

# ANDREWS OF LEICESTER LTD

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

*info@andrews-coaches.co.uk ♦ 0116 2877017*

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

## **Registering a seat:**

Arrangements have been made to accommodate all students that wish to travel on the school buses however **we can only guarantee seats until Monday 3rd August 2020**, so please return this application as soon as possible so it can be processed. After this date a vehicle will be allocated to the route and any remaining seats will be issued on a first come first served basis and unfortunately you will not be guaranteed a seat.

## **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 are now recorded on our school buses for increased student safety.

## **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 those travelling students without a valid bus pass will be refused travel. This is company policy and it is not the driver's fault if a student is refused travel due to not having a valid bus pass.

The student remains the responsibility of the parent until they are accepted onto our vehicle for travel. Please ensure students have their bus pass.

## **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.

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 finds they have lost their bus pass during the school day then they can speak to the school office who will identify if the student is valid for travel and can notify a member of staff to vouch for the student to travel on an afternoon journey.

Upon reporting a lost bus pass, we will allow the student three days to find it, after this time they will be asked to purchase a new one.

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

## **Payments:**

The price is **£2.60** per student per day.

The total price for the 2020/2021 academic year is **£494.00**.

A non-refundable deposit of **£50.00** is required to secure your seat and must be paid before Monday 3<sup>rd</sup> August 2020.

## **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 **£429.00** for the year is due on **1st September 2020**.

*(£2.60 x 190 school days - £50.00 deposit - £15.00 discount = £429.00)*

### **Option 2:**

Set up a monthly standing order direct to our account:

*(£2.60 x 190 school days - £50.00 deposit = £444.00)*

You will need to set up ten monthly payments from September 2020 to June 2021 inclusive. The first payment of **£48.00** will be due on **1<sup>st</sup> September 2020**.

Then nine further monthly payments of **£44.00** 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	£50.00
Wednesday 26 <sup>th</sup> August 2020	£74.00
Monday 26 <sup>th</sup> October 2020	£74.00
Tuesday 5 <sup>th</sup> January 2021	£74.00
Monday 22 <sup>nd</sup> February 2021	£74.00
Monday 12 <sup>th</sup> April 2021	£74.00
Monday 7 <sup>th</sup> June 2021	<u>£74.00</u>
Total: 190 school days x £2.60 =	£494.00

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 and reference number on the back of the cheque.

### **Days off:**

Unfortunately, we cannot refund bus fares for days off the students may have for illness or for any unforeseen school 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 five working days notice that the student will be leaving the bus and return their bus pass to us.

### **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.

**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. *(Please check spam boxes for emails before contacting us)*

**2. Attach a passport sized photograph of the student for a bus pass.**

The photo does not need to be a professional photo as long as the student is identifiable. *(Previous photos stored in our file made be used if the student hasn't changed too much in appearance, if you wish to do this please write 'use previous photo' on the form below)*

**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 subscription payments for our service that we have detailed in this information pack. You also agree that a copy of your data and the students 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.

**4. Paying the £50.00 deposit.**

Please make cheques payable to 'Andrews of Leicester Ltd' and include it with your form.

If you are re-applying for an existing student you can make a bank payment using your HUN reference number. Please tick the box on the form below.

If you are a applying for a new student and wish to make a bank payment then please tick the box on the form below. We will then contact you to issue you a reference number to identify your payment and provide our bank details.

**5. Return this form to:**

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

**Data protection:**

Your privacy is of the utmost 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](http://www.andrews-coaches.co.uk). Alternatively, please contact us if you require a paper copy.

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**Brockington College – Huncote**

Student's name: .....

Student's year group in 2020/2021 academic year: .....

Parent / Carers title: (Mr, Mrs, Ms, Miss, Other: please state): .....

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**

**Deposit:**  
**Cheque**      
*(included)*  
**Bank**      
**Payment**