

Boarder's Travel Policy

Brooke House College

2025/26 version

1. Introduction

Brooke House College fully understands and accepts its duties and responsibilities for its boarders both in terms of the safety and wellbeing of its pupils travelling to and from the country as well as the college's role in adhering to the UKVI/Home Office regulations.

To this end, the following document lays out the processes employed by the college to ensure safe and compliant travel for boarders, and outlines the roles of those responsible.

2. Responsibility

Directors: The directors have overall responsibility for the boarders' travel arrangements because the licence to sponsor international students is in their name. In terms of the practicalities, it is the Principal who as a level 1 administrator of the licence and head of the college who is responsible for the safety and wellbeing of the pupils and of the compliance of the college.

Principal: The Principal is in charge of the operation responsible for the smooth running of the college and as such takes responsibility for all matters involving the admission and travel arrangements of boarders. He in turn will delegate the operational management to the Director of Admissions. The Principal, will ensure that the Director of Admissions implements the policy and will call upon a member of the Advisory Board to audit the process. In addition, the Principal will receive regular reports at SLT level from the Director of Admissions. The Principal is a level 1 administrator for the operation of the College's licence to sponsor international students.

Director of Admissions (DoA): The Director of Admissions is the authorising officer for the licence to sponsor international students and as such is another level 1 operator. The DoA has overall day-to-day responsibility for the recruitment of pupils, liaising with parents from initial enquiry, matters of due diligence, preparation of all the requirements for the issuing of a CAS (confirmation of acceptance for studies) and the eventual offering of a place. The DoA will be the key contact with parents/nominated guardians of an international pupil with regard to the pupils travel arrangements. The DoA will have support from members of the SLT, especially the Head of Boarding in with respect to the safeguarding and wellbeing of pupils travelling to and from the college. The logistics of in-country travel will be agreed by the DoA and may be managed by the Head of Boarding and/or the transport manager. This will be managed in conjunction with the parents/nominated guardians.

Head of Boarding (HoB): The HoB will liaise with the DoA and/or parents/nominated guardians for travel arrangements for exeat weekends and half-term breaks.

Michelle Holmes of Holmes Partners: Holmes Partners are the college's third level 1 operator and will act as the college's Key Contact with UKVI/Home Office. In issuing the CAS on behalf of the College, the partners will ensure that all details of e-visas, passport numbers, UKVI student accounts and share codes etc. will be used to ensure a compliant and safe journey into and out of the country for our boarding pupils.

Parents: Parents and/or nominated guardians must provide the College with all the details it requests in order for the College to ensure a safe and smooth journey to and from the College. Many contact details will already be known by the College through the admissions process, but actual flight details, times and dates can only come from the parents to the College. A failure to provide the required travel details could result in UKVI/Home Office refusing entry into the UK. Parents may wish to avail themselves of an insurance policy specifically for the travelling, or possibly a full term-time policy that includes travel.

3. Duties of the College: The College's DoA will ensure that the parents and pupils understand what is required to enter into the country. The details of all travel documents such as passports and e-visas must comply with UKVI regulations. The College will require the parents/nominated guardians to supply the College with all travel arrangements such as flight numbers, arrival/departure times and dates. Details of accompanied or unaccompanied travel including details of any accompanying adult will need to be supplied for verification by the College.

Once the CAS has been issued and a visa obtained, pupils will need to create a student account with UKVI. This will allow access to the e-visa, which will be needed to travel. A share code will be issued, which needs to be passed on to the College so that it can fulfil its obligation to record the travel details on its records and SMS. The pupil's passport must at this stage be linked to the e-visa within the student account.

Where a pupil may be a dual citizen, the College will only issue a CAS on the passport being used to undertake the chosen course at the College. Should the pupil, for instance, choose to visit the UK prior to the start of term and use their second passport to do so, this would not count as entry into the country for the purposes of study and as such would breach the visa regulations as permitted under the issuance of the CAS. Pupils would be required to leave the UK and then re-enter using the designated e-visa passport. Pupils can only use the passport directly linked to their e-visa for the purpose of entry to the UK for study.

