



RUGBY SCHOOL

# TRAVEL ARRANGEMENTS





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Dear Parents and Guardians,

## TRAVEL ARRANGEMENTS

From today we are introducing **I-GTM**, a digital platform 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 parents and guardians, the system is designed to be quick and convenient – most journeys can be entered in just a few clicks, with automatic reminders sent before each holiday or travel window to ensure details are completed in good time.

For the School, I-GTM provides a straightforward way to keep all 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 regional coach service.

The **Yorkshire** service, which we introduced last term, will continue to operate.

We are also commencing an additional coach service to **Newark Northgate train station**.

Depending on demand, these services will run for Exeat and Half-term travel days. The services will be chaperoned and will be offered when you book, if the timings work for the travel you are entering.

For your information, we are also introducing a chaperoned coach service to **Heathrow Airport** at the beginning and end of each term and of each Half-term.

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.

## TAXIS

I-GTM also allows **taxi bookings** to be made fully automatically with local providers, with charges added directly to the School bill. This creates a safer, more reliable process for families while keeping everything in one place.



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The platform is available at [rugby.i-gtm.com](https://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](https://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.

We hope you will find I-GTM both convenient and reassuring, and we 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



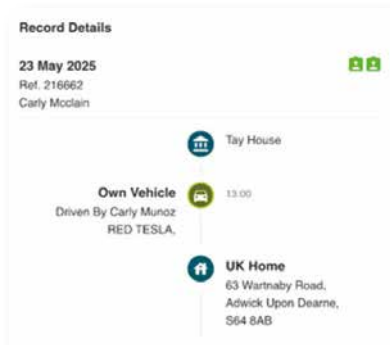
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# WELCOME TO I-GTM

When you log in to I-GTM, the system recognises both you and your child or children.  
Submitting a travel plan is quick and intuitive with a point-and-click, wizard-driven interface.

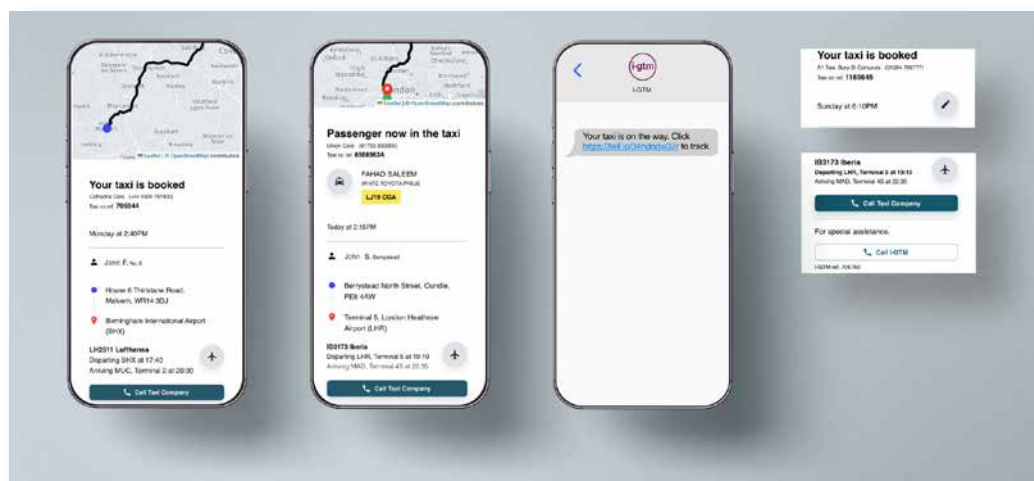


## HOW IT WORKS

Start by entering the destination. 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 can then work out where you are, where you are going and can intelligently offer you options for inputting the journey with just a few clicks.

As the booker or named responsible adult, you will be asked to authorise each booking by clicking on a link in an email sent to you.



## 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.

## 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.

## FLIGHTS

For those travelling on a domestic flight within the UK, or to the Channel Islands or Isle of Man, selecting your destination address will present "Domestic Flight" as a travel option. Simply enter the flight number, and the system will look up the remaining details automatically, arranging onward travel where required.

## HELP AND SUPPORT

- Please take time to read the **Quick start guide**: [i-gtm.com/quick-start](https://i-gtm.com/quick-start).
- Refer to [help.i-gtm.com](https://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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# 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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# 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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## RUGBY SCHOOL

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