

**CAPITAL SCHOOL OF ENGLISH (Bournemouth)
Summer Junior School Programme**

**Ref: INDIVIDUAL AUTHENTICATION AND AUTHORISATION DOCUMENT FOR
INDIVIDUAL JUNIOR STUDENTS TRAVELLING UNACCOMPANIED**

Dear Sir/Madam

Name of Student: _____ Nationality: _____
Passport number _____, Flight Number: _____ Airline: _____
Arrival Time: _____ Flight Date: _____

Is due to begin a Summer Junior Language Programme at Capital School of English in
Bournemouth, UK. From _____ to _____ 2010

They have been issued with documents from their given agencies/parents stating that they will be travelling unaccompanied and will be met and escorted to their Homestay Accommodation by a member of the school staff. They will also be in possession of a parental consent form giving us permission to meet them at the airport.

The following list of Capital School of English staff are authorised to meet and accompany the student to their final destination (Bournemouth).

Sample Name 1
Sample Name 2
Sample Name 3
Sample Name 4

All of the named staff will possess a staff identification card and will be in full school uniform and will have records of all students arriving on the day.

From time to time our school Taxi company will be responsible for picking up the student from the airport and we authorise **Choice Chauffeur LLP, 26 Stokewood road, Bournemouth, BH3 7NY, Tel: +44 (0)1202 293433, +44 (0) 7894722027** to undertake this work and will have the company's staff documents relating to all individual unaccompanied students. The driver could be Mike Barbard, Brian Brett or Simon Manger

Should you require any further information regarding this document or the procedure we have put in place please do not hesitate to contact me in person at the school between 0800-17.00 Monday to Friday or **School Emergency Number: +44 (0) 7969524647 anytime.**

Kind Regards



Mr Spencer Fordham
Managing Director