Other entry arrangements such as ETA or pupils attending short courses/taster courses etc. will also be explained to the parents by the DoA. Again, all flight details etc will need to be supplied to the College.

3.1 Once all travel details have been submitted to the College, the actual logistics of collection from the airport can be planned. If the College's own staff collect the pupil, the parents and pupil will be provided with the name of the collector, a telephone of the collector and a photograph of the collector. Pupils need to check that the person collecting them is who they are expecting. Under no circumstances should they just get into a vehicle being driven by an unknown person.

3.2 Should a taxi pick up a student, the College will again supply all ID details as in 3.1 above. All of the college drivers in our approved taxi suppliers have been required to pass a DBS check before being used.

3.3 If a nominated guardian is collecting a pupil, the College will need to be informed of arrival time/date and will require the guardian to inform the College of the arrival/e-visa entry details for our record keeping.

3.4 For pupils departing the country, all travel details will again need to be supplied to the College. If the College is dropping off a pupil, or a Taxi is doing so, the pupil will be accompanied by the staff member/taxi driver through check-in and into the departure gate (airside) The College will not allow pupils to be unaccompanied up until the pupil is airside.

4. Nominated guardian: The College will require consent from the parents for the nominated guardian being used by them for their child. Additionally, there are expectations of the guardian to supply details of arrival/departure so that the College can keep its record up to date in accordance with its duties and responsibilities to hold a licence to sponsor international students.

We would ask parents and guardians to consider the term dates strongly when arranging travel at the start and end of term. Pupils should not miss valuable teaching and learning to fit in with airline schedules. If flights from a country are infrequent, we ask that parents send the child to stay with their guardian prior to the start of term and then the guardian to bring them to College and/or to collect them from the college at the official end-of-term date and remain with the guardian until the flight can be taken. Lost teaching time is critical. Should an early departure or late arrival be absolutely necessary, then permission to do so must be requested by the parents/guardian to the Principal.

Any early arrival/late departure must agree with the dates permitted by UKVI and agree with the CAS dates so that no breach of immigration rules takes place.

[illegible][illegible]

[illegible][illegible]

Appendix 1: Parental consent/travel details form



BROOKE HOUSE COLLEGE ENGLAND

Travel Consent Form

It is good practice for all students under the age of 18 to carry this consent to travel form and to present it to UK Border Officers upon arrival in UK. Please complete this form in full and give it to your child before they travel to UK. Please tell your child that they must present this form to the immigration officer, together with their passport, when they arrive at the immigration desk. They should also present their confirmation letter if asked by the immigration officer.

Student Details

Full Name of Student:
Student Passport or ID Number:

Student Medical Details

Known Allergies or Medical Conditions:
Medicine Carried and Usage:

Parent / Guardian Details

Full Name of Parent/Guardian:
Full Address of Parent/Guardian:

Parent/Guardian Telephone Numbers (including country code)
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Home:

Mobile:

Parent/Guardian Passport or ID Number:
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Declaration

'I hereby authorise my child -

_____ - to travel to UK for a
course at Brooke House College as detailed on the confirmation and/or
visa letter'.

Name of Parent/Guardian:

Signature of Parent/Guardian:

Brooke House is a fully residential college recognised by the DfE and accredited by the Independent Schools Inspectorate. The College is a member of the Conference for Independent Further Education. The college is also a member of Accreditation UK, via British Council Accreditation.

