



Mayfield

Airport Travel Services Booklet for Parents and Pupils



Airport Travel Services 2024-25

The School can organise transport for your daughter to and from UK Airports. Whenever possible the transport costs are shared between those travelling. However, please bear in mind that travelling to or from UK Airports such as Luton or Stansted, for example, may incur an expensive taxi fare. Transport charges will be included on your School invoice issued at the end of each term.

Flight Bookings

Parents are expected to make all flight bookings to coincide with the School's Academic Term Dates, details of which can be found on our website www.mayfieldgirls.org. In exceptional circumstances only, requests for authorised absence should be made in advance, giving one term's notice and sent to the relevant Head of School, using the [Absence Request Form](#) which can be found on the Parent Portal in ISAMS.

Head of Lower School **Mr D Smith** dsmith@mayfieldgirls.org

Head of Middle School **Mrs C Baker** cbaker@mayfieldgirls.org

Head of Sixth Form **Mrs Elizabeth Aherne** eaherne@mayfieldgirls.org

At the start and end of each term, or half-term, transport is arranged to take (or meet) girls to/from London Heathrow and Gatwick Airports. Please note:

- **Departure from School is approximately five hours prior to the flight time (for International destinations).**
- **Departure from School is approximately three hours prior to the flight time (for European destinations).**
- **PLEASE SEND TRANSPORT REQUESTS TO jattoe@mayfieldgirls.org FOUR WEEKS PRIOR TO THE TRAVEL DATE.**
- **THESE TIMINGS MAY CHANGE DEPENDING ON WAITING TIMES AT CHECK-IN AND SECURITY.**

Due to the high demand for transport at these peak times, the School cannot guarantee being able to organise travel, unless you meet the deadline date, which is usually four weeks prior to the travel date. In general, flights are released by the airlines months in advance. You should consider booking flights for Christmas as early as February.

Luggage

Please ensure that your daughter keeps her luggage within the airline allowance (usually 20kg for economy class). It is essential that you check this carefully with the airline. Your daughter should not attempt to carry any more than her specified limit, otherwise excess baggage fees will be chargeable by the airline. The School or taxi drivers are not able to assist with payment of such charges. It is advisable to check the airline ruling regarding hand luggage (weight, dimensions, allowed content, etc.). Detailed information is available on the British Airport Authority (BAA) website www.baa.com for any other information you may require. **If your daughter is sharing a taxi, one item of hand luggage and one suitcase is all she will be able to take with her.**

Half Terms & End of Terms

- At the end of the three half-terms, all pupils are expected to be in School to the end of the day at 16:30. Boarders unable to travel that afternoon will need to stay with a guardian, as the School will be closed.
- At the end of terms, all pupils are expected to be in School until 13:10 unless on a School trip/visit. We ask that Guardians accommodate their wards on the evening of the last day of term, if your daughter is catching an early flight the next morning.
- If parents/guardians would like their daughter(s)/ward(s) dropped off outside terminals, we must receive this permission in writing.

Unaccompanied Minor Service

Please check with the airline whether, in view of your daughter's age, it is compulsory for her to travel as an Unaccompanied Minor. Rules and regulations for children travelling alone vary by country, so please check the applicable regulations with the local country authorities. Parents must confirm this service directly with the airline at the time of booking. The airlines usually make a charge for using this service. You will need to provide the name of the person meeting or leaving your daughter at the Airport – usually the taxi driver. Please note that some airlines insist on the driver staying in the Airport until the plane has taken off, incurring extra charges from the taxi company.

The School prefers that girls below the age of 14 should travel as Unaccompanied Minors. If the airline does not offer this service, then arrangements must be made for either the Guardian or taxi driver to accompany your daughter to check-in and to the Security Area. Please note that waiting time and car parking will be added to the fare, if this is organised by the School.

Older pupils travelling on the same flight cannot be asked to take responsibility for younger girls.

Transport organised by the School - Arrivals and Departures

The taxi driver will meet your daughter in the Arrivals area, holding a sign bearing the School logo. If, for any reason she does not meet with her driver or escort, she should telephone her Housemistress to let them know. Details of the taxi company will be given to your daughter prior to departure. Mrs Attoe will also confirm, by email, the travel arrangements to Parents and Guardians.

In order not to disrupt the other girls in the house, you should try to book flights that land in the UK no later than 19:00 to ensure that your daughter has time to get to School before the boarders go to bed.

If your daughter misses her inward flight to the UK, please ensure that the relevant Housemistress is informed, leaving a message on the answer machine if necessary.

