

August 2010

## **NOTES ON TRAVEL TO AND FROM SIBFORD SCHOOL for Boarding Pupils**

### General:

School provides a coach to and from school and Banbury Rail Station at half terms, exeat weekends and the end of terms (at a cost of £5 per journey).

School does not provide a coach at the start of each term.

Taxis, if required, should be requested through Housestaff. School only uses drivers who have been CRB checked for pupil's safety.

If taxis/rail tickets are required Housestaff must be informed, preferably in writing, 10 days prior to travel. Weekly boarders usually buy their own tickets with cash.

### Overseas Pupils:

All passports, air tickets etc. should be given to Housestaff for safe keeping.

**It is the responsibility of parents/guardians to ensure that passports and visas are up to date. Passports should have more than 6 months before they expire or pupils risk being denied entry into the UK.**

Permission must be requested from the Head for any foreseeable late arrival at the start of term, or early departure at the end of term. If it is necessary for your child to return to the UK before the start of term, then guardians must assume full responsibility for him/her. Please check return to school times carefully.

The UK Border Agency has imposed new regulations about student visas. We strongly advise that overseas students and their families look at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) We are also happy to provide support for new visa applications.

### Travel to airports:

Taxis to and from airports can be arranged through House staff. National Express operates direct coach services from Banbury to the main airports. This service must be booked by parents/guardians and can be used by pupils over 16.

### Purchase of tickets:

The school is only able to purchase rail tickets within the UK. School is unable to claim for refunds on unused tickets. All travel overseas must be dealt with by parents or guardians. Air tickets should be sent to the school two weeks before departure and will be held in the Boarding House offices.

### Trunks:

At the end of term, trunks may either be collected by car or sent by road haulage carrier service to the destination required. Trunks should not be left at school during holiday times except in the case of overseas pupils.

### Notes:

Any costs incurred for coach/train tickets and for taxis will be added to your end of term account. Any personal property left at school during vacations will be entirely at the owner's risk.