

26th April 2024

Dear Parent / Carer

Please find enclosed the details of school transport options for the Academic Year 2024/2025. **Seats are not automatically renewed so please read this letter carefully.**

We are very pleased to announce we have secured the services of Fernhill Coaches from September 2024. Currently we operate two coaches and the costs must be fully covered by the fares paid without any support from school funds. As in previous years, priority will be given to students starting in year 7, in order to assist with the transition from primary to secondary school. For all students, years 7 to 13 inclusive, a fully completed application form and the initial payment must be received no later than 17th May 2024. Year 7 applications received by this date will be given priority with all remaining seats being allocated on a first come first served basis.

Enclosed are details of the current routes, stops and timetable but it is important that parents/carers are aware **that these are subject to change based upon student demand to ensure the smooth running of the service.**

The cost of the coach from September 2024 per day will be just £6.20, for safe, secure and direct travel to and from school and is the equivalent of £1,170 per year. The school provides a 10% sibling discount, for any younger child, where more than one family member uses the service. We reserve the right to change this cost based on student demand and also due to the current global situation with regards to fuel prices.

PLEASE NOTE: The school has new bank details, DO NOT renew your own standing order, please use one of the standing order forms provided.

Seats will only be allocated upon receipt of a fully completed application and this includes:-

1. Completed information sheet for **each** student.
2. 1 passport photograph for each student.
3. Completed standing order form (one per family)
4. Signed Code of Conduct for each student.
5. Initial payment of £200 for each student. *

*Payment may be made by bank transfer (**using the new bank details**), online through SCOPAY for existing students only or in cash at school reception. The school no longer accepts cheques.

We anticipate that there will be a significant demand for the service from September and would urge parents/carers to act now to secure a seat.

Yours faithfully

J. Carter

Joanne Carter
Finance Department

Altwood Church of England School School Coach Route 2024/2025

ROUTE A

Stop No.	Pick Up	Drop off
1. Elliman Avenue	07:33	16:15
2. Crofthill Road / Farnham Road	07:42	16:08
3. Farnham Royal Pump	07:45	16:05
4. Lynch Hill Lane / Long Furlong Drive (Pub)	07:50	15:57
5. Lower Britwell Road/Ramsey Court	07:55	15:52
6. Hogfair Lane / Reedham Close	07:58	15:47
7. Gore Road / Bredward Close	08:02	15:45
8. A4 (nr Waldeck Road)	08:20	15:30
9. A4 (layby by Sainsburys, Saint-Cloud Way)	08.25	15:25

ROUTE B

Stop No.	Pick Up	Drop off
1. Lent Rise School	07:45	15:55
2. Dallas Stores	07:47	15:53
3. Bath Road / Huntercombe Lane North (Tax Assist)	07:55	15:45
4. Spring Lane	08:05	15:35
5. Mercian Way / Warner Close	08:08	15:32
6. St Andrews Way / Abbotts Way	08:10	15:30

Students will need to be at the pick-up point 10 minutes prior to the collection time stated. Times are approximate and will be dependent on the volume of traffic within the area.

Note: Routes and times will be subject to revision depending on demand and the number of children using the coaches.

STUDENT INFORMATION SHEET

Student Name: Stop Number:

Name of Parent/Carer:

Address:

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Mobile No: Home No: Email:

A non-refundable initial payment of £200 is due with this application either via a bank transfer (please refer to attached standing order form for bank details), with your child’s name as reference, or alternatively this can be paid online through SCOPAY, for current students.

Payment Options

Payment in full by cash or bank transfer **(to the new bank details)** may be made at the time of application. Payment may also be made by monthly or quarterly standing order (using one of the attached forms) as follows.

I wish to pay by monthly standing order over 10 months commencing on 1st September 2024. I enclose a completed standing order form as requested.

Standing order amount: £97.00 per month OR £85.30 for siblings

I wish to pay by standing order on a quarterly basis starting on the 1st September 2024. I enclose a completed standing order form as requested.

£323.34 on 1/9/24 £323.34 on 1/12/24 £323.34 on 1/3/25
£284.30 siblings £284.30 siblings £284.30 siblings

I confirm that I have read the Governors’ Policy and Emergency Procedure, and I agree to comply with the following terms:

- 1. I enclose cash/paid online/bank transfer *(please delete as appropriate)* for the initial payment.
- 2. I enclose the completed standing order form as requested (either monthly **OR** quarterly).
- 3. I understand that a £25 administration charge applies to all late or rejected payments throughout the year.
- 4. I and my child have read and signed the code of conduct and this is enclosed.
- 5. I will provide a minimum of 6 weeks notice of withdrawal from the service.
- 6. I enclose 1 passport photo of my child.

Signed: **Date:**

Print Name:

NB: SPACES WILL NOT BE ALLOCATED TO ANY APPLICANTS WHO OWE A PAYMENT FOR TRANSPORT IN THE CURRENT ACADEMIC YEAR.

CODE OF CONDUCT – COACH TRAVEL

Student Name:

Tutor Group Year

1. Seat belts must be worn correctly at all times. It is essential that this is an automatic procedure when seated on the coach.
2. Students must follow any instructions given by the driver immediately.
3. Students must sit in a regular place on the coach and not get out of or change seats during the journey.
4. Rubbish must be put in the waste bins provided.
5. Any damage to the vehicle caused by a student will be charged to the parents.
6. Quiet, sensible behaviour is required at all times. This is essential not only for safety reasons, but as representatives of the school.
7. No eating, drinking or chewing gum is allowed on the coach on any journey.
8. We reserve the right to exclude any student from the coach who breaks these common sense rules, thereby putting other students in danger by their behaviour and attitude.
9. A student does not have the right to travel on a coach unless the school transport fees are paid and up to date.
10. The bus pass must be shown on demand and carried at all times whilst on the coach.

NOTE: Any student without a valid pass **WILL** be refused travel.

Signed:

Student

Parent/Carer:

Date:

Dear Parent/Carer,

School Coaches - Emergency Procedure

We would like to bring to your attention the following emergency procedure as drawn up by the school coach company. This procedure will be regularly updated to ensure the safety of each and every person using the coach.

SEATBELTS:

It is compulsory for everyone to use a seatbelt, in accordance with safety legislation dated 18th Sept 2006.

IN THE EVENT OF BREAKDOWN OR AN ACCIDENT:

The driver will take control of the situation and all staff or students will follow their instructions, unless otherwise directed by the appropriate Emergency Service Officers.

Note: In the event that the coach does not arrive at the designated time, it is imperative that all students remain at the stop. The coach company will still collect all students and bring them into school.

PROCEDURES:

Motorways: in the event of a breakdown, passengers will only alight if the vehicle is on the hard shoulder, or has been directed and controlled by the Emergency Services Officers. In the event of an incident all passengers must remain seated with their seatbelts securely fastened until otherwise directed.

'A' Roads: The above procedure should be followed.

RESPONSIBILITY:

The driver's primary responsibility is to ensure that there are no injuries to any passengers. In the event of any injuries the driver will phone Emergency Services for support.

The driver will then drive the vehicle to a safe location, if this is possible. Finally, the driver will take action to contact the company's office for alternative transport arrangements and the school to advise of the difficulty. I am the emergency contact for the coach company and will be their first point of contact. I will liaise with the school office who will be able to provide a point of contact and facilitate communication with parents/carers should the situation warrant parents/carers being contacted. All drivers are also aware of the relevant mobile numbers to call should an emergency take place.

The emergency procedures are