



# Transfers policy for individual students under the age of 18

## Policy Statement

Centre of English Studies has a strict policy regarding transfers for individual students under the age of 18 from any port of entry in the UK to the school and or host family. Normally we would expect any student under the age of 18 to come to the school and / or host family via transportation booked and arranged by Centre of English Studies. CES will use transfer companies upon whom we can rely and whose drivers are all DBS checked.

It is general policy that all individual students under the age of 18 must book a transfer on arrival and departure through CES. The only exception to this would be where parents make alternative arrangements.

## Transfers Arranged by Parents

Parents of students may decide to make their own arrangements but only if the following conditions are strictly followed. The parent must:

- provide Centre of English Studies with the name, address and phone number of the person meeting and delivering the student to the school and/or host family as soon as possible and preferably with the enrolment
- provide Centre of English Studies with a signed letter or consent form agreeing to such a transfer and giving Centre of English Studies the details (flight number, arrival time etc)
- agree to Centre of English studies contacting the person doing the transfer to verify the details of the transfer
- agree to pass Centre of English Studies emergency contact details to the student and the person collecting the student
- ensure that the student carries with him or her a letter from Centre of English Studies on Centre of English Studies headed paper stating that this student is not being met by the school but by a family friend or relative and to give their phone number
- ensure that the student also carries a copy of the CES form 'Parental consent for a relative or family friend to provide a transfer for a student under the age of 18 to the school or host family'
- return the completed consent form. By completing and signing the consent form the parent agrees to the above conditions.



**Parental consent for a relative or family friend to provide a transfer for a student under the age of 18 to the school or host family**

STUDENT DETAILS	
Student family name	
Student first name	
Date of birth	
Passport number	

ARRIVAL DETAILS			
Arriving from		Flight number	
Air line		Arrival time	

DETAILS OF PERSON MEETING THE STUDENT			
Family name		Mobile phone number (with relevant dialling codes)	
First name		Relationship to student	
Address in UK of person meeting student		Is the same person doing the departure transfer or are you using CES arranged transportation?	

CES EMERGENCY NUMBER	<b>07415 101087</b>
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PARENTAL DECLARATION	
I _____ being the parent of _____ give permission for my (print name) (print name)	
son/daughter to be collected from _____ (port of entry to the UK)	
by the person named above in the section ' details of person meeting the student', who will then take my	
son/daughter to his/her host family at the following address _____	
_____	
_____	

SIGNED		PARENT OF		DATE	
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