

AIRPORT TRANSFER BOOKING FORM (Optional)

Part 1: Pupil Details

Name of pupil.....(block capitals)

Passport no. Male/Female (please delete)

Date of birth Year group House

Part 2: Flight Details

	Flight arriving in the UK	Transfer Required	Flight departing the UK	Transfer Required
Date	Arrives in UK:	Yes/No*	Departs UK:	Yes/No*
Time	Arrives in UK:	Yes/No*	Departs UK:	Yes/No*
Flight No.				
Airline				
Airport and Terminal				

**please delete as applicable*

<p>Transport Share I am happy for my child to share transport with other pupils from the School where there is more than one pupil travelling to a particular airport for a similar flight departing at a similar time.</p>	Yes/No*
<p>Will your child be travelling as an UNACCOMPANIED MINOR? 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.</p>	Yes/No*

Contact details during period of travel:

Parent telephone number	
UK guardian telephone number	
Pupil mobile telephone number	
Email address	

(important information overleaf)

Part 3: Declaration

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

The cost of a transfer is dependent upon the number of pupils travelling together. *Where possible, and if agreed above, 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.*

Please complete, sign and return by email to transport@royalhospitalschool.org

Signature Date

Parent/Guardian Name.....

To discuss your requirements please contact the Transport Manager, on +44 (0)1473 326141 or transport@royalhospitalschool.org

The Royal Hospital School is a data controller and is registered with the Information Commissioner's Office as required under the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR). The information collected in this form will be processed in accordance with the Royal Hospital School's Privacy Notice and Data Protection Policy which can be found at <https://www.royalhospitalschool.org/about/policies>