

The King's Hospital Overseas Travel Arrangements

For the coming academic year 2017/2018, the school is offering the following service with respect to overseas travel arrangements.

Parents will be charged an inclusive fee of €650 for airport transfers for the year which will include:

1. Travel to and from the airport during the designated school opening / closure times per the below schedule.
2. Travel to and from the arrival / departure gates at the airport in the accompaniment of a member of staff.
3. A text message will be sent to the designated parent/guardian informing them of the safe arrival / departure of their child at the airport.
4. A designated staff contact for parent's for all transfer queries and information.
5. All drivers are known to The King's Hospital and have been vetted.
6. Parents may accompany their child on the school transport when travelling to the school for the start of term.

School Opening / Closure Travel Dates 2017/2018			
Arrival	Flights arriving between	10:00 on Monday 28th August and 20:00 on Tuesday 29th August	Start of school
Departure	Flights departing between	15:00 on Thursday 26th October and 20:00 on Friday 27th October	
Arrival	Flights arriving between	10:00 on Sunday 5th November and 20:00 on Monday 6th November	October Half Term
Departure	Flights departing between	15:00 on Thursday 21st December and 20:00 on Friday 22nd December	
Arrival	Flights arriving between	10:00 on Sunday 7th January and 20:00 on Monday 9th January	Christmas
Departure	Flights departing between	15:00 on Thursday 8th February and 20:00 on Friday 9th February	
Arrival	Flights arriving between	10:00 on Sunday 18th February and 20:00 on Monday 19th February	February Half Term
Departure	Flights departing between	15:00 on Thursday 22nd March and 20:00 on Friday 23rd March	
Arrival	Flights arriving between	10:00 on Sunday 8th April and 20:00 on Monday 9th April	Easter Holiday
Departure	Flights departing between	13:00 on Friday 1st June and 16:00 on Saturday 2nd June (or after the last state exam)	End of school Year

Further Information:

1. The designated staff contact is Ms Sarah Bill who can be contacted on s.bill@thekingshospital.ie.
2. All travel details must be forwarded to Ms Bill at least one week in advance of travel dates.
3. This is an all-inclusive service. No refunds will be issued for trips not taken or cancelling the service.
4. The fee will be included on your Winter invoice issued in July and must be paid in full in order to avail of the service.
5. An additional fee of €100, per trip, will apply for any arrivals/departures outside the designated times above.
6. An additional fee of €135, per trip, will apply for any supplementary travel outside the designated official opening/closure times above.
7. **You will be automatically included in the scheme unless we receive a completed 'I do not consent' form (see overleaf).**

Overseas Travel Scheme Consent Form

Please indicate your participation, or not, in our Travel Arrangements Scheme by completing the relevant section of the below form. Please complete in BLOCK CAPITALS.

The completed form must be returned for the attention of Carly Lynch, Finance Department, The King's Hospital, Palmerstown, Dublin 20 or can be scanned to feeaccounts@thekingshospital.ie.

Those parents who do not wish to participate in the scheme must designate a guardian who is responsible for all travel arrangements for their child.

I consent to my child partaking in the overseas travel arrangements scheme	<input type="checkbox"/>
Please confirm the following details:	
Pupil Name:	_____
Parents Name (for text):	_____
Telephone Number (for text):	_____
I understand that I am agreeing for the above student to partake in the overseas travel scheme offered by The King's Hospital and that I will be charged for this service as stated overleaf. I further understand that any travel outside of the designated hours or dates will incur additional fees as stated overleaf.	
Parents Signature:	_____
Date:	_____

I <u>do not</u> consent to my child partaking in the overseas travel arrangements scheme	<input type="checkbox"/>
Please confirm the following details:	
Pupil Name:	_____
Parents Name:	_____
Guardians Name:	_____
Guardians Number(s):	_____
I understand that by not consenting to participate in the overseas travel arrangements scheme that The King's Hospital will not be responsible for <u>any</u> travel arrangements for my child or ensuring their safe arrival / departure from the school.	
I nominate the above guardian as the person responsible for organising all travel arrangements for my child. I understand that all travel must be arranged within the normal school opening hours of 7.30am to 9.30pm weekdays and 11am to 9.30pm the day before school re-opens. I further understand that any travel outside of the normal school opening hours as stated above will incur a fee of €150 per occasion.	
Parents Signature:	_____
Date:	_____