



THE AMERICAN SCHOOL IN ENGLAND

# Summer Program Arrivals, Departures & Basic Expectations

<b>Information Sharing Category</b>	PUBLIC
<b>TASIS Document reference (Org, Doc, version, date)</b>	TESP_ArrivalDeparture_15062023
<b>Version</b>	3.0
<b>Date published</b>	15 June 2023
<b>Date ratified by Head of School</b>	15 June 2023
<b>To be reviewed before</b>	15 June 2024
<b>Responsible area</b>	Director of Summer Program & Head of School

## 1. Introduction

- 1.1. The TASIS England Summer Program (The Program) recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.
- 1.2. The Program Directors will ensure that an accurate record is kept of all children within each dorm/house in the Program, and that any arrivals or departures to campus/activities are recorded by dorm staff in the registers. Registers are kept in an accessible location on the premises at all times. In addition, regular headcounts and check-in's are conducted during classes, activities, meal times and when students are resident within dorms.

## 2. Arrival into the UK

- 2.1. Flight and arrival information should be communicated clearly and in good time on the correct form to the Summer Program Admissions Office.
- 2.2. TASIS England is a 20 minute drive from London Heathrow Airport and a 45 - 50 minute drive from Gatwick Airport.
- 2.3. Transportation from Heathrow and Gatwick to the campus is a complementary service provided by the school on the published arrival and departure dates; advance notification to the Summer Program Admissions Office is required for this service.
- 2.4. Please provide details of your child's travel arrangements well in advance. Last minute arrangements are not possible.
- 2.5. Students arriving at Heathrow should look for the TASIS England sign immediately upon entering the terminal and make their way to the area marked 'Meeting Point' whilst continuing to look for school staff carrying a TASIS England brochure or sign. (Meeting points are located in Terminals 1, 2, 3, 4 & 5).
- 2.6. In addition, transport arranged by the school will be sent to Gatwick Airport on opening day to collect those students who have informed the school of their flight number and arrival time in advance. Again, students should look for the TASIS England sign immediately upon entering the terminal and make their way to the area marked 'Meeting Point' whilst continuing to look for school staff carrying a TASIS England brochure TASIS England sign or named placard, Faculty are usually waiting at arrivals just as students arrive into the terminal from their flight.
- 2.7. Our staff will greet each child warmly on their arrival at the Program and will record the child's attendance in the register straightaway, including their time of arrival.
- 2.8. in the unlikely event of a problem arising, please ensure your child carries the school telephone number with them: **Reception:** +44 (0)1932 565252 - **Duty Manager Mobile:** +44 (0) 7553 287524

- 2.9. Students who arrive late to the program, or leave early from the program will have a taxi arranged by the school if advance notice is given. The cost of the taxi will be paid by the parents.
- 2.10. Please note we do not provide transport to and from any other transport hubs other than London Heathrow and Gatwick.
- 2.11. Transfers from Heathrow and Gatwick are provided free of charge on the arrival and departure dates only. For students arriving on different dates or at Stansted, Luton, London City or Eurostar, TASIS England will arrange transport at an extra cost for the parents. Students arriving at Heathrow or Gatwick Airports will still be met by a TASIS England representative. We ask that students arrive before 5pm in order to participate in welcoming activities.

### 3. Departure from the UK

- 3.1. Departure information should be communicated clearly and in good time on the correct form to the Summer Program Admissions Office.
- 3.2. Departing flights should be booked between 8am and 5pm on the published departure date. For students departing before 8am or after 5pm, a taxi will be booked, the cost of the taxi will be paid by the parents/guardians.
- 3.3. Transport will be provided for students departing London Heathrow and Gatwick airports, please note that airport transfers are to these airports only and do not go to any other airport.
- 3.4. It should be noted that students cannot stay on campus after **Friday 14 July** for the first session and **Friday 04 August** for the second session.

### 4. Unaccompanied Children

- 4.1. **Arrival:** If a student is travelling as an 'Unaccompanied Minor', you must indicate this in advance otherwise the student may be subject to delays at the airport. Please be aware that there may be additional charges for children travelling as unaccompanied minors. Parents/guardians should arrange this directly with the airline and pay the associated costs directly to them.
- 4.2. The contact for unaccompanied minor pick ups is: **Program Director, Sia Georgaklis - contact number: +44 (0)7407 855106**
- 4.3. Students travelling as Unaccompanied Minors before 9am on the published departure date may be charged an extra cost by TASIS England for assistance at the airport.