



## YMS Travel Ltd Airport Transfer Service Booking

Parents/Guardians wishing to use the Airport Transfer Service should contact YMS Travel Ltd on 01227 456331 (opt 2) or via e-mail at [bookings@ymstravel.co.uk](mailto:bookings@ymstravel.co.uk).

Please be advised that any request for transport during term time or prior to the earliest scheduled departure must be referred by YMS Travel Ltd to the School for authorisation by the Principal, via his Personal Assistant. Such requests will only be approved in exceptional circumstances; otherwise, they will be declined.

It is important to note that the Principal is legally prohibited from authorising student absences during term time unless there are exceptional circumstances. This statutory requirement ensures accountability and reflects the significant disruption such absences can cause to both staff and students.

We kindly ask for your understanding regarding the impact these requests may have, and remind you that, as parents, you are also legally responsible for your child's school attendance.

If there are still areas regarding travel arrangements you are unsure of, please contact the Reception at the School **before making travel arrangements** on 01304 245023 / [reception@doyrms.com](mailto:reception@doyrms.com).