

Transfer Policy 2024

Eastbourne, Windlesham, Royal Russell, Dicker, Lancing, Brighton

Vision, Mission and Values

Our Vision

Where every child finds joy in their pursuit of brilliance

Our Mission

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

Our Values

Be Compassionate

Because a caring community fosters belonging. We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

Be Courageous

Because fortune favours the brave. We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

Be Curious

Because wisdom can be found off the beaten track. We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

Be Conscientious

Because dedication is a spearhead of success. We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

This Transfer Policy should be read in conjunction with section 6 of Bede's Terms & Conditions of Enrolment 2024. In cases of any discrepancy, the Terms & Conditions of Enrolment 2024 will prevail.

Bede's Summer School provides a return transfer, included in the weekly package price to all students, who have:

- Enrolled as a residential student;
- Paid all fees in full;
- Organised their transport to arrive and depart on the correct days;
- Sent full arrival/departure details as required by Bede's in advance;

Transfer Policy 2024

Eastbourne, Windlesham, Royal Russell, Dicker, Lancing, Brighton

- Used the following airports/international train stations within our designated transfer windows:
- **Gatwick Airport (LGW) - For flights arriving/departing between 09:00 - 18:00**
- **Heathrow Airport (LHR) - For flights arriving/departing between 09:00 - 18:00**
- **St Pancras International Station (STP) - For trains arriving/departing between 10:00 - 17:00**

Bede's Summer School recognises that sometimes, it will be necessary for students to arrive/depart on a different day or use a different pick-up or drop-off location. In this case, parents/agents must check with Bede's before booking. The following charges will then apply:

Scenario	Cost
Hotel or other pick-up / drop-off location	Contact Bede's Summer School for a quote
Irregular Transfer (Applies to arrival or departure time outside the 9am-6pm window for LGW and LHR or 10am-5pm for St Pancras and also travel at any time on a non standard day)	£140
Transfer requested or changed within 7 days of arrival	£95
Adult Transfer for parents of Residential Students	£95 per parent per transfer (on arrival only)
Non-standard Airport (Stansted, Luton and London City)	£295 each way

Arrival / Pick-Up

The procedure on arrival is as follows:

- 1) A member of staff (wearing a Bede's top and holding a Bede's sign) will meet the student as they enter the arrivals area.
- 2) If a student is using the UM Service, the Bede's Member of staff who has been named in advance will meet them.
- 3) Transfers are often organised in groups which means some students will be required to wait for other students arriving on different flights. Bede's will try to keep waiting time to a maximum of 1 hour but unexpected and unavoidable delays and complications do sometimes occur.

Transfer Policy 2024

Eastbourne, Windlesham, Royal Russell, Dicker, Lancing, Brighton

Departure/ Drop-Off

1) Students will leave their centre in order to arrive at the airport/train station at the following times:

Destination	Arrival time before scheduled departure
Gatwick & Heathrow Airports	3 hours
St Pancras International Station	1.5 hours

2) Students will be assisted during check-in and accompanied to the Security area before proceeding independently.

3) If a student is using the UM Service, they will be taken to the relevant check-in desk for a handover to airline staff.

4) A Bede's Staff member will wait at the airport until the flight has departed in case of any last-minute delay or cancellation.

Delays

If a flight / train is delayed on arrival or departure, Bede's will adjust its transfer schedules accordingly.

Only in exceptional circumstances, such as if a flight / train is delayed by a whole day, would Bede's make a charge to the Parents.

Late Transfer Arrangement Fee

Details received or changed within seven days of the transfer will incur an additional charge of £95.

Cancellations

Should a flight / train be cancelled and the student is required to stay at / return to the centre for an extra night, nightly charges will become payable by the Parent.

Additional fees

Below is a list of additional fees which may be charged.

Item	Fee
Extra night (all locations)	£230
Extra Weekend Night, Extra Full-Day Excursion	£340

Transfer Policy 2024

Eastbourne, Windlesham, Royal Russell, Dicker, Lancing, Brighton

Irregular Transfer	£140
--------------------	------



Signed: Ryan Edwards

Date: November 2023

Position: Director of Summer School

Review Date: November 2024