



TRAVEL POLICY

HOW TERMS ARE STRUCTURED:

The school term dates are structured so that students are generally allocated a Monday/Tuesday to travel to school at the start of a term and a Thursday/Friday to travel home at the end of a term. This way, they do not have to travel over weekends and can spend this quality time with their families. Travel information must reach our travel coordinator at least 7 days before the travel date.

DEPARTURES:

It is compulsory for all students to attend the final assembly on the last day of the term. Exams are written up to and including the last day of term in June and November. Should a student miss an exam because of an early departure, they will get zero. No matter how hard the students try to convince you, as parents, that it is ok for them to leave early, it is not the case.

Students leaving earlier than the scheduled school transport will have to pay an early departure fee to cover the cost, which will be billed to your account. The teachers (drivers) are not available to drive students to the airport/bus terminus before 13:30 on the last day of term. We require at least 2 hours after that to ensure children board flights on time. We send busses to the airport at 13:30 and again at 16:00.

Students travelling within South Africa are able to book flights home on the last day of term, provided they do not have onward connections. It is safe to say that flights booked from 15:30 to 18:00 will be suitable.

All students with onward connections are to stay overnight at school on the last day of term and travel home the next day (see above – how terms are structured). The first transport will depart at 06:00 and again at 09:00.

Please ensure you provide the following documents for international travelers under the age of 18:

1. Travel itinerary
2. Original unabridged birth certificate
3. Current Parental consent form (must be dated the year of travel) – this is a letter from you giving your consent for them to travel (to include certified copies of parents' ID/passports)
4. Passport with a valid study visa
5. 2 letters from school - (I will prepare)
6. Copy of headmaster ID - (I will prepare)

Over 18 travelers only require a passport & Itinerary.

All of the above forms go into a travel pouch, which is needed at the airport. These documents are to be handed to hostel parents upon arrival at school at the start of each term.

RETURNS:

Please ensure that students' return travel arrangements reach our Travel Coordinator **before** the end of the preceding term. Should she not receive these arrangements timeously, travelers will not be on the transport list to return to school from the airport/terminus and might have to take an UBER back to school.

Please make every effort to avoid booking the last flight from Johannesburg to Port Elizabeth, which arrives at 21:30,

as this means students will arrive at Woodridge after 23:00. All return flights are to be booked to arrive between 12:00 and 18:00 to enable children to arrive back at school with enough time to get settled. We send busses to the airport at 13:00, 16:00, and again at 18:00, which will be the last bus for the day.

GENERAL:

In the event of students being delayed or arriving earlier than scheduled, they **must** wait near the Information Desk in the arrivals hall, for the next pick-up time. Please ensure travelers have the mobile number of our Travel Coordinator should they need to inform her of any delays or changes to travel arrangements.

Extraordinary Trips:

Please note that it is the School's obligation to transport boarders to and from the airport and/or bus terminal at the beginning and end of term and half-term only.

In the event of students requiring transport to and from Port Elizabeth outside of scheduled shuttle times, a fee of R450 per trip will be charged to your account.

Dress:

All boarders using school transport are to travel in their **full** Number One uniform, with the exception of those travelling overnight by bus, who may wear their **full** school tracksuit/white sports shirt and acceptable sports shoes.

Overweight Luggage:

Overweight luggage is a matter of concern and the cause of delays and unnecessary worry. All travelers must adhere to the airline/bus restrictions on weight and the number of items allowed.

East London/Umtata Travelers:

We are currently recommending the services of Michelle Serfontein, 072 078 3411, for this route. They collect the children from school and will also return them to school. She works independently from the school. Please contact her for rates.

Travel Coordinator: Jo Meyer
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Email: jo.meyer@woodridge.co.za