

Please return this form via
email or post by 8 May 2009



Boarding Travel Arrangement Details

Half Term commences: Friday 22 May after lessons (16:30)
to Sunday 31 May 2009 before 19:00

If you require us to make any travel arrangements for you, we must have confirmed flight/ticket details **at least 2 weeks before departure (by 8 May 09).**

After this time we will assume that your son/daughter will be collected by yourselves at the end of the school day (16:30) on Friday 22 May 09 and that parents/guardians will take responsibility for any further arrangements.

Whilst we do not expect boarding students to leave before the normal end of school we do recognise that flight availability or family circumstances may make it unavoidable to depart early on occasions.

All requests to leave school **before 16:30** must be made in writing to the Headmaster as far in advance as possible.

Student Name:

Departures at the end of the school day
on **Friday 22 May 09:**

Parent
Guardian
Taxi

(a school minibus will be used in place of taxis for flights departing between approx 16:30 and 18:00 if numbers warrant this)

Departure Date:

Time of Departure:

Destination:

Contact Number:

Flight No:

From:

To:

Return to school between 16:30 and 19:00
on **Sunday 31 May 09:**

Parent
Guardian
Taxi

(a school minibus will be used in place of taxis for flights arriving between approx 16:30 and 18:00 if numbers warrant this)

Arrival Date:

Time of Arrival:

Destination:

Contact Number:

Flight No:

From:

To:

Please ensure all
details are
completed....

Ratcliffe College

Fosse Way
Ratcliffe on the Wreake
Leicester
LE7 4SG

Main School: 01509 817000
Duty Mobile Mrs Sharpe: 07734 069184
Duty Mobile Mr Taylor: 07711 220496
Email Mrs Sharpe: psharpe@ratcliffe.leics.sch.uk
Email Mr Taylor: ntaylor@ratcliffe.leics.sch.uk