

## School Transport 2019-2020

### Booking Form



Dear Parent/Carer

Due to an annual increase in our bus contract our bus charges for **2019/2020** will be as follows:

Routes <b>PS5</b> (Harrow/Kenton/Stanmore)	<b>£871.83 per year = £96.87 x 9</b>
Routes <b>PS1 to PS4 and PS6 to PS11</b>	<b>£775.44 per year = £86.16 x 9</b>

**Please note: we have moved some bus stops to different bus routes to create more spaces. Please check the timetable carefully before entering the bus number on your booking form!**

Please read this booking form carefully as it includes important information about the bus service. Please then complete and return it to the school Finance Office as quickly as possible, but in any event by no later than **Friday, 21st June**. We have a limited number of places and may not be able to consider your booking form if we do not receive it duly completed by this date.

A new **single passport sized photograph** for each student must be attached to this booking form. For each student, please write their name, year group in **2019-2020**, route and stop number on the back of each photograph.

Please note that we cannot guarantee any student(s) with a place on the bus service as the number of places on each bus is limited, and will be allocated on a first come first served basis. We will inform you immediately if there are no spaces available on your chosen route. One free pass per family will be offered where 3 or more siblings are using the bus in this upcoming academic year.

Payment must be made by cheque (post-dated 1st September 2019) where you are paying for the entire academic year in advance, and we must receive your cheque payment by **Friday, 21<sup>st</sup> June**. We will not bank your cheque before the 1st September 2019. Alternatively, you can make 9 equal monthly payments by standing order commencing on 1st September 2019.

Please note that buses are booked at the start of the academic year for the entire period, and so by returning this booking form to us duly completed, you are committing the student(s) to your chosen bus service for the whole academic year 2019-2020. If you remove your student(s) from the bus service then you will not be entitled to a refund where you have paid in advance by cheque, and you will be obliged to continue with your monthly instalments for the remainder of the outstanding academic year where you have chosen to pay monthly. However, the school may in its sole discretion choose to offer a partial refund or allow you to cease your monthly instalments in exceptional circumstances, and only where you have given the school at least **one full term's notice** that you wish to remove your student(s) from the bus service.

It is important that the school has adequate arrangements in place in readiness for the academic year. Therefore, if we do not receive your cheque or standing order payment by the date above, then the student(s) may not be able to make use of the bus service. If during the academic year we stop receiving your standing order payments and you fail to rectify this upon us giving you reasonable opportunity to do so, we reserve the right to remove the student(s) from the bus service until such time as all payments are brought up to date.

The school buses will start running from the first full school day, Wednesday, 4th September 2019. Further information can also be found on the school website [www.parmiters.herts.sch.uk](http://www.parmiters.herts.sch.uk). On the website select parents then school transport.

Yours sincerely

Mrs J Johnstone, Director of Finance & Resources

Please return to the Finance Office by Friday, 21<sup>st</sup> June 2019.

My son/daughter has been offered a place to study at Parmiter's School in September 2019. If they choose not to take this place, I understand that any payment taken will be refunded in full.

1<sup>st</sup> Student's Name: \_\_\_\_\_ School Year in 2019/2020: \_\_\_\_\_

2<sup>nd</sup> Student's Name: \_\_\_\_\_ School Year in 2019/2020: \_\_\_\_\_

3<sup>rd</sup> Student's Name: \_\_\_\_\_ School Year in 2019/2020: \_\_\_\_\_

4<sup>th</sup> Student's Name: \_\_\_\_\_ School Year in 2019/2020: \_\_\_\_\_

- I enclose **one** passport sized photograph of each child with their name, route and stop number on the back



Address to send bus pass: \_\_\_\_\_

Postcode: \_\_\_\_\_

*(Bus passes will be posted home during the 3<sup>rd</sup> week of August).*

Daytime contact no: \_\_\_\_\_

**Please note: we have moved some bus stops to different bus routes to create more spaces. Please check the timetable carefully before entering the bus number on your booking form!**

Bus Route No: **PS:** \_\_\_\_\_ **Stop No:** \_\_\_\_\_

\*I enclose

- A cheque for £\_\_\_\_\_ in respect of a full year's fare (**cheque made payable to Parmiter's School**)
- A standing order mandate commencing the 1/9/19 (last payment 1/5/20)

*(Please delete as appropriate)*

**By signing this form, you and your child/children will be agreeing to the following behaviour expectation on the school buses:**

*Students are expected to behave on the buses, in accordance with the school's behaviour policy. Bus passes should be carried for every journey as the school operates bus pass checks. For legal and safety reasons students sitting on the top deck must remain seated and not standing during the bus journey. For any students found misbehaving the appropriate sanctions will be delivered, firstly a warning followed by a detention for a second warning and if a further incident occurs a week-long ban from the bus.*

Signed: \_\_\_\_\_ (Parent/Guardian) **Date:** \_\_\_\_\_