

Travel Arrangements

It is a requirement of the School that no pupil, whether day or boarding, should miss any part of the school day at the beginning or the end of a term or half-term. Much disruption has been caused previously to teaching and learning at these times by pupils leaving School before the appointed time.

Term dates are published well in advance (two years) and include the time at which School ends on the last day of a term or half-term. At the end of term this is noon, 12h00; at half-term this is usually 16h15.

In order to allow sufficient time for travel to the airport (usually Gatwick or Heathrow) and to check in, pupils leave School five hours before their flight time. So, for example, to catch a flight at 18h00 from LHR, the taxi would leave from School at 13h00. If a flight booking does not meet the School's requirement you will be asked to change the flight to a day and time that does.

In cases where, at the end of term, a pupil cannot make the only afternoon flight available then this flight must be booked for the next day (Saturday). We will, of course, offer overnight accommodation to your child for no extra charge in order to leave on the Saturday.

Transfer by taxi from the airport to School and vice versa can be arranged for you: the charge will be put on your bill. Mrs R Pender in the Estates Office *must* be informed of all your travel arrangements.

旅程安排

根据本校校规要求，无论寄宿或非寄宿生，都不可在学期开始或结束时迟到或早退而影响正常出勤。近来缕缕发生学生提前离校从而严重影响教学活动的现象。

有关每年的学期时间表已提前两年印发，其中包括学期及半学期假结束的准确时间，学期假为放假当日的中午十二点整，半学期假通常为下午四点十五分。

为使学生有充足时间赶往机场（通常是盖特维克或希斯罗）和办理登机手续，一般提前五小时（按航班起飞时刻）送学生离校。例如要乘坐晚十八时的希斯罗机场航班，将被安排于下午十三时离校。如果学生所定航班与学期放假时间冲突，将被要求更改航班。

如果发生上述情况，敬请家长为子女更改航班至次日，学校将提供当晚的住宿而不增加额外费用。

学校可安排往返机场的出租车，而费用将包括在学费单里。所有旅程安排必须提早通知负责此项事宜的 Mrs R Pender。