

Transfer Policy

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Equality, Diversity, Inclusion and Belonging Check for new/updated Policy completed by (committee/date): September 2025

Documentation Distribution

Please delete as applicable

All staff	Y
Governing Body	Y
Parents on request	Y
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BC requirement to be available on request	Y
BC requirement to be on School website	N
Parent Portal	Y
Staff Hub	N
Staff Induction & Staff Link Portal	N
Limited Internal Use Only (state recipients)	

This policy is considered a 'live' document and will be updated as statutory guidance is released

In policies St Bede's School Trust Sussex may be referred to as Bede's/the School/the Trust.

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

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.

Policy Principles/Aims:

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

Statutory Guidance:

Associated Trust Policies:

- Bede's Summer School Terms & Conditions of Enrolment

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 in advance, full arrival/departure details as required by Bede's Summer School
- Used the following airports/ train station within our designated transfer windows:

- a. Gatwick Airport (LGW), for flights arriving/departing between 09:00 and 18:00
- b. Heathrow Airport (LHR) for flights arriving/departing between 09:00 and 18:00
- c. London City Airport (LCY) for flights arriving/departing between 09:00 and 18:00
- d. St Pancras International Station (STP) for trains arriving/departing between 10:00 and 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 should inform the school prior to booking and if a transfer is requested and the school is able to fulfil it, the following additional charges will then apply:

Scenario	Cost
Irregular Transfer (Applies to arrival or departure outside 09:00 and 18:00 for LGW, LCY and LHR or 10:00 and 17:00 for STP plus travel on a non-standard day, at any time)	£160
Irregular Airport (for example, Luton and Stansted)	£295 (one way)
Late Transfer Arrangement Fee Transfer requested or changed within seven days of arrival	£95
Adult Transfer for parents of Residential Students (one way, on arrival only)	£100 per adult
Irregular pick-up/drop-off location Hotel or other pick-up / drop-off location	Quotation available on request

1. Arrival / Pick-Up Procedure

The procedure on arrival is as follows:

- I. A member of staff (wearing a Bede's Summer School shirt and holding a Bede's Summer School sign) will meet the student as they enter the arrivals area.
- II. If a student is using an airline's Unaccompanied Minor service, the Bede's Summer School Member of staff who has been named in advance will meet them.

III. Transfers are often organised in groups which means some students may be required to wait for other students arriving on other flights. Bede's will try to keep waiting time to a maximum of one hour but unexpected and unavoidable delays and complications do sometimes occur.

2. Departure/ Drop-Off Procedure

I. 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, London City & Heathrow Airports	3 hours
St Pancras International Station	1.5 hours

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

III. If a student is using the Unaccompanied Minor Service, they will be taken to the relevant check-in desk and handed over to airline staff.

IV. A Bede's Summer School staff member will wait at the airport until the flight has departed in case of any last-minute delay or cancellation.

3. Delays

I. If a flight / train is delayed on arrival or departure, Bede's Summer School will adjust its transfer schedules accordingly. Only in exceptional circumstances, such as if a flight or train is delayed by a whole day, would Bede's Summer School make a charge to the Parents.

4. Late Transfer Arrangement Fee

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

5. Cancellations

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

6. Additional fees

I. Below is a list of additional fees which may apply.

Item	Fee
Extra night (all locations)	£235
Extra Weekend Night , including Extra Full-Day Excursion & Irregular Transfer	£350
Irregular Transfer (Applies to arrival or departure outside 09:00 and 18:00 for LGW and LHR or 10:00 and 17:00 for STP plus travel on a non-standard day, at any time)	£160