



# The Duke of York's Royal Military School

## **Taylor Travel Airport Transfer Service Booking**

Parents/Guardians wishing to use the Airport Transfer service should contact Annette Taylor, at Taylor Travel on 07753467510 or via email [info@taylortravelltd.co.uk](mailto:info@taylortravelltd.co.uk). All relevant information can be found on the School website, under *About us, then Useful forms*, <http://www.doyrms.com/Useful-Forms> then scroll down to Airport Travel. Please note that the booking form has been simplified and there is another document, "End/Start of Term Travel Arrangements - Guide for Parents", to aid the process of when to book flights. Taylor Travel will refer any request for transport during term time or prior to the earliest departure time, back to the School for authorisation from the Principal before this can be booked. Unless this is an exceptional circumstance, it will be turned down.

Please note that the Principal cannot authorise any absence from school during term time unless there are exceptional circumstances – this is a legal requirement for which he is accountable, notwithstanding the disruption and impact caused to our staff and students. We do hope you can appreciate the disruption and issues caused and that you are also legally accountable for your child's attendance as parents. The DfE makes it very clear that:

***"You can only allow your child to miss school if either they're too ill to go in or you've got advance permission from the school. You must get permission from the Headteacher if you want to take your child out of school during term time. You can only do this if you make an application to the head teacher in advance and there are exceptional circumstances."***

We apologise for the detailed letter, but we have tried to cover all potential scenarios and areas of confusion based on our recent experience to avoid misunderstanding in the future. If there are still areas you are unsure of, please contact Reception at School before making travel arrangements. Thank you for your support and understanding with this and to the vast majority of you who consistently approach this appropriately; we are desperately sorry to have to write this message to all parents.

