Travel Information

All your arrival and departure details must be submitted in the 'Parent Portal'. Confirmation of these details can be accessed at any time, and you will be notified if these details are still missing.

Arrival and Departures

Independent Arrivals
As our transfers are for students only flying in and out on Saturdays we **CANNOT** arrange the following unless a special concession has been made:

a) Arrivals: meeting girls at Heathrow who are already staying in the UK and **not** flying in on that Saturday. Parents should arrange to bring their daughter directly to Heathfield.

b) Departures: transfers for students to meet family at Heathrow if the student is **not** flying out on that Saturday. Parents should collect their daughter directly from Heathfield.

c) Transfers for students to and from non-airport destinations.

If you have not arranged your arrival and departure details, please do so as soon as possible. Do contact us as soon as possible if you wish to discuss how you should make arrangements and we will be happy to advise you, but you may also wish to make arrangements yourself as follows.

Heathfield local taxi companies provide very reasonable rates for airport and other destination transfers and are cheaper than airport or London taxis. You can book them directly: info@cedarcars.com or booking@ascot-cars.com. For Safeguarding reasons, we cannot allow a student to arrive at or leave Heathfield just with a taxi driver; a parent or nominated responsible adult with ID must accompany her.

INDEPENDENT ARRIVALS AND DEPARTURES with parents, family or friends

Parents and families are very welcome to bring and/or collect their daughters. On arrival parents will register their daughter and then join her on a short tour of Heathfield. On the first Saturday 10th July and then subsequent Saturdays, a buffet lunch is served between 12.00 and 14.30 and parents are welcome to join us.

For departures a parent or authorised adult must collect the student. Parents must supply details of any authorised adult and submit this on the parent portal.

Directions to Heathfield by car or train to Ascot station are on the home page of the website; follow the How to Find Us link. Please note there are NO trains from any airport to Ascot.

SATURDAY TIMINGS and ARRANGEMENTS FOR ALL STUDENTS

The following details are to help you plan your independent arrivals and departures.

For independent arrivals, please try to arrive between 10.30 and 16.00. (as stated previously, we offer lunch between 12:00 and 14:30)

For independent departures, please make sure your daughter is collected by 14.00.

Saturday 10th July:	Arrivals all day: Selected activity programme.
Saturday 17th July:	Arrivals all day: Morning Lessons, full afternoon and evening social programme.
Saturdays 24th July:	Arrivals all day: Full activity programme. Departures: girls can leave all day, but you may prefer your daughter to attend Saturday morning lessons and depart after 12.45.
Saturday 31st July:	Possible Arrivals for Discovery and Founders courses Full activity programme. Departures: girls can leave all day, but you may prefer your daughter to attend Saturday morning lessons and depart after 12.45.
Saturday 7th August:	Departures all day; there are no lessons, but an activity programme is organised until 16.00 for girls waiting for airport transfers.

<u>Unaccompanied Minors Information</u>

If you are using a UM service, all the details should have been submitted on the Parent Portal. A UM confirmation letter will be sent with final details of the staff member assigned to meet your daughter at the Airport. This letter may have been sent previously but a revised letter with confirmation of the nominated staff member will be confirmed on or by Friday 26th June. If you have not received this by Friday 26th June or have any questions concerning your daughter's collection and drop off at the airport please do contact us.

The Airport Coordinator will be at the airport all day coordinating all transfers, but we cannot give names for individual transfers in advance before this date as we do not know which staff will be attending which airport transfer until our staff schedules are completed. Airlines do understand this situation with Summer Schools.

Please be assured arrangements always go smoothly: for each transfer the member of staff carries a signed letter of authority from the Airport Coordinator as well as their passport and their Heathfield ID. On arrival, airline staff hand over a student to Heathfield staff at the Customs Exit.