



RUGBY SCHOOL

TRAVEL ARRANGEMENTS





RUGBY SCHOOL

Dear Parents and Guardians,

TRAVEL ARRANGEMENTS

From today we are introducing **I-GTM**, a digital platform designed to manage and record student travel. This will replace our current travel arrangements form, providing the School with a clear, centralised view of every student's travel plans.

For families, the process is simple and efficient: most journeys can be entered in just a few clicks, with automatic reminders sent before each holiday or travel window. Flight details and taxi bookings can also be managed in the same process. **All student taxis must be booked through I-GTM** and will be arranged by the School's approved providers, with charges added to the School bill. This ensures a safer and more reliable travel experience.

For the School, I-GTM provides a straightforward way to keep student travel well organised, ensuring safeguarding is prioritised and compliance requirements are fully met. This helps us protect students while making arrivals and departures smoother for everyone.

CHAPERONED COACH SERVICES

The I-GTM platform will also enable parents to book their children onto a new coach service between Rugby and **Heathrow Airport** both at the beginning and end of term and for Half-term travel days. The service will have a chaperone on the coach with the students. Dependent on demand, this service will commence for the Lent Half-term travel days and will be offered when you book if the timings work for the travel you are entering.

For your information there will also be chaperoned coach services to and from **Aysgarth School** via **Wetherby Services**, as well as to and from **Newark Northgate train station** for Exeat and Half-term travel days.

The provisional timetable for the coach services can be found later in the booklet and it will also be available on the Parent Portal. Going forwards, we may add new routes to this service, depending on demand.

AIRPORT GUARDIANS

On key travel days, the School will also be working with **Airport Guardians**, a team of experienced chaperones based at major UK airports (Heathrow, Gatwick, Birmingham and Manchester). They will oversee safe arrivals and departures and provide additional reassurance to families.



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The platform is available at rugby.i-gtm.com. Please bookmark this address for future use.

Login instructions can be found at help.i-gtm.com/logging-in-to-i-gtm.

Please do ask your House staff for help, particularly if your journey is more complex. We appreciate that learning a new system can take a little time, however we are confident that I-GTM will make travel recording easier for families and provide peace of mind that every journey is managed safely and efficiently.

Thank you for your continued support in helping us take the very best care of your children.

Yours sincerely,

Peter Bell

Assistant Head (Operations and Compliance)

PARENT & GUARDIAN INFORMATION



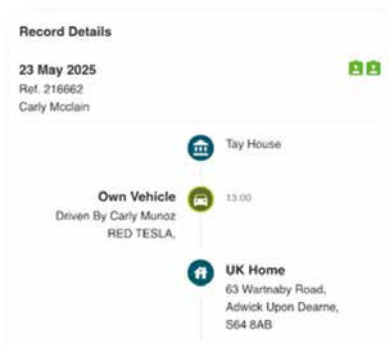
RUGBY SCHOOL



SAFER COMMUNITIES IN TRANSIT

INTRODUCING I-GTM

When you log in to I-GTM, the system automatically recognises both you and your child(ren). Submitting a travel plan is quick and intuitive, using a simple step-by-step process.

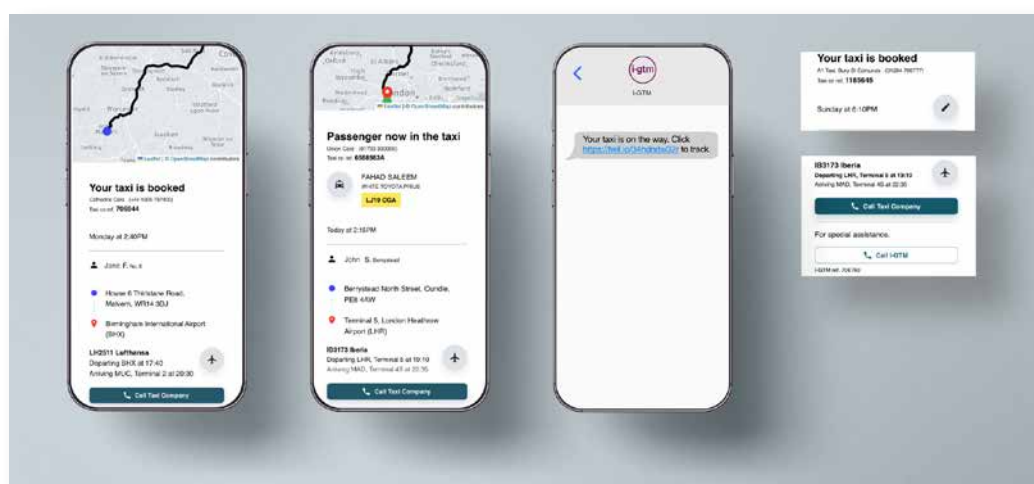


HOW IT WORKS

Start by entering the destination or origin. This will be either your UK home, another UK address (like a friend's house or hotel), an airport (for flights) or the Eurostar or a ferry terminal.

The system uses flight, train, and address data to interpret your entry and offer journey options with just a few clicks.

Each booking must then be authorised by you (the booker) or a named responsible adult via a secure email link.



TAXIS

Taxi requests are submitted directly through I-GTM and automatically booked using local providers, removing the administrative burden of arranging transport separately.