Leeds House 01435 874600 EXT 470 or 07545 609780 leedshouse@mayfieldgirls.org
St Gabriel's House 01435 874600 EXT 475 or 07548 234894 stgabriels@mayfieldgirls.org
St Michael's House 01435874600 EXT 480 or 07545 609781 stmichaels@mayfieldgirls.org
St Dunstan's House 01435 874600 EXT 485 or 07545 609782 stdunstans@mayfieldgirls.org

Costs

One passenger in a car from London Heathrow costs approximately £147.00; from London Gatwick approximately £80.00. Cost will vary according to the company used, the time of day, waiting time, parking, and escorted check-in. There is a £6.00 drop-off fee from passengers going to London Gatwick or London Heathrow. The cost is shared between the numbers of girls using the service. Please note that it is not always possible for girls to share taxis, although we will try to accommodate this as far as possible.

UK & Non-UK Passport Holders

Parental Consent to Travel to & from Mayfield School

The School provides a form for completion by Parents/Guardians, which is to be carried with the passport through Customs when returning to the UK during the academic year. **This is a UK Border Agency requirement.**

EU SETTLEMENT SCHEME

If your daughter/ward has been granted UK Pre-Settlement Status, she must carry a copy of the Home Office letter when she travels. This letter contains details of how to access the online service, should your daughter/ward need to prove her status to airport officials.

Confirmation of Inward Travel Arrangements Letter

The School will provide parents and guardians with a letter, which confirms travel arrangements made on your behalf. This document should be carried by your daughter/ward when she travels into the UK, as HM Customs will check the letter.

Please note that if you are organising your own transfer from the airport, you will still need to send the flight details to Mrs Attoe. We will require the full details of the location address and accompanying adult details.

In summary, regardless of whether the School arranges the transport, or if you or your guardian organise it, you will still require a School letter to confirm your arrangements.

Travelling by air - Important Reminders for Pupils

Entering the UK

A border force officer will look at your passport and check your visa/entry clearance.

You should also have documents relating to:

- your studies (offer letter from Mayfield School)
- you can use your eVisa as your evidence to enter the UK. You should generate a share code before you travel and also print a copy of your status or have it saved on your device to show Border Force Officers if needed
- where you are going to stay.
- these documents must be carried in hand baggage, in paper form (not on an electronic tablet or mobile phone).
- some taxi companies may check your identification upon arrival, to ensure they are taking the correct passenger.

Before leaving immigration control, check that the border force officer has put a date stamp (if you had a visa or entry clearance) in your passport. After immigration control, you will be able to collect your baggage. At most airports, baggage is unloaded on to one of a number of moving belts ('carousels') in the baggage collection area. Look for your flight number and the name of the place your flight departed from on the screens, or above the carousels, and wait for each item of your baggage to appear. If any item does not come through, find a representative of the airline you travelled on and fill in a lost baggage form.

The Home Office has, since 20 May 2019 removed the requirement for non-EEA nationals to complete landing cards. **It is therefore very important if you use the eGates to enter the UK, that you keep your boarding pass for School records.**

Before you Travel

- Make sure you comply with your Airline's requirements – both content and weight for hand and other luggage.
- Always carry some cash to cover contingencies (telephone, snacks, drinks).

Getting to the Airport

Your taxi driver will report to reception for St Dunstan's and St Michael's House departures, and to the relevant Boarding House for all other years. Please ensure that you check your destination and terminal with the driver before leaving, and that you have your passport/tickets.

At the Airport

- Behave responsibly and listen carefully to instructions, particularly if you have to change plane on route.
- If you are in difficulty at the airport, inform your Housemistress and go to the nearest information desk for help.
- If your flight is extremely delayed, please let your Housemistress know.

St Dunstan's House: 01435 874600 EXT 485 or 07545 609782

St Gabriel's House: 01435 874600 EXT 475 or 07548 234894

Leeds House: 01435 874600 EXT 470 or 07545 609780

St Michael's House: 01435874600 EXT 480 or 07545 609781

If you are unable to contact the Boarding House or School Office, the **emergency** contact number to call is 07395 280541.

Please ensure that you carry a note of your UK guardian's contact details, if applicable.

Arrivals

School approved drivers will wear an identification badge and will carry a notice bearing the School name and logo. If you cannot find your driver, please call the Boarding House to let them know.

Happy Holidays!

Contact Details

If you require any further information, please contact Mrs Attoe.

Mrs Jacqueline Attoe

Travel Co-ordinator

Mayfield School

Switchboard: 0044 1435 874600

Ext: 445

Email: jattoe@mayfieldgirls.org



Mayfield

Mayfield School, The Old Palace, Mayfield, East Sussex, TN20 6PH
mayfieldgirls.org