have the means with them to pay for alternate travel.
8. Finally, please remind your children to keep a close eye on their luggage at all times.

## General Guidance: Departure from the UK

1. A few days before departure, please remind your child of their luggage allowance (both hand luggage and checked luggage) to ensure they know how many bags they are able to travel with and their size/weight.
2. The school transport will drop your child off at the appropriate departure terminal at Heathrow Airport, either Terminal 3 (also for Terminal 2), Terminal 4 or Terminal 5.
3. Your child will need to make their own way to the check-in desk unless they are a Young Traveller or booked to fly as an Unaccompanied Minor.

## Young Travellers (up to and including 13 years old)

The schools will provide a Travel Escort to accompany any Young Travellers travelling alone (ie not accompanied by an older sibling) to check-in and also meet them again on arrival back in the UK. The Travel Escort will either be an employee of the schools or a driver from one of our local taxi firms.

Parents need to be aware that children aged 14 years or older, who are *not* booked to fly as Unaccompanied Minors, require a level of maturity to travel independently. The schools will ensure that your child is dropped off at the correct terminal at Heathrow but your child will then need to make their own way to check-in. On arrival back in the UK, your child may need to transfer to Terminal 3 via the Heathrow Express underground train in order to reach our usual meeting place. If you have any concerns about your child undertaking these steps on their own, we recommend that you book an Unaccompanied Minor ticket and the schools will then provide a Travel Escort:

## Unaccompanied Minors

'Unaccompanied Minor' is a special airline service that is pre-booked and for which a fee is usually payable. Depending on the age of your child, the airline may require that your child is booked to fly as an Unaccompanied Minor; for older children the service is optional. You will need to make enquires with the airlines as to their policy in this regard.

If a child is booked to fly as an Unaccompanied Minor the airline is responsible for assisting with their check-in, supervising them throughout the flight and then through immigration and baggage collection on arrival. The airline will only release the child to the adult who has been authorised to collect them.

Please note that certain airlines, including British Airways, EasyJet and Ryanair, do not offer an Unaccompanied Minor service.

## Travel Duty Mobile

If you need to contact the school urgently in relation to your child's travel arrangements eg to inform us of a flight delay or cancellation, the Travel Duty Mobile number is 00 44 7841 586842. This telephone is manned on scheduled travel days only and not at any other time. We recommend that this number is also programmed into your child's mobile telephone.