Appendix 2: Travel risk assessment including unforeseen circumstances

Assessment Date 24.09.2025



People at risk: Students travelling independently to Brooke House College

Client/ Site: Brooke House College

Assessment for: Unaccompanied Students travelling to / from Brooke House College

Hazard	Existing Controls	Currently			Additional Controls / Comments	Residual Risk
		Severity	Probability	Risk		
Health Concerns – Travelling ill, falling ill or experiencing	1. Parents advised not to allow students to travel if unwell. Brooke House to make arrangements with the UK	2	2	4	Where possible, parents should be advised to book unaccompanied minor service with airlines.	2

problems with specific conditions	Guardian to supervise if school closed and student can't travel home on the intended date. 2. Travel Consent Form, that all under 18 year old students are advised to carry, include questions about known allergies, medical conditions and any medicine carried or known treatments.					
Missed Connection Flight	Parents/Brooke House Staff to ensure students clearly understand the connection details. Students to be advised to carry battery packs for their mobile phones. Students to be advised to be carrying credit card or cash in international currency.	4	2	8	Where possible, parents should be advised to book unaccompanied minor service with airlines. Where possible, parents should be advised to book direct flights to the UK.	4
Lost at the Airport	Parents/Brooke House Staff to advise students prior to arrival to only ask for assistance from uniformed adults – airport staff, shop assistant or police officers.	2	2	4	Students are advised of the Brooke House Duty Phone number in pre-arrival information and encouraged to contact if assistance is needed.	2

Theft / Pick Pocketing	Students to be advised to be cautious about pick pockets at airports and not to keep all valuables (phone, passport, money, credit card) in one pocket / location.	2	2	4	Advised to immediately inform a uniformed member of staff or a police officer immediately if noticed something has gone missing.	2
Students not finding appropriate adult for pick up	Students provided with a taxi booking confirmation letter, if booked with Brooke House (advised) – Appendix 3 of Travel Policy. Students/Families making their own arrangements are provided with the Duty and Head of Boarding contact details	2	2	5		3

Yes

No

All control measure in place and no further action required

☐
☐

Additional control measures outstanding

☐
☐

RISK=SEVERITY x PROBABILITY

Severity

1	Negligible
2	Minor
3	Serious
4	Major
5	Catastrophic

Probability

1	Very Low
2	Low
3	Possible
4	Likely
5	Very Likely

1-4	Minimal risk (min)	Risk reduced as far as reasonably practicable
5-11	Low risk (L)	Low risk. Keep under review
12-16	Medium risk (M)	Additional controls should be considered. Monitor closely.
17-25	High risk (H)	Stop the activity until control measures to reduce risk are in place

Signed: Wylie Wright

Date: 24.09.2025

Review Date: 01.09.2026

Appendix 3: Taxi Booking Form (Example) with Emergency Contact Details



TAXI BOOKING FORM

From: Lisa reception@brookehouse.com

Tel: 01858 462452

Ref: 086

Arrival:

Name/Age/ Gender	B/H Accommodation
Sardor Khakimov LL/14/Male	Main Campus call Leo

Unaccompanied Minor	Date Needed	Airport/Terminal	Flight Details /Time
NO	12/09/2025	LHR / T4	HY 14:50

DRIVER'S TELEPHONE NUMBER	Pat Oakley +44 7912 109 961
Passenger's Whatsapp	Sardor +99890- 0079680 Details of Person Accompanying - Dilmurodkhon Bakhodirov +99891-1910139
Resident Tutor Contact	N/A

Payment method: School Invoice (X) Cash ()

CONFIRMATION OF TAXI BOOKING

BHC/ Taxi firm	DATE	BHC CONFIRMATION
Lee Smith	10/09/2025	Lisa

The driver will be a representative of BROOKE HOUSE COLLEGE of Market Harborough, and he/she will be holding a sign with the words, "Brooke House College" written upon it.

Please note the following telephone numbers **IN THE EVENT OF ANY PROBLEMS**

Brooke House College DUTY MOBILE 'PHONE: (24 hours) **07852 948805**.

Brooke House College Reception (08:00 – 17:00 Monday to Friday) 01858 462452

Leo (Head of Boarding) **07702 515441**

Please also inform the student that in the event they cannot locate the driver, they should only seek help from a Police Officer or members of airport staff. Please ask the student NOT to leave the terminal building unless he/she is with the driver. We will contact you further if there any changes or modifications to these arrangements.