

Northbourne Park School

Eurostar Policy

Aims.

Northbourne Park School aims to help families to provide safe travel so that all of our overseas children can keep in close personal contact with life at home through the local Eurostar links.

Accompanied Group Travel on Eurostar.

Accompanied Group Travel is always led by a member of the Northbourne Park School staff and other staff, including Gap students, will assist if numbers require. The Head of Boarding organises *Accompanied Group Travel* on Eurostar at the following dates during the school year:

| Autumn Term | | |
|-------------|-------------------------------------|--|
| AU1 | Non-Working Weekend 1. | |
| AU2 | Beginning of the Half Term holiday. | |
| AU3 | End of the Half Term holiday. | |
| AU4 | Non-Working Weekend 2. | |
| AU5 | *End of the Autumn Term. | |
| Spring Term | | |
| SP1 | Beginning of the Spring Term. | |
| SP2 | Non-Working Weekend 3. | |
| SP3 | Beginning of the Half Term holiday. | |
| SP4 | End of the Half Term holiday. | |
| SP5 | Non-Working Weekend 4. | |
| SP6 | End of the Spring Term. | |
| Summer Term | | |
| SU1 | Beginning of the Summer Term. | |
| SU2 | Non-Working Weekend 5. | |
| SU3 | Beginning of the Half Term holiday. | |
| SU4 | End of the Half Term holiday. | |
| SU5 | Non-Working Weekend 6. | |

**Please note that this is usually the day after the End of Term Carol Service and we encourage all parents to attend this occasion and then drive home with their children. Children travelling back by Eurostar will travel the following morning.*

The Head of Boarding writes to all parents with good notice before the beginning of each school term, specifying the dates available for *Accompanied Group Travel*.

Parents nominate the dates for which they require tickets and the Head of Boarding pre-books them on their behalf.

Please note that pre-booked tickets are non-refundable and parents will be charged even if their child does not travel, unless the ticket can be used by another child.

Individual Travel on Eurostar.

Children under 12 years old.

Eurostar requires all children under 12 years old to be accompanied by an adult. They may not travel alone.

Children 12 years or older.

Northbourne Park does not recommend that children travel on the Eurostar unless accompanied by an adult. Eurostar, however, does allow children who are 12 years old and above to travel unaccompanied on their services.

Parents can request that their child travels unaccompanied on Eurostar provided that the child travels with a;

1. **'Unaccompanied Minors Form'**, completed and signed.

For destinations in France, this is provided by the Head of Boarding and must be signed in front of a member of the Eurostar staff by a member of NPS Staff or by a driver designated by the school.

For destinations in England this is provided by Eurostar and must be signed by the parent or guardian.

AND

2. **'NPS Eurostar Permission Form'** signed by the parent.

This form is appended at the end of this policy and is available on the School website.

AND

3. **Full Passport.**

Parents should be aware of the following:

1. Northbourne Park recommends that parents accompany or designate an adult to accompany their children on the Eurostar from England.
2. An **'NPS Eurostar Permission Form'** is required for each separate unaccompanied Eurostar journey.
3. In signing the **'NPS Eurostar Permission Form'**, parents accept responsibility for their child's welfare from the moment that they check in to Eurostar's care in either England or France, for the duration of their journey and until he/she is met by their family in Paris or they are picked up from the Eurostar terminal in England by a member of the NPS staff or a designated driver.
4. The school accepts no responsibility for the child beyond check-in.
5. Eurostar does not operate an accompanied minors scheme and does not guarantee that children will be accompanied to or from the train or that they will be supervised during the journey.

Passports.

Northbourne Park School requires that all Children under the age of 18 travelling on Eurostar without their parents / legal guardians must travel with a Full Passport. An Identity Card is not sufficient.

Luggage

Children are encouraged to travel as lightly as possible with a minimum number of bags.

Snacks.

Children are provided with a packed lunch including a drink for their journeys from school and we encourage parents to provide them with a drink and snack for journeys to England.

Health and Safety.

Pupils will travel at a ratio of 1 staff member to every 12 pupils, in accordance with the *NPS Health and Safety Policy* and *Handbook*.

Every **Accompanied Group Travel** will be covered by a generic risk assessment form, covering the party from the moment they leave Northbourne Park School to the moment that they are handed over into the care of their parents. A copy of this Risk Assessment Form will be held by the member of staff leading the trip.

(APPENDIX 1. below.)

APPENDIX 1.

Northbourne Park School

Eurostar Permission Form

| | |
|---------------------------------|--|
| Name of Parent s/ Guardians. | |
| Day of Journey. | |
| Date of Journey. | |
| Time of Journey. | |
| Departure Station. | |
| Departure Time. | |
| Arrival Station. | |
| Arrival Time. | |
| Child's First Name. | |
| Child's Surname. | |

To the Head of Boarding,

I authorise my child(*First Name*) to travel individually and unaccompanied on Eurostar as detailed above.

I confirm that my child is 12 years old or above and will travel with a full passport.

I am aware that:

- Eurostar does not operate an Accompanied Minors Scheme and does not guarantee that children will be accompanied to or from the train or that they will be supervised during the journey.
- Northbourne Park recommends that parents organise an adult to accompany their children on all Eurostar journeys.
- Northbourne Park School accepts no responsibility for the pupil while they are in the care of Eurostar.

Yours sincerely,

..... *Signature of Parent.*

..... *Date.*