

## TRAVEL FORM

We offer a transfer service from the following airports and Eurostar station:

Transfer to/from	London Heathrow	London Gatwick	London Stansted	London St. Pancras (Eurostar)
Clayesmore School	😊	😊	😞	😊
Oundle School	😊	😞	😊	😊
Seaford College	😊	😊	😞	😊
Charterhouse	😊	😊	😞	😊

### Arrivals – SUNDAYS

- 1) **Standard Transfer:** Flight / Eurostar must arrive on Sundays between 09:00 and 15:00 hours

**Transfer Costs (per student):**

- Standard Transfer: £75
- Unaccompanied Minor (UM) Transfer: £75
- Transfer Plus: £165 (not available for Eurostar)

- 2) **Out Of Hours Transfer:** Any flight/Eurostar arriving outside of standard transfer times

**Please note that, in accordance with UK Border Control rules and regulations, children under the age of 16 must be accompanied by an adult at all times whilst in the airport/international station. Therefore, if your child's flight/train arrival time is booked outside of standard transfer times, our Out Of Hours Transfer will apply. Students cannot wait by themselves.**

**Transfer Costs (per student):**

- Out of Hours Transfer: £150
- Unaccompanied Minor (UM) Transfer: £150
- Transfer Plus: £240 (not available for Eurostar)

- 3) **Self Arrival** at centre: **between 15:00 and 16:30 hours**

### Meeting Procedures on Arrival:

**Standard / Out of Hours Transfer:**

- Go through Passport Control (Immigration) and collect ALL your luggage from the Baggage Hall (if you have lost luggage you need to get a lost luggage receipt before exiting)
- Go through Customs Hall and enter Arrivals Hall. Look out for the Exsportise representative, holding an **Exsportise sign** (they are likely to be wearing an **orange Exsportise top**)

**UM** (the airline would have charged extra for this service on top of the flight ticket):

- After being shown to your flight at your home airport and having received assistance during the flight, a member of the airline will collect you from your plane, accompany you through Passport Control and Baggage Hall and hand you over to the Exsportise staff member waiting for you in the Arrivals Hall.

**Transfer Plus:**

- A member of Diamond Air will wait for you at the doors of your plane, accompany you through Passport Control and the Baggage Hall and hand you over to the Exsportise staff waiting for you in the Arrivals Hall.  
(The Transfer Plus service is similar to the UM service but you do not receive any help at your home airport or on the plane, just in England.)

**Our coaches/taxis leave frequently but in case of flight delays please be patient. Our staff will look after you!**

## Departures - SATURDAYS

- 1) **Standard Transfer:** Flight/ Eurostar must depart on Saturdays between 12:00 and 17:00 hours

**Transfer Costs (per student):**

Standard Transfer: £75

Unaccompanied Minor (UM) Transfer: £75

Transfer Plus: £165 (not available for Eurostar)

- 2) **Out of Hours Transfer:** any plane/Eurostar departing outside of standard transfer times.

**Please note that, in accordance with UK Border Control rules and regulations, children under the age of 16 must be accompanied by an adult at all times whilst in the airport/international station. Therefore, if your child's flight/train departure time is booked outside of standard transfer times, our Out Of Hours Transfer will apply. Students cannot wait by themselves.**

**Transfer Costs (per student):**

Out of Hours Transfer: £150

Unaccompanied Minor (UM) Transfer: £150

Transfer Plus: £240 (not available for Eurostar)

- 3) **Self Departure** from centre: **between 09:00 and 11:30 hours**
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## Departure Procedures:

**Standard / Out of Hours Transfer:**

- An Exsportise representative will check you in and accompany you to Security.
- From there you have to pass the security checks by yourself and make your own way to your departure gate.

**UM** (the airline would have charged extra for this service on top of the flight ticket):

- Exsportise will check you in and stay with you until handing you over to the airline staff approximately 1 hour before your flight take-off. The airline staff will then take you through Security and take you on board your plane.
- The airline will look after you on the plane and hand you over to the person collecting you at your home airport.

