

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 using our bus services from the Glenfield and New Parks area to Martin High School and Sixth form.

Bus routes:

There will be four buses provided for students in the Glenfield and New Parks area. Students will be allocated a seat on a vehicle convenient to where they live. Bus routes will be available to view on our website www.andrews-coaches.co.uk from July 2018.

Behaviour:

All students are expected to behave appropriately whilst onboard our buses and any anti-social behaviour may result in the student being removed from the bus service. Parents and students are encouraged to report incidents of anti-social behaviour or any concerns they may have to us as soon as possible so that we can deal with any issues. CCTV images and audio is now recorded on our school buses for increased student safety.

Registering a seat:

Arrangements have been made to accommodate all the students that have previously travelled with us on the buses and the new academic year intake. However these places are only reserved until **1st August 2018** 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 and you will not be guaranteed a seat.

No pass no travel:

Please be aware that we do operate a **NO PASS NO TRAVEL** policy on all of our school buses both in the morning and in the afternoon. This is due to a number of reasons:

- Our contracts are a paid service for students and carrying a valid bus pass proves that you are up to date with your payments.
- Our school bus services are a 'closed' service and are not open to the general public, carrying a valid bus pass proves you are entitled to travel on that vehicle.
- For insurance reasons we can only carry students that are officially registered with us on a specific contract. If an accident occurs, we are able to contact the parents of those students that travel on that vehicle. However if a student travels without a valid bus pass they may not be registered with us and hence we will not be able to account for them.
- Students may have had a bus pass removed for anti social behaviour or bullying.

Our drivers will not know the reason a student does not have a valid bus pass and so to protect the interests of all students anyone without a valid bus pass will be refused travel.

Bus passes:

Replacement bus passes can be obtained at a cost of **£10.00**.

Please contact us or alternatively inform the school office that you require a replacement. Temporary bus passes can be obtained from the school office during the school day and includes a section for a return morning journey to the school.

If a student finds they have lost a bus pass before a morning journey please call our office and we may have time to notify our driver to allow the student to travel that morning.

If a student is found to be abusing their bus pass by lending it to another student, using another student's or attempting to use a fraudulent bus pass then they will be removed from our school bus service immediately.

Payments:

The price is **£2.30** per student per day.

The total price for the 2018/2019 academic year is **£437.00**.

A non refundable deposit of **£30.00** 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 £15.00 discount:

The payment of **£392.00** for the year is due on **1st September 2018**.

(£2.30 x 190 school days - £30.00 deposit - £15.00 discount = £392.00)

Option 2:

Set up a monthly standing order direct to our account for a £7.50 discount:

(£2.30 x 190 school days - £30.00 deposit - £7.50 discount = £399.50)

You will need to set up 10 monthly payments from September 2018 to June 2019 inclusive.

The first payment of **£39.50** will be due on **1st September 2018**.

Then 9 further monthly payments of **£40.00** 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 cheque in half term instalments as they are due:

| <u>Date:</u> | <u>Amount:</u> |
|---------------------------------------|----------------|
| Deposit | £30.00 |
| Thursday 30 th August 2018 | £72.00 |
| Monday 22 nd October 2018 | £70.00 |
| Monday 7 th January 2019 | £70.00 |
| Monday 25 th February 2019 | £65.00 |
| Monday 29 th April 2019 | £65.00 |
| Monday 3 rd June 2019 | <u>£65.00</u> |
| Total: 190 school days x £2.30 = | £437.00 |

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.

Days off:

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

Cancelling your subscription:

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

Application form:

1. Fill in the form at the bottom of the page.

Please select your payment option.

Providing us with an email address is optional but allows us to send you confirmation that we have received your application and send you information relevant to your subscription.

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 replacement 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 Martin High School on our vehicles and also agree to the subscription payments for our service that we have detailed in this information pack.

4. Return this form, the non refundable deposit of £30.00 and a photo to us at:

Andrews of Leicester Ltd, 12 Slatebrook Close, Groby, Leicester, LE6 0EE.

Please make cheques payable to 'Andrews of Leicester Ltd'

Please do not send cash via the post.

Data protection:

Your privacy is of the upmost importance to us and we are committed to abiding by data protection laws that protect your privacy. A copy of our latest privacy policy can be found on our website: www.andrews-coaches.co.uk. Alternatively please contact us if you require a paper copy.

Did you know?

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

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MARTIN HIGH SCHOOL

Student's name:

Student's year group in 2018/2019 academic year:

Parent / Carers name:

Address:

:

Postcode :

Telephone number:

E-mail address:

Payment Option: Option 1 Option 2 Option 3

Signature of Parent / Guardian:

**ATTACH A
PASSPORT
SIZED PHOTO
HERE**