We receive full journey details in advance, including timing and routes, which allows us to group journeys where appropriate. Shared taxis enhance safety and reduce costs for families.

All student taxis should be booked through this system. The cost of the taxi will be added to your School bill.

COACHES

The School is introducing chaperoned coaches to and from Heathrow Airport, to and from Aysgarth School via Wetherby Services and between Rugby and Newark Northgate train station. Coaches will serve the most popular travel times and will be offered at the time of booking.

Heathrow coaches will run at the start and end of term and Half-term, leaving Heathrow at 09:00 to cater to early arrivals, and 17:00. The Aysgarth and Newark Northgate services will run at Exeats and Half-term. Ticket prices will be displayed at the time of booking and added to the School bill.

FLIGHTS

For those travelling on an international flight, you are asked to simply provide the flight number, and the system looks up the rest of the details, informing the Airport Guardians support staff and onward travel.

AIRPORT GUARDIANS

On key travel days, the School is supported by Airport Guardians, a team of experienced chaperones based at major UK airports. Their distinctive red jackets make them easy to spot.

The team provides:

- On-the-ground reassurance for students travelling in or out of the country
- Help with luggage, documents, and orientation
- Support with any issues that may arise during the journey
- Unaccompanied Minor (UM) duties for an additional fee, if required

Their presence helps ensure a safe, smooth, and reassuring travel experience for students and families.

HELP AND SUPPORT

- Please take time to read the **Quick start guide**: i-gtm.com/quick-start.
- Refer to help.i-gtm.com for How-To videos and articles.
- In the first instance please contact a member of your House team. Each House is supported by a School expert and the I-GTM team.



PROVISIONAL COACH SERVICES TIMETABLE



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SAFER COMMUNITIES IN TRANSIT

LENT TERM

Yorkshire service to Aysgarth School via Wetherby Services

Exeat		Half-term	
Friday 23 January		Time*	Time*
Depart from Rugby School	11:30	Depart from Rugby School	11:30
Via Wetherby Services	14:45	Via Wetherby Services	14:45
Arrive at Aysgarth School	15:30	Arrive at Aysgarth School	15:30
Sunday 25 January		Sunday 22 February	
Depart from Aysgarth School	16:00	Depart from Aysgarth School	16:00
Via Wetherby Services	16:45	Via Wetherby Services	16:45
Arrive at Rugby School	20:00	Arrive at Rugby School	20:00

Newark Northgate train station service

Exeat		Half-term	
Friday 23 January		Time*	Time*
Depart from Rugby School	11:15	Depart from Rugby School	11:15
Arrive at Newark Northgate	12:45	Arrive at Newark Northgate	12:45
Sunday 25 January		Sunday 22 February	
Depart from Newark Northgate	18:10	Depart from Newark Northgate	18:10
Arrive at Rugby School	19:40	Arrive at Rugby School	19:40

Heathrow Airport service

Half-term		End of term	
Friday 13 February		Time*	Time*
Depart from Rugby School	11:30	Depart from Rugby School	11:30
Arrive at Heathrow	13:45	Arrive at Heathrow	13:45
Sunday 22 February			
<i>First coach:</i>			
Depart from Heathrow	09:00		
Arrive at Rugby School	11:15		
<i>Second coach:</i>			
Depart from Heathrow	17:00		
Arrive at Rugby School	19:15		

*All arrival times are approximate, depending on traffic.



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SAFER COMMUNITIES IN TRANSIT

TRINITY TERM

Yorkshire service to Aysgarth School via Wetherby Services

Exeat		Half-term	
Saturday 2 May		Time*	Time*
Depart from Rugby School	11:10	Depart from Rugby School	11:30
Via Wetherby Services	14:25	Via Wetherby Services	14:45
Arrive at Aysgarth School	15:10	Arrive at Aysgarth School	15:30
Monday 4 May		Sunday 31 May	
Depart from Aysgarth School	16:00	Depart from Aysgarth School	16:00
Via Wetherby Services	16:45	Via Wetherby Services	16:45
Arrive at Rugby School	20:00	Arrive at Rugby School	20:00

Newark Northgate train station service

Exeat		Half-term	
Saturday 2 May		Time*	Time*
Depart from Rugby School	11:00	Depart from Rugby School	11:15
Arrive at Newark Northgate	12:30	Arrive at Newark Northgate	12:45
Monday 4 May		Sunday 31 May	
Depart from Newark Northgate	18:10	Depart from Newark Northgate	18:10
Arrive at Rugby School	19:40	Arrive at Rugby School	19:40

Heathrow Airport service

Beginning of term		Half-term		End of term	
Sunday 12 April		Time*	Time*	Saturday 27 June	Time*
<i>First coach:</i>		Depart from Rugby School	11:30	Depart from Rugby School	14:30
Depart from Heathrow	09:00	Arrive at Heathrow	13:45	Arrive at Heathrow	16:45
Arrive at Rugby School	11:15	Sunday 31 May			
<i>Second coach:</i>		<i>First coach:</i>			
Depart from Heathrow	17:00	Depart from Heathrow	09:00		
Arrive at Rugby School	19:15	Arrive at Rugby School	11:15		
		<i>Second coach:</i>			
		Depart from Heathrow	17:00		
		Arrive at Rugby School	19:15		

*All arrival times are approximate, depending on traffic.





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rugbyschool.co.uk



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