TASIS ENGLAND

Summer Program

Arrivals & Departures Policy

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TASIS England is committed to safeguarding and promoting the welfare of students and expects all faculty, staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Document Information

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Responsible area	**Summer Program Directors & Head of School**

Approved By

ROLE	NAME	DATE
Head of School	Mr Bryan Nixon	17 June 2026
Summer Program Director	Ms Sia Georgaklis	17 June 2026
Summer Program Director	Mr Tom Trembulak	17 June 2026
Designated Safeguarding Lead (Summer Program)	Mr Matt Kiely	17 June 2026

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 class/dorm/boarding house in the Program, and that any arrivals or departures to campus/activities are recorded by faculty and 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 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/carers.

2.10. Please note we do not provide transport to and from any other transport hubs other than London Heathrow and London 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 can arrange transport at an extra cost to parents/carers as long as sufficient notice has been given by the parents/carers and confirmation has been given by

TASIS England - payment for this service must be in advance. 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/carers.

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 Saturday 13 July for the first session and after Saturday 03 August at the end of session two.

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/carers 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: Dionysia (Sia) Georgaklis - contact number: 07407 855106 or to the Duty Mobile listed above (section 2.8).

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.

5. Rules

See Summer Program Policies for further information.

Please make sure you read the rules and know them well. You should also be familiar with what happens when you don't follow the rules.

The students and faculty of TASIS England share a small community, which can flourish only through constant consideration and respect for the rights and property of others. To safeguard the rights of the community, every student is honour-bound to know and abide by the following rules. Parents and students must read these rules and sign the Rules Slip to signify that they will abide by the rules. Parents should keep these rules for reference as students will receive another copy upon their arrival.

Students and parents should be aware that any infringement of these rules may lead to immediate suspension or dismissal from the Program, and that the Directors of the Summer Program are responsible for all disciplinary decisions. Parents are reminded that there will be no reductions or refunds for suspensions or dismissal. With just cause, TASIS England reserves the right to inspect a student's room and their personal effects in order to ensure the compliance of Program rules and regulations for the purpose of the safety, health, and welfare of the participants and employees.

Students and Mobile Phones

The Program encourages students to limit their access to personal mobile devices and reserves the right to confiscate and monitor personal devices when deemed necessary for safeguarding concerns. Mobile phone use is not permitted between the hours of 8:15 a.m. and 4:00 p.m. - this is during class time, activities and sports, and during any meal times. During this time, students' mobile phones should be turned off and out of sight (in students' bags or kept with the teacher).

In the boarding houses, mobile phones are permitted during free time, although they may not be used after lights out (10:30 p.m./11:00 p.m.). Phones can be collected from younger students (up to Grade 10 or under 15 years of age) and this provision can be extended to students who persistently overuse their phones at inappropriate times. TASIS England acknowledges that due to the international nature of the School and the student body that it may be acceptable for some students to contact family members, with staff permission, after lights out, where time zones do not align with GMT or BST.

Mobile devices must not be used to directly take photographs, videos, or sound clips of any student or other person who is unaware of the action and who has not given their explicit permission. Students and staff are informed about the statutory framework regarding the sharing and publishing of photographs and videos, regardless of the media chosen.

Any use of mobile technology to intimidate, bully, harass, threaten, or attempt to radicalise others or breach copyright laws will be counted as an infringement of network use and breach of discipline and will be dealt with in accordance with the TASIS England Summer Program Behaviour Management Policy. This may result in disconnection from the network, confiscation of the mobile technology, and/or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject involved gives permission and, if in doing so, Program and statutory guidelines are not breached.

Students are reminded that taking, sending, or posting images or videos of a sexual or indecent nature is strictly prohibited by the Program and may constitute a criminal offence. The Program will treat incidents of sending and/or receiving such messages or images as a serious safeguarding issue which may result in involvement of the police. Students concerned about images that they have received, sent, or forwarded should speak to any member of staff for advice.

The Program has the right to confiscate and search any mobile electronic device (personal or Program-issued) if it suspects that a student or staff member is in danger or has misused a device. TASIS England administrators reserve the right to dismiss a student if a Program Director deems that an extreme, or multiple, violation of this rule has taken place.

Drugs and Alcohol

The possession, use, or transfer of drugs, including inhalants, illegal or controlled substances, or any drug related paraphernalia is not allowed. TASIS England administrators reserve the right to dismiss a student if the Program Directors deem that a violation of this rule has taken place. Students are required to register all prescription drugs and all medicines with the Health Centre immediately upon arrival at school or receipt of a prescription if mid-Program. Any non-registered drug or medicine may be considered "illegal" or "unauthorised."

Possession or consumption of alcoholic beverages, including beer and wine, is strictly prohibited and will result in appropriate disciplinary action.

Personal Dishonesty

Theft of money or property from other individuals or from the School or other institutions is strictly prohibited.

Bullying

Harassment, intimidation, or hazing of any kind is strictly forbidden including that which may take place online or over social media.

Smoking/Vaping

TASIS England does not allow the possession of or use of tobacco or vaping in any form during the Program. Disciplinary action will result if a student fails to observe this rule. In any event where smoking or vaping has occurred, paraphernalia will be confiscated, parents may be contacted, and a visit to the Health Centre will take place to offer advice and guidance. This applies to students when on and off campus during their stay at TASIS England.

Fire Hazards

Burning of incense or candles or use of firecrackers are fire hazards and are prohibited. Tampering with fire doors, fire extinguishers, fire exit signs, and fire alarms, including knowingly activating a fire alarm when no emergency service is needed, is a serious threat to people's safety and is strictly prohibited. Fire-starting equipment such as lighters and matches are strictly prohibited and will be confiscated. If students have these in their possession when they arrive at the School they should be handed to a member of staff before entering the dorm.

Vandalism

Defacing or destroying the property of other individuals or of the School or other institutions will result in payment for the damage and strict disciplinary action.

Unauthorised Mixed Company

There will be no boys in girls' designated areas and no girls in boys' designated areas. For their own safety, the safety of others, and to promote sound sleep, students are expected to remain in their assigned boarding house and room overnight. Students found outside of their room and/or boarding house overnight in a manner unrelated to an emergency situation will face disciplinary action.

Body Piercing

If, in the opinion of the School nurse and/or administration, a student's body piercing is a health or safety hazard, the student will be asked to remove it.

Academic Dishonesty

Any incident of academic cheating or plagiarism is both dishonest and non educative. Copying another student's class work or homework, or cheating on a test are examples. Academic dishonesty is not tolerated at the School and will result in an appropriate sanction.

Appendix A - Version history

This appendix records substantive changes to the policy. Substantive means: changes to legislation, statutory references, personnel, procedures, or policy decisions. Typographical, formatting and branding corrections are not logged.

Versions

Version 6.0 (17 June 2026) - current version, this document.

Version 5.0 (14 June 2025) - previous version, superseded by v6.0.

Changes from v5.0 to v6.0

SECTION	FROM (V5.0)	TO (V6.0)	REASON
Whole document	TASIS England colourway (navy + red); legacy cover and single Document Information table.	TASIS Royals colourway (navy + cyan); redesigned cover, Document Information and Approved By sections, and navy footer banding - aligned to the v6.0 house standard.	structural
Unaccompanied children (§4.2)	Sia Georgaklis contact number 07392 319925.	Contact number pending confirmation (07392 319925 vs 07407 855106 in the Safeguarding policy) - to be reconciled before publication.	personnel
Operational content	-	No change to transport, departure, unaccompanied-minor or basic-expectations content; carried forward from v5.0.	structural