

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

Dear Parent/Guardian

Boarding and Travel Information

Please see the below information for boarding students contained in this email:

- **Holidays@QE**
- **Travel Forms**
- **Weekend Leave – Leave Request**
- **Day Pass**
- **Party Packages**
- **School Uniform**
- **Cashless Campus**
- **Bank Appointments**
- **Medical Drives**
- **Device Repair**
- **Boarding Bites!**

Holidays@QE

With less than 6 weeks to go until half term, the Holidays@QE team are busy planning for the last half term of the year! With examinations just around the corner the theme for this holiday is Tranquillity! As the weather begins to improve, activities will hopefully be outside to promote positive wellbeing, with walks and trips available off site. For further information, students can contact Miss Green in Pastoral, parents and guardians can contact studentwellbeing@qe.org.

Please use this link to book your student's place [Boarding Students Holiday at QE](#)

What is Holidays@QE?

Ensures that every student feels supported, engaged, and safe throughout their breaks.

- Comprehensive care**
Our dedicated holidays team offers personalised support for every students needs!
- Fun and engaging activities**
From outdoor activities to creative, musical ones there's something for everyone to enjoy.
- Academic Support**
For students who wish to stay academically active, we have study rooms and resources available to help them succeed.
- Trips**
Various trips are organised to ensure students are getting study breaks and socialising opportunities.
- Supportive community environment**
We offer a supportive and inclusive community environment where every student feels valued and respected!

For more information email:
Studentwellbeing@qe.org

Travel Forms

All boarding students **must** complete a form to advise the boarding house of their half term holiday plans to ensure that we comply with safeguarding regulations.

The forms will be removed from the portal on 19 May for all departures and 26 May for arrivals. No more bookings for school to arrange travel can be taken after this time.

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

Departure Forms

- [Departure Form - Airport Transfer](#)
- [Departure Form - Guardian/Host Family Collection *](#)
- [Departure Form - Parent Collection *](#)
- [Departure Form - Private Address Transfer](#)
- [Departure Form - Train Transfer](#)

Arrival Forms

- [Arrival Form - Airport Transfer](#)
- [Arrival Form - Guardian/Host Family Return *](#)
- [Arrival Form - Parent Return *](#)
- [Arrival Form - Private Address Transfer](#)
- [Arrival Form - Train Transfer](#)

* No transport will be booked

Weekend Leave – Leave Request

Just a reminder regarding the new forms for boarding students who wish to leave site for the weekend or during the week. 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.

Please can you complete the [Leave Request Form](#) if students wish to leave site. We have simplified the form to make it quicker to complete whilst also providing the boarding house with the necessary information that they require.

For those students who require transport we wish to provide a greater range of options to them. If you wish to book a taxi (**NOT for end of term departures and arrivals**) please can you complete [Taxi Request Form for leave from school](#) (please note, no requests can be actioned if they are submitted on a Saturday or Sunday).

For students in Year 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 which has been very successful now also operates on a Friday evening at 16:45 (Trains must be booked for 18:00 onwards) as well as the Saturday and Sunday. These are priced at £7.50 one way with a £15 return. It is currently a cash only service that students book directly with their house parents.

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.

Day Pass for Y10-13 Students

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 for the duration of the time that the student is at school.

Party Packages

We are now pleased to offer parents and guardians the ease of planning for their student's birthday or celebration via a booking form.

We are offering various packages from £20 - £50 which include cake, snacks, decorations and more. We can tailor the packages to suit your requirements and we will try our best to be able to fulfil any special requirements. If you wish to book a party package, please log onto the Portal and then click on this link [Party Packages](#). All bookings must be made 14 days before the event.

School Uniform

Please can you ensure if your child needs any school uniform that it is ordered through the website shop.qe.org prior to any students going 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

Cashless Campus

From September 2024 there will be no cash permitted on site for boarding students. All services, including vending machines and shuttles services will also be card only.

Boarding Staff will contact the parents of any students who have a pocket money balance, to discuss how the funds are to be cleared, as pocket money accounts will be closed in June.

Bank Appointments

We are still working closely with the HSBC to provide students with the opportunity to open a bank account. Students sign up directly with their house parents and we will arrange for a member of staff to take them to their appointment in a school vehicle. Students will be allocated a cashier to help assist them with the opening of their bank account. This service is provided free of charge to students aged 16 and over.

Medical Drives

We have had to amend the times we are able to provide transport to medical appointments. The new timings are 08:00 until 15:00.

For those students who are required to attend appointments outside of these times, a taxi can be provided, which will be charged directly to the student's school account. However, we are unable to provide a member of staff to accompany students to their appointment, therefore parents or guardians may wish to meet the student at their appointment.

Device Repair

For any students who require electronic device repairing, please can parents or guardians liaise with the chosen repair company directly. We are then able to transport the device to your chosen location, which will be charged directly to the student's school account. Any other monies owed, communication etc, must be between the parents/guardians and the chosen repair company.

Boarding Bites!

We are continuing to use [Boarding Bites](#) which is a company purely focused on providing healthy snacks and treats in boxes for students at boarding schools. To simplify the process, they have created bespoke tuck boxes your friends and family can send to your loved ones anytime or automatically through the subscription service 4 times a term. Each healthy snack tuck box contains both well-known brands, as well as crafted snacks. Some are vegan or allergen free, but most of all they are a healthier alternative. <https://boardingbites.co.uk/pages/our-boxes>

If you have any questions or need any further assistance, please do not hesitate to get in touch to gettravel@qe.org

Your sincerely

QE Travel