**Transfer Plus:**

- Exsportise will check you in and hand you over to a member of Diamond Air who will in turn take you through security and accompany you to your departure gate.

## PARENTAL TRAVEL CONSENT

Please give this form TO YOUR CHILD (no need to return this form to Exsportise)

STUDENT DETAILS			
Full name:			
Date of birth:		Departure Airport/Station:	

COURSE DETAILS			
<b>Course venue:</b>			
Charterhouse	Clayesmore	Oundle	Seaford
Exsportise Ltd C/O Charterhouse Godalming Surrey GU7 2DS	Exsportise Ltd C/O Clayesmore School Iwerne Minster Dorset DT11 8LL	Exsportise Ltd C/O Oundle School Oundle Northamptonshire PE8 4EE	Exsportise Ltd C/O Seaford College Lavington Park Near Petworth West Sussex GU28 0NB
<b>Course dates:</b>			
From:		To:	

ARRIVAL DETAILS					
Arrival Date:		Arrival Time:		Arrival from:	
Airport/Station:		Terminal:		Flight/Train No:	

PARENTAL TRAVEL PERMISSION			
<p>I/ we consent for our child/children to be handed over to / collected by an Exsportise Representative (holding an Exsportise sign, wearing an orange Exsportise top and having Exsportise ID) in the Arrivals Hall. The Transport Manager, Sanne van Asselt, can be reached at Head Office on +44 (0)7787 383880 / +44 (0)1444 444777 for further confirmation of the identity of the Exsportise representative collecting your child and accompanying him/her to the chosen Exsportise centre.</p>			
Print name:		Date:	

## TRAVEL FORM – TO COMPLETE & RETURN TO EXSPORTISE

This form must be completed and returned to Exsportise  
at least **4 WEEKS BEFORE** your child comes to camp.

After this date a standard transfer cannot be guaranteed!

STUDENT DETAILS			
Name:		Student's Mobile No:	
Camp (Please select):			
Charterhouse	Clayesmore	Oundle	Seaford
Emergency Contact Name:		Contact Tel: +	

ARRIVAL TRANSFER			
Arrival transfer required		Self-Arrival	
Transfer options:			
Std Transfer <sup>1</sup>	Out of Hrs Transfer <sup>2</sup>	UM Transfer	Transfer Plus <sup>3</sup>
Arrival Date:		Arrival Time:	Arrival from:
Airport/Station:		Terminal:	Flight/Train No:
Ticket Booking No:		Traveling with:	
<b>UM details to provide to the airline:</b> <b>Name:</b> Sanne van Asselt – Transport Manager ( <b>based at Head Office but not at the airport.</b> <b>Please contact us three days before travelling for the correct name</b> ) <b>Address:</b> Clayesmore School, Oundle School, Seaford College or Charterhouse <b>Telephone:</b> +44 (0)7787 383880 (Emergency Transport Phone – weekends only)			

DEPARTURE TRANSFER			
Departure transfer required		Self-Departure	
Transfer options:			
Std Transfer <sup>1</sup>	Out of Hrs Transfer <sup>2</sup>	UM Transfer	Transfer Plus <sup>3</sup>
Depart. Date:		Depart. Time:	Destination:
Airport/Station:		Terminal:	Flight/Train No:
Ticket Booking No:		Traveling with:	
<b>Details of the person collecting you child at the arrival airport/ Eurostar Station</b>			
Name:		Address:	
Telephone:			

Please save form using the **button on the right** and this page  
**ONLY to [admin@exsportise.co.uk](mailto:admin@exsportise.co.uk) or fax it to +44 (0)1444 444 744**

Click icon to save form  
and email to

[admin@exsportise.co.uk](mailto:admin@exsportise.co.uk)

<sup>1</sup> For arrivals between 9:00 and 15:00 hours and for departures between 12:00 and 17:00 hours

<sup>2</sup> For arrivals and departures outside of our standard transfer hours (**see notes on first two pages of this document**)

<sup>3</sup> Any extra Transfer Plus payment will be taken automatically from your nominated card