



MOUNT
KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Mount Kelly Travel Policy for Pupils

Adopted March 2026
Next Review March 2027
Owner Transport Administrator

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1. International Fee-Paying Boarders

Airport group transfers will be organised by the School on the designated travel days to nominated airports in accordance with term dates as follows:

- at the beginning and end of each term and
- at the beginning and end of each half term holiday

Coaches are scheduled to and from Heathrow Airport. School minibuses, or a midi-coach are scheduled for group transfers to and from Bristol and Exeter airports. The average journey time to Heathrow is 5 hours, to Bristol 2.5 hours and to Exeter 1 hour.

Group transport with a nominated coach company will be arranged to London Heathrow. Departures are usually between 05:00 and 10:00 and return to School between 17:00 and 22:00.

Timings for group transport to Bristol and Exeter airports, and Plymouth train station, will vary and usually depart from 08:45.

Travel information and a link to complete a Travel and Holiday Form will be circulated prior to each travel period. Requests for transport must be booked by completing the online Travel and Holiday Form by the closing date. Unfortunately, requests submitted after the deadline cannot be guaranteed.

Pupils may travel with one suitcase each for the coach luggage hold and a carry-on hand luggage. The same luggage restrictions apply when travelling by school minibus to ensure capacity and maximum authorised mass is not exceeded.

Parents choosing to book a flight outside of the scheduled group transport, will be responsible for organising any associated travel and will need to cover these costs separately. Where possible the School will assist. However, in arranging taxis it is worth noting there are a limited number of approved local taxi companies we are able to use.

2. UK Boarders

Subject to availability the School offers a minibus service to and from Plymouth train station at the beginning and end of each term and half term holiday on the designated travel day. The recharge for this is £15 each way.

Available seats on transport to airports will be offered to UK boarding pupils once international travel arrangements have been finalized. These can be booked and shall be recharged at a cost of £30 for London Heathrow, £20 for Bristol and £15 for Exeter each way.

Availability for UK boarding pupils on group transport will be limited and shall be allocated on a first come, first served basis (in accordance with the submission date of the respective Travel and Holiday form).

3. Heathrow Airport Chaperone

The School provides a chaperone at London Heathrow to assist pupils with their onward journey.

Unaccompanied Minor Services

Parents requiring Unaccompanied Minor Services should book this with the airline and complete the required airline documentation. An airline reference for this service should be included on the School Travel and Holiday form.

The pupil will be accompanied through the airport by the school chaperone landside until handed over to airline staff.

Without Unaccompanied Minor Services

British Airways and some other airlines do not offer Unaccompanied Minor Services. A 'British Airways – Young Flyers Form' must be carried by the pupil along with the required IDs. It is the parents' responsibility to provide the correct airline documentation for their child.

There are no requirements for pupils who do not travel Unaccompanied Minor status to be accompanied through the check-in process. In this case parents may prefer to arrange for the child's guardian to meet them at the airport and accompany them to the terminal and check-in desk. The school chaperone can be contacted in the event of a flight cancellation/delay, or attend the airline to help address any issues. However, accompanying pupils travelling with Unaccompanied Minor documentation will take priority.

4. Bristol & Exeter Airports

Transfers to these airports are drop-off and pick-up services only. As the school does not have a chaperone at Bristol or Exeter, it is the responsibility of the parent and/or guardian to safeguard their child whilst they wait for a flight, or for their onward journey.

Younger, less experienced travellers and pupils not flying, must be met by a parent and/or guardian upon arrival, and when returning, be accompanied until the school driver arrives at the terminal building. For safety reasons drivers are unable to answer phone calls whilst driving and parents and/or guardians should keep in contact with the pupil directly.

School minibuses are limited to carrying no more than seven pupils travelling with one standard sized suitcase each.

5. School Approved Taxi Services

Approved local taxi services are limited and requests for the School to make bookings for international boarders will be subject to availability and recharge. The transport office may not be available to book taxis for UK boarding pupils. However, we are able to provide details of a number of local taxi companies. Should a taxi be required, it is recommended to book early as these companies do get very busy and booked up well in advance.

Once taxi bookings are confirmed cancellation charges of 50% within 2-7 days and 100% within 48 hours of the travel date may be applied and will be recharged.

6. Conduct on Transport

Pupils must adhere to the following when using any school transport:

- Wear seatbelts during the entire journey and remain in their seats;
- Must not distract the driver except in an emergency and do as the driver asks;
- Must not shout, play loud music, videos, etc.
- Ensure that carry-on hand luggage is safely stored in overhead luggage racks or under seats;
- Look after their possessions and take any litter away with them.