i-gtm

Bring order to your travel days

Record keeping and travel management software for independent boarding schools.

In association with GTMatrix, outsourced student travel management and support.

Welcome to i-gtm

Thank you for your interest in i-gtm. This document sets out our software and the operations of our sister company, GTMatrix, which can optionally be engaged to run various outsourced functions.

What is i-gtm?

Parent or student-led travel and whereabouts data capture platform, designed to remove the bulk of the administrative burden from school staff and automate communication, booking tasks, management of vehicles, support staff and students, and generate complete travel records.

Legislation that governs schools' responsibilities:

National Minimum Standards for Boarding Schools (September 2022), para 11.2, states:

> The school should make arrangements, with parents and carers, which are clear about who is responsible for the collection and transport of boarders (including arrangements for international pupils) at the start and end of the school term and where there is any temporary absence from school.

Additionally, Student Sponsor Guidance, Sponsorship Duties (2021) states:

> 3.27 Sponsors who recruit a child under the age of 18 must ensure suitable care arrangements are in place for them in the UK. This must include arrangements for their:
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> a. travel;
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> b. reception when they arrive in the UK; and
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> c. care while in the UK.

Schools therefore need a mechanism to gather and store the requisite information. Technology allows for the useful processing of this information to relieve the burden on the organisation.

How does i-gtm work?

i-gtm connects to the school's MIS to allow parents, and optionally students, to sign in and inform or book travel. Requests for taxis can be routed to taxi suppliers, school coaches can be promoted to those for whom they would be applicable, multi-stage journeys can be easily booked and simple collections and drop-offs notified with a couple of clicks. All bookings are authorised by a responsible parent or guardian and a member of school staff.

Complete record keeping

A UKVI inspection requires the school to produce an audit of all travel undertaken by any Sponsored student, picked at random, on a travel day picked at random. Without a complete record-keeping application, preparing for the inspection can be overwhelming. i-gtm allows for instant recall of any journey made by any student with all legs of a multi-stage booking.

Transfer of Duty of Care is quickly and easily reported, recorded and authorised removing a significant workload from school staff and reducing the risk of failing an inspection through poor record keeping.

Cost savings

The cost to schools of staff chasing students and parents for essential information relating to their travel to and from school is very significant. By automating reminder communications and moving the burden of recording travel to the parents, or optionally to the students, staff are freed up for other duties.

With clean, structured data input into i-gtm, organising the travel day, including taxi bookings, coach lists, car pick-up times and any other travel, becomes simple.

Airport Guardians

What are Airport Guardians?

To comply with legislation, schools are required to provide supervision of arriving students at airports.

GTMatrix provides trained, uniformed staff to receive and oversee arriving and departing students at Heathrow (other major airports may be covered on demand).

How does it work?

The Airport Guardians team oversees the arrival at the airport of all students and are available to assist as needed. They have a schedule of all students travelling through the airport and can carry out Unaccompanied Minor or assisted check-in and terminal transfer duties if required (nominal additional charge). They are fully trained by GTMatrix and strict escalation protocols are in place should there be a need.

Attendance is from before the arrival of the first student or flight untils after the departure of the last student or flight, depending on the direction of travel. Coverage is nominally 16 hours her travel day with a minimum of two members of staff on duty.

Airport Guardians is designed to satisfy both NMS and Sponsored Student legislation.

GTMatrix

If the school prefers to outsource transport operations, including private hire operator compliance and vetting, and coach operations and chaperones, our sister company, **GTMatrix** is able to manage this entire process.

What is GTMatrix?

An outsourced school travel department. GTMatrix is responsible for ordering and organising school coaches and liaising with local taxi suppliers to ensure quality of service to school and parents. It works closely with the school to ensure that appropriate transport arrangements are made and that all travel runs smoothly, with any problems being dealt with quickly and efficiently. Post-travel reports are analysed with the school to determine where efficiencies and improvements can be made.

Taxis

Trusted taxi providers can be added to i-gtm and are selectable by parents, or allocated on a first-preferred or round-robin basis. Each taxi supplier is given a dashboard on i-gtm where they view, price and close all jobs allocated to them.

Where taxi suppliers have a billing relationship with the school i-gtm can report to both parties to ensure accurate charging.

Optionally GTMatrix can pay taxi suppliers and pass this account to the Bursary for adding to parent bills. A cash handling charge is levied.

In all cases a click-charge is levied to the school for each taxi passenger which the Bursary may optionally pass on to parents.

School coaches

GTMatrix operates school coach routes as directed by the school. Parents can book students onto the coaches through i-gtm, which actively promotes available routes where they are of benefit to the journey.

Coach passenger manifests are automatically built by i-gtm as passengers book tickets. These are passed to the coach chaperone if applicable (see below) and form the basis of Bursary reports for billing purposes.

In all cases a click-charge is levied to the school for each coach passenger which the Bursary may optionally pass on to parents.

Coach chaperones

Where GTMatrix runs coach travel it recruits a local team of chaperones who can load and unload coaches, taking a full roll-call of those travelling. The chaperones can accompany the coach on its journey where required. Clients usually require airport coaches to be chaperoned, whereas regional routes may run unchaperoned.

Next steps

We have a fully-functioning demo school and we would be delighted to show you around i-gtm. Additionally if you would like to speak to our existing clients we would be pleased to refer you.

Adoption of a whole-school record-keeping and travel management and reporting system is an SLT-level decision. A "Champion" at the school should lead the assessment and adoption of the system and should book a weekly Zoom meeting with an i-gtm Account Manager.

We look forward to showing you round and discussing your school's specific needs.

Please call Andrew Steven on +44 20 3355 2858 or email as@i-gtm.com.