

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 New Parks, Glenfield and Hinckley Road to The Martin High School.

Registering a seat:

Arrangements have been made to accommodate all learners 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 learner being removed from the bus service. Parents and learners 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 learner 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 learners 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 learners that are officially registered with us on a specific contract. If an accident occurs, we are able to contact the parents of those learners that travel on that vehicle. However, if a learner travels without a valid bus pass they may not be registered with us and hence we will not be able to account for them.
- Learners may have had a bus pass removed for anti-social behaviour or bullying.

Our drivers will not know the reason a learner does not have a valid bus pass and so to protect the interests of all those travelling learners without a valid bus pass will be refused travel. This is company policy and it is not the driver's fault if a learner is refused travel due to not having a valid bus pass.

The learner remains the responsibility of the parent until they are accepted onto our vehicle for travel. Please ensure learners 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 learner 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 learner to travel that morning.

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

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

If a learner is found to be abusing their bus pass by lending it to another learner, using another learner'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 **£2.50** per learner per day.

The total price for the 2020/2021 academic year is **£475.00**.

A non-refundable deposit of **£40.00** is required to secure your seat and must be paid before Monday 3rd 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 **£420.00** for the year is due on **1st September 2020**.

(£2.50 x 190 school days - £40.00 deposit - £15.00 discount = £420.00)

Option 2:

Set up a monthly standing order direct to our account:

(£2.95 x 190 school days - £40.00 deposit = £435.00)

You will need to set up ten monthly payments from September 2020 to June 2021 inclusive. The first payment of **£43.50** will be due on **1st September 2020**.

Then nine further monthly payments of **£43.50** 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 cheque in half term instalments as they are due:

<u>Date:</u>	<u>Amount:</u>
Deposit	£40.00
Wednesday 26 th August 2020	£72.50
Monday 26 th October 2020	£72.50
Tuesday 5 th January 2021	£72.50
Monday 22 nd February 2021	£72.50
Monday 12 th April 2021	£72.50
Monday 7 th June 2021	<u>£72.50</u>
Total: 190 school days x £2.50 =	£475.00

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 learner's name and reference number on the back of the cheque.

Days off:

Unfortunately, we cannot refund bus fares for days off the learners 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 learner 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 learner for a bus pass.

The photo does not need to be a professional photo as long as the learner is identifiable. (Previous photos stored in our file made be used if the learner 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 learner 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. You also agree that a copy of your data and the learners photo will be securely stored by us to identify the learners travelling with us and also for use if the learner requires a replacement bus pass.

4. Paying the £40.00 deposit.

Please make cheques payable to 'Andrews of Leicester Ltd' and include it with your form. If you are re-applying for an existing learner you can make a bank payment using your MHS reference number. Please tick the box on the form below.

If you are a applying for a new learner and wish to make a bank payment then please tick the box on the form below. We will then contact you to issue you an MHS 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 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.

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Martin High School – New Parks / Glenfield / Hinckley Road

Learner's name:

Learner'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