

ANDREWS OF LEICESTER LTD

12 Slatebrook Close, Groby, Leicester, LE6 0EE.

info@andrews-coaches.co.uk

0116 2877017

Dear Parent / Guardian,

Thank you for expressing an interest in your child using our S822 bus service from Huncote to Brockington College.

Please note that the pickup point for the morning in Huncote is 8:00am at the bus stop at Huncote Green.

In the morning the bus will drop students off at the bus bay inside the school grounds. In the afternoon the bus will pickup in the school grounds at 3:10pm for a 3:20pm departure.

Payments:

Our price is **£2.40** per student per day for this bus service. There are a few payment options that are available, please see the details on page 2 of this information pack.

Days off:

Unfortunately we cannot refund bus fares for days off the students may have or for any unforeseen closures i.e snow days.

Behaviour:

All students are expected to behave appropriately whilst on the bus and any anti-social behaviour may result in the student being removed from the bus service. Parents and students are encouraged to report any incidents of anti-social behaviour or concerns they have to us as soon as possible so that we can deal with any issues.

Cancelling your subscription:

If you find that you no longer need to use the bus service you must give us at least 5 working days notice that the student will be leaving the bus.

Registering a seat:

Arrangements have been made to accommodate all the students that have previously travelled with us on the buses. However these places are only reserved until **1st August 2017** so please return this application as soon as possible so it can be processed. After this date any remaining seats will be issued on a first come first served basis.

Did you know?

If you currently receive income support and are eligible for free school dinners you may be entitled to free 'school bus' transport. If you think you may be eligible for this then please contact Leicestershire County Council School Transport Section.

Payments:

The price is **£2.40** per student per day.

The total price for the 2017/2018 academic year is **£456.00**.

A non-refundable deposit of **£36.00** is required to secure your seat and must be sent with your initial application.

We offer a choice of payment options for the remaining balance:

Option 1:

Pay the total cost for the year up front for a £10.00 discount:

The remaining payment of **£410.00** for the year is due on **1st September 2017**.

(£2.40 x 190 school days - £36.00 deposit - £10.00 discount = £410.00)

Option 2:

Set up a monthly standing order direct to our account for a £5.00 discount:

(£2.40 x 190 school days - £36.00 deposit - £5.00 discount = £415.00)

You will need to set up 10 monthly payments for the remaining balance from September 2017 to June 2018 inclusive.

The first payment of **£41.50** will be due on **1st September 2017**.

Then 9 further monthly payments of **£41.50** on the 1st of each of the following months.

If you select this option we will send you our account details and a reference to put on your standing order so we can identify your payments.

Option 3:

Pay by half term instalments as they are due:

<u>Date:</u>	<u>Amount:</u>
Deposit	£36.00
Tuesday 29 th August 2017	£70.00
Monday 23 rd October 2017	£70.00
Monday 8 th January 2018	£70.00
Monday 19 th February 2018	£70.00
Monday 9 th April 2018	£70.00
Monday 4 th June 2018	£70.00
Total: 190 school days x £2.40 =	£456.00

When paying by cheque please make cheques payable to 'Andrews of Leicester Ltd' and post it to us at the address on the front page of this information pack.

Please ensure that you write the student's name on the back of the cheque.

Application form:

To register to use this school bus service:

1. Please fill in the form at the bottom of the page.

Please select your payment option.

Providing us with an email address allows us to send you confirmation that we have received your application.

2. Provide us with a passport sized photograph of the student for a bus pass.

By signing the form below you agree that a copy of this photo will be securely stored by us to identify the students travelling with us and also for use if the student requires a new bus pass.

3. Sign the form below.

By signing this form you give permission for us to carry the student named on the form to and from Brockington College on our vehicles and also agree to the payments for our service that we have detailed in this document.

4. Return this form, the deposit of £36.00 and a photo to us at:

12 Slatebrook Close, Groby, Leicester, LE6 0EE.

Please make cheques payable to 'Andrews of Leicester Ltd'

BROCKINGTON COLLEGE

HUNCOTE

Student's name:

Student's year group in 2017/2018 academic year:

Parent / Carers name:

Address:

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Telephone number:

E-mail address:

Payment Option: Option 1 Option 2 Option 3

Signature of Parent / Carer:

<p>ATTACH A PASSPORT SIZED PHOTO HERE</p>
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