

Transfers Policy 2024



British Summer School provides a return transfer included in the weekly package price to all students whose parents have:

- Enrolled them on any residential course and as a residential student.
- Paid all course fees in full.
- Have organised transport to arrive and depart on the correct days.
- Have used those airports/international train stations that are included in the course fees.
- Have sent full travel details at least 2 weeks in advance.

Included Transfer Airports/Train Stations

Centre	Included						
	Heathrow	Gatwick	Stansted	Bristol	Luton	Birmingham	St Pancras
Brambletye	Y	Y	Y	X	X	X	Y
Worth	Y	Y	Y	X	X	X	Y
Clayesmore	Y	Y	X	Y	X	X	Y
Oundle	Y	X	Y	X	Y	Y	Y
Moulton	Y	X	Y	X	Y	Y	Y

Transfer Times for Arrivals/Departures

When using the British Summer School transfer service, we can arrange transfers at any time on the correct day, but our preferred flight/train times are:

Transfer Type	Time
Arrival Flight/Train time	10:00-15:00
Departure Flight/Train time	12:00-17:00

Times for Self-Arrivals/Departures

If you do not require a British Summer School transfer, our preferred times for drop-off and pick-up are as follows:

Transfer Type	Time
Self-Arrival	13:00-16:00
Self-Departure	09:00-12:00

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Irregular Transfers

British Summer School recognises that sometimes, it is necessary for students to arrive/depart on a different day or use a different airport, train station or other pick-up or drop-off location. In this case, parents must check with British Summer School and accept that additional charges will apply.

Scenario	Cost
Irregular transfer (arrival on a day after Sunday/departure on a day before Saturday)	£50
Late transfer Arrangement Fee (transfer requested or details changed within 7 days)	£50
Late departure from an included airport/train station	Extra night fee only
Gatwick, Heathrow, Stansted, or Luton (if not included for centre)	£150 per way
Hotel or other pick-up/drop off	Request quote

Adult Transfers

For operational and safeguarding reasons, we do not offer transfers for parents/guardians who accompany their children. In this case, we recommend that parents organise their own transfers to the school.

Meet & Greet Procedure

The following procedure will be followed for arrival:

- A British Summer School staff member or authorised representative meets the student at the exit point in the international Arrivals Hall.
- If a student is arriving as a UM, the named British Summer School staff will meet them.
- Transfers are often organised in groups, which means that some students are required to wait for other students arriving on different flights. British Summer School tries to keep waiting times to a maximum of 90 minutes, but unexpected and unavoidable delays sometimes occur.

Departure

- Students leave their centre to arrive at the airport/train station at the following times:

Destination	Arrival time before scheduled departure
Gatwick, Heathrow, Stansted	3 hours
St Pancras International Train Station	2 Hours

- Students are assisted during check-in and guided towards Security before proceeding independently.
- If a student is using an airline's UM Service, they are taken to the relevant desk for check-in and hand-over.
- A British Summer School staff member or authorised representative waits at the airport until the flight has departed in case of any last-minute delays or cancellation.

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Delays

If a flight/train is delayed on arrival or departure, British Summer School will adjust its transfer schedules accordingly and there is no extra charge.

Only in exceptional circumstances, such as if a flight/train is delayed by a whole day and the student needs to return to the centre, would British Summer School make a charge to the Parents.

Cancellations

Should a flight/train be cancelled, and the student is required to stay at/return to the centre for one or more extra night(s), the following nightly charges become payable by the parent/guardian:

Centre	Fee / Night
Brambletye	£240
Worth	
Clayesmore	
Oundle	
Moulton	£260

In case where the parent/guardian incurs an extra night cost, British Summer School does not charge to take the student back to the airport/train station.

Signed:

A handwritten signature in black ink, appearing to read 'S Wood'.

Steve Wood
Managing Director of British Summer School

Date: 1 September 2023
Review Date: 1 September 2024