

3<sup>rd</sup> May 2016

Dear Parent/Guardian

### **Dedicated School Transport Application 2016-17**

I am pleased to inform you that we shall be continuing to run the college bus **services attached** for the next academic year 2016-2017 which should enable your son/daughter to have a trouble free journey to and from college. The advantages of this transport are as follows:-

- Cost effective and ease of transport in all weathers.
- Safety and convenience of one bus direct to the college gates with no changes and CCTV on board.
- Guaranteed no late mark should the bus be running late due to weather/traffic.
- A dedicated number/email for help and complaints (printed on the reverse of your child's Bus pass)
- Transport costs are cheaper than other services at only £2.26 per day return.

The fee for academic year 2016-2017 is £430, there are 190 teaching days giving a daily rate of £2.26 return.

**Please be aware that the College Governors and the local Catholic Church have agreed to subsidise each student with the sum of £200 per year to help bring the cost down to this very reasonable rate.**

Payment methods are as follows:-

1. Pay online at [www.scopay.com/stgeorge-soton](http://www.scopay.com/stgeorge-soton) using the personal link code supplied by the college.
2. In full by Cash or Cheque, cheques payable to "Southampton City Council" and sent into the college Finance Office.
3. 10 monthly payments of £43 by cash or cheque starting September 5<sup>th</sup> 2016 - June 5<sup>th</sup> 2017.
4. 3 termly payments by cheque or cash due: 5<sup>th</sup> September 2016 of £150, 5<sup>th</sup> January 2017 of £150 and a final payment of £130 on 5<sup>th</sup> April 2017.
5. 10 monthly post-dated cheques of £43 dated 5<sup>th</sup> September 2016 – 5<sup>th</sup> June 2017.

**Please note: Assisted places are available for those eligible for free school meals, in receipt of the maximum amount of tax credit and also meet the religious criteria explained on the application form.**

If you think you qualify for assisted transport, please contact the college for an application form and return directly to the appropriate authority **no later than Friday 29<sup>th</sup> July 2016**

(Please note the return address is on the guidance form of the application, not to the college).

**Failure to pay for the bus service or poor behaviour will result in your child losing his/her seat.**

The services provide 76 seats per bus (except mini buses, 16 seats). Priority will initially be given on distance and Year 7 & 8's; the remainder will be allocated on a first come, first served basis. Those students applying for a one way service will only be considered once all return applications have been processed.

As there is only one school bus each way per day, it is imperative that your son/daughter is punctual at the appropriate bus stop times set out in his/her timetable. The driver has a timetable to keep to which cannot be delayed.

The college would like to send you notifications via text should the bus be delayed due to heavy traffic or a breakdown. Please indicate on the reply slip below if you agree to this free service.

Timetables are available for viewing/downloading on the college web-site: [www.stgeorgecollege.co.uk](http://www.stgeorgecollege.co.uk) with further information on other public transport services available across the Hampshire area.

**For CURRENT students temporary passes for September 2016 travel will need to be collected from the finance office window during the final 2 weeks of this school year: 4<sup>th</sup> - 15<sup>th</sup> July 2016.**

**New Yr 7 Students ONLY will start their first day Monday 5<sup>th</sup> September 2016 @ 9:30am**

**May I remind you that the college transport does NOT RUN on this day.**

**Therefore it is up to the parent/guardian to arrange transport for the first day. Your child needs to be in school for 9:30am on this day for a 10am assembly in the school hall.**

**The college day ends at 3pm.**

New Year 7 students will be given their temporary bus passes on their first day during lunch break.

All students will receive their permanent photographic passes by the end of September 2016.

**I will be available for any queries regarding route maps, stops and payments at the transport information stand on the Year 7 Information Evening Wednesday 6<sup>th</sup> July 2016 from 6pm.**

**Travel Code of Conduct Terms & Conditions**

- As there is a waiting list for this service, failure to keep payments up to date will result in your child losing his/her seat, we do not expect payments to fall more than 6 weeks behind at any time.
- Late applications for assisted transport will incur the daily rate fee payable to the college.
- There are no refunds given for absence due to sickness or injuries (except in extreme circumstances) Refunds are only given if you are willing to let the seat be sold permanently to the next student on the waiting list.
- If you decide at a later date that you no longer wish to use the transport, it is imperative that you inform the college as soon as possible, this seat can then be offered to the next student on the waiting list. **Failure to inform the college will result in fees being incurred.**
- The bus services have yr 11 prefects on board who are "Bus Monitors". **Any inappropriate behaviour** will be reported and dealt with by the Senior Management Team and Headteacher of the college. Fees will still apply if any student is set a temporary ban from the service.
- Replacements for lost and stolen passes are charged at £2.00.
- Should your child receive a detention or take up an after school activity, the college will not be responsible to find or fund alternative transport on that day. However, the savings made by using the service should cover such costs.

**By applying for your son/daughter to travel on the college bus, you are agreeing to the terms and conditions as set out in this letter.**

Reserve your seat **NOW** for September 2016 by returning the reply slip below to the Finance Office.  
Alternatively email: [ccorcoran@stgcc.co.uk](mailto:ccorcoran@stgcc.co.uk) or telephone: 02380 670 192 with your information.

Yours sincerely

Mr James Habberley  
Assistant Headteacher  
02380 322 603

Mrs Colette Corcoran  
Transport Coordinator  
02380 670 192

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Return completed slip to: Mrs Colette Corcoran (Finance Office) **no later than Friday 20<sup>th</sup> May 2016.**

Parent name:..... Signature.....

(Underline) I do / do not give permission for text alerts regarding notification of a delayed service.

Student/s Name:.....Email Address:.....@.....

Tele:..... Text Service  **service number am:.....stop:** .....

I have read and agree to the terms and conditions as set out in the above letter.

Please tick which payment option you will be using: Online  Into the Office Monthly/In Full   
All cheques should be made payable to Southampton City Council

**Please indicate whether you qualify for assisted travel : Yes / No If yes NI Number: .....**

Signed: .....Parent/Guardian Date: .....