

QUEEN ETHELBURGA'S COLLEGIATE



Chair of the Collegiate Board: Mrs A Martin. MSc, BA, FIoD | Principal: Mr D Machin. BA (Hons), PGCE, PGDip
Bursar: Mr C Hall. BSc, FCA

Boarding and Travel Information – January 2025

This bulletin contains information relating to the following topics:

- **Travel Forms**
- **Weekend Leave – Leave Request Forms**
- **Day Pass – Important update for those students in year 10**
- **School Shuttle**
- **School Uniform**
- **Bank Appointments**
- **Medical Drives – Update regarding cost**

February Holidays - Travel Forms

The Portal is now open for bookings for the February half term holidays.

February half term holiday will begin at 16:10 on the 14th February. Any absence before this time will be marked as unauthorised. School will reopen at 08:30 on the 24th February. Any absence after this time will also be recorded as unauthorised.

All boarding students must complete a form to inform the boarding house of their holiday plans to comply with safeguarding regulations.

The forms will expire from the portal on 9th February for departures and 19th February for arrivals. No more bookings for school-arranged travel can be taken after this time.

Please fill in **ONE** form for departures and **ONE** form for arrivals. If you need to make ANY changes, please fill in a new form for the type of transport you require. The forms are as follows:

Departure Forms

- [Departure Form - Airport Transfer](#)
- [Departure Form - Private Address Transfer](#)
- [Departure Form - Train Transfer](#)

The forms below do not book taxis.

- [Departure Form - Guardian/Host Family Collection *](#)
- [Departure Form - Parent Collection *](#)

Arrival Forms

- [Arrival Form - Airport Transfer](#)
- [Arrival Form - Private Address Transfer](#)
- [Arrival Form - Train Transfer](#)

The forms below do not book taxis.

- [Arrival Form - Guardian/Host Family Return *](#)

- [Arrival Form - Parent Return](#) *

* No taxi/transport will be booked through school

Weekend Leave/ Students Wishing to Leave Campus

Students who wish to leave the site for the weekend or during the week must complete the [Leave Request Form](#). We have updated the form to make it quicker to complete while also providing the boarding house with the necessary information.

For students who require transport, we offer a greater range of options. If you wish to book a taxi (NOT for end-of-term departures and arrivals), please complete [School Taxi Request Form](#) or see the Shuttle Bus timings below.

Both the leave request form and the taxi request form must be completed by the **deadline of 21:00 on Tuesday** for the upcoming weekend.

Day Pass for Y10-13 Students

The change for the new year is that year 10 For students will now be able to join the students in year 11 and above on a day pass into York. A Year 10 pass will only be granted if the student has had no detentions or gating's that week and has demonstrated good behaviour in the house. The final decision will be at the discretion of the house staff.

Due to their age, they must travel in groups of 3 students, and they can only use the shuttle service at the times specified for their year group. Students book this shuttle service via the QE app.

For any students wishing to go to York on a day pass, please complete the form [Y10-13 Boarding student day pass](#). This form only needs to be completed once each academic year.

Shuttle Service

For the students in years 10 and above we now also offer a shuttle service to Memorial Gardens in York (York train station is a 2-minute walk). The service operates on a Friday evening at 16:45 (Trains must be booked for 18:00 onwards) as well as the Saturday and Sunday. The tickets are £10 one way with a £20 return and is payable by card. Students book directly through the QE App – however, students are not able to book if the necessary permission forms are not completed.

Friday	16:45 QE - York
Saturday	10:00 QE - York
	11:30 QE - York
	17:00 York - QE
	19:30 York - QE (Year 12 & 13 only)
Sunday	10:00 QE - York
	11:30 QE - York
	17:00 York - QE

Due to the complexity of travel when students depart for their holidays, the shuttle service does not operate the last week of term/half term.

School Uniform

Please ensure that any required school uniform is ordered through the website shop.qe.org before students go to the school shop. All items must be paid for at the point of sale. If you have any issues or you would like further support, please email the School Shop directly at schoolshop@qe.org

Bank Appointments

We are still working closely with the HSBC to provide students with the opportunity to open a bank account.

On Wednesday 29th January the HSBC will be on site at Queen Ethelburga's to open bank accounts for students who may require them.

All students aged 16 years and over will need their passports and BRP cards (if required) to open an account. For students under the age of 16 their guardians/parents need to arrange an offsite appointment and accompany them to it

If you wish your student to be allocated an appointment, please ask them to speak to their houseparent, who will add them to the booking system.

If you have any questions or need any further assistance, please do not hesitate to get in touch Please email any boarding enquires to studentwellbeing@qe.org or for any travel enquiries, please email travel@qe.org