



KING'S BRUTON

(Comprising King's School, Bruton and Hazlegrove – “the School”)

STUDENT TRAVEL ARRANGEMENTS

Introduction

King's Bruton and Hazlegrove Prep School is a Child Student visa sponsor and a Student visa sponsor, a privilege extended to us by the UK Visa and Immigration department. (UKVI).

In order to uphold our duties as a sponsor we must:

- Ensure that we have an up-to-date Parental Consent Letter for all students from their parents or legal guardians which consents to the arrangements for the child's travel arrangements whilst in the UK; and
- Record the travel arrangements for our students.

Travel Arrangements

In advance of term start/end, or for half terms and exeats we contact the Parent(s)/ Legal Guardian(s) to discuss the arrangements required. This includes:

- Outbound/Inbound Dates
- Outbound/Inbound Flight or Travel Time
- Outbound/Inbound Airport or Station
- Outbound/Inbound Dates Terminal
- Outbound/Inbound Flight number(s)
- Arrival/Departure Airport/Stations
- Whether a transfer from King's Bruton or Hazlegrove Prep School is required
- Arrival/Departure Contact Name and Details

Recording

Once the details are returned to us we upload the data to our Student Travel Transfer Information spreadsheet, in line with our **Overseas Travel Risk Assessment**, alongside other information collected including:

- Student Type • Year Group
- Outbound/Inbound Transfer requirements:
 - Outbound/Inbound Transfer Type
 - Outbound/Inbound Driver (DBS Checked)
 - Contacts Details
 - Outbound/Inbound Pick Up Location
 - Outbound/Inbound Pick Up Time
 - Outbound/Inbound Drop Off Location
 - Letter of consent from parents if minor is traveling unaccompanied

We then have a full understanding of the student travel movements including if they are remaining within the UK and are able to present this information if required.