



SAFER COMMUNITIES IN TRANSIT



St Leonards
St Andrews

The background of the slide is a photograph of the St Leonards clock tower in St Andrews, Scotland. The tower is a stone structure with a red clock face and a silver domed roof topped with a weather vane. It is surrounded by other stone buildings and a blue sky with some clouds.

A Guide to I-GTM for Boarding Families

Welcome to I-GTM

St Leonards uses I-GTM to record boarders' journeys to and from school and to arrange licensed transport where required.

All journeys must be recorded in I-GTM, including when you are collecting your child yourself or they are travelling with a named guardian. This helps the school maintain an accurate record of where pupils are travelling, how they are getting there and who is responsible for them, supporting both safeguarding and the School's UKVI sponsor responsibilities.

Please submit all travel details at least 48 hours before the day of travel. This gives us time to check arrangements, organise transport and request additional services where required.



How It Works

Enter your child's destination and journey details into I-GTM. For international flights, you will simply need to provide the flight number and the system will use this to retrieve the relevant flight information.

Once the journey has been submitted, the named parent or responsible adult will receive an email asking them to authorise the travel plan.

All journeys must be recorded through I-GTM, including travel during term time and journeys at the beginning and end of school holidays.

Record Details

23 May 2025

Ref. 216662

Carly McClain



Tay House

Own Vehicle

Driven By Carly Munoz
RED TESLA,



13:00



UK Home

63 Wartnaby Road,
Adwick Upon Dearne,
S64 8AB

Digital Travel Wallet

Before each airport journey, pupils will receive a Travel Wallet by email and SMS containing the information they need for their journey, including:

- their itinerary and live flight information
- taxi company and driver details
- details of the Airport Guardians on duty
- direct contact and emergency numbers

The Travel Wallet can be added to Apple Wallet or Google Wallet for easy access while travelling and will be updated if journey details change.



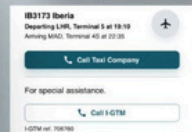
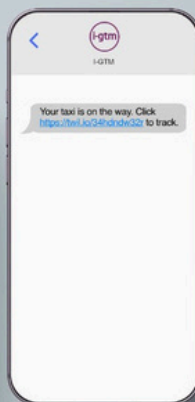
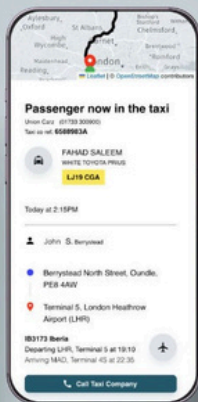
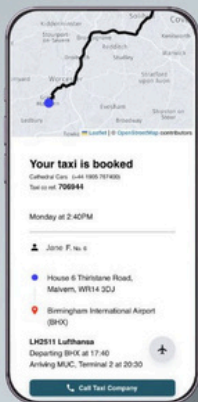
Airport Travel & Taxis

All taxi journeys for St Leonards boarders must be booked through I-GTM. This allows the school to use licensed providers, see the pupil's journey information and coordinate travel arrangements.

For journeys between St Leonards and Edinburgh Airport, pupils travelling at similar times may share a taxi. The cost of the vehicle is divided equally between the pupils travelling, helping to reduce costs for families where journeys can be shared.

If you would like to continue using a known driver, their licensed private hire operator can apply to be registered on I-GTM, subject to the required checks and approval by the School. Once approved, journeys must still be booked through I-GTM.

Where additional support is required, services including Unaccompanied Minor assistance and Walk to Check-in can also be arranged.



Airport Guardians

On the School's main travel days, Airport Guardians are on duty at Edinburgh Airport to welcome arriving pupils, guide them to their taxis and support check in and departure.

For pupils connecting through Heathrow or Gatwick, Airport Guardian teams can also provide support where required, including in the event of travel disruption.

Before each airport journey, pupils will receive a Travel Wallet containing details of the Airport Guardians on duty and their contact numbers, alongside their itinerary, live flight information and driver details.

If a pupil experiences an issue at the airport, including being unable to locate their driver, they should also contact the boarding house team on boardertravel@stleonards-fife.org



Costs and Charges

Airport taxis are shared where flight times allow, with the total cost of the vehicle divided equally between the pupils travelling. This means costs can vary depending on the number of pupils travelling at similar times.

Where I-GTM is able to combine pupils into a shared vehicle, 80% of the saving is passed on to families, with I-GTM retaining 20%.

Recent airport taxi costs

The figures below show recent shared taxi costs per pupil for journeys between St Leonards and Edinburgh Airport:

Travel period	Cost per pupil inclusive of VAT
February Half Term 2026	£69.84 outward/£85.85 return
May Half Term 2026	£89.66
End of Summer Term 2026	£136.39

These figures are examples from previous travel periods. Future costs may vary depending on travel arrangements and the number of pupils sharing.

Additional charges

I-GTM platform fee

A small service fee is added to each taxi booking and is capped at £8.93 per journey before VAT for 2026/27.

Unaccompanied Minor Service

Where required by the airline and booked, this service costs £80 before VAT / £96 including VAT.

Walk to Check-in

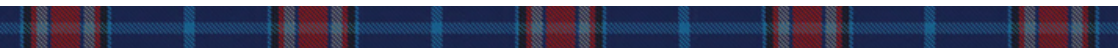
Where booked, this service costs £40 before VAT / £48 including VAT.

Airport Guardians at Edinburgh

The charge is £15.47 per pupil, per journey before VAT for 2026/27. This is included within the international pupil supplement rather than added to the taxi bill.

Help and Support

If you are having trouble using I-GTM or experience technical issues, please contact your child's boarding house team, who will pass on the query to the IT Support team.







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Travel and Whereabouts Record Keeping for Independent Schools