

AIRPORT COLLECTION AND DEPARTURE ARRANGEMENTS

ARRIVAL/COLLECTION

Manchester and London Heathrow

Students arriving at Manchester or London Heathrow Airports will be met by a Concord College staff member. Students should wait in their arrival terminal (after passing through immigration). They will be collected by a Concord College staff member who will be holding a large sign saying “Concord College”. They will also be carrying identification and a letter of authority from the College and will be wearing a coloured Concord T-Shirt.

If you have notified us that the ***unaccompanied minor service*** has been booked, your son/daughter will be collected from the Airline desk in the appropriate arrival terminal by a named member of Concord College staff who will also be carrying identification and a letter of authority from the College.

The information required for the airlines for the meeting of unaccompanied minors is:

Ms Kari Quant
Concord College
Acton Burnell Hall
Acton Burnell
Shrewsbury
Shropshire SY5 7PF
UK

Telephone number +44 (0)1694 731631

Students who are already in London and meeting at Heathrow airport should wait at the Meeting Point at Terminal 3 arrivals at the agreed time. A member of Concord College staff will meet you there.

Please ensure your son/daughter is told that **they must not move from the Arrivals Hall** – a member of Concord College staff will come to them. In the event of any concerns or queries, the telephone number is +44 (0)1694 731631.

TRAVEL – OTHER AIRPORTS

Those students arriving at other airports (not Manchester or Heathrow) or arriving outside of the published times, will have been notified separately about their travel arrangements. Any taxi transfers will be arranged with Bruce’s Executive Travel or Shrewsbury Taxis. The taxi driver will have identification and a letter of authority from the College.

DOCUMENTS

Please ensure your son/daughter is carrying their Letter of Authority to Travel letter and has their enrolment documents with them.

DEPARTURE

Manchester and London Heathrow

Students will be transferred via coach, minibus or people carrier to Manchester or London Heathrow airports for an arrival time of at least 2 hours (3 hours for long haul flights) before their flight departure time. Concord College staff will take the student to the departure terminal check in area and wait until they have moved through into the departure area.

If you have notified us that the ***unaccompanied minor service*** has been booked, your son/daughter will be taken to the departure terminal and handed over to the Airline representative by a member of Concord College staff.

Students who are meeting parents/guardians at Heathrow airport will be taken to the Meeting Point at Terminal 3 departures at the agreed time by a member of Concord College staff (unless other arrangements have been agreed to take the student to an alternative Terminal).

TRAVEL – OTHER AIRPORTS

Those students departing from other airports (not Manchester or Heathrow), will have been notified separately about their travel arrangements. Any taxi transfers will be arranged with Bruce's Executive Travel or Shrewsbury Taxis.

CONTACT TELEPHONE NUMBER

The contact number on arrival/departure day and throughout the summer programme for any queries is +44(0)1694 731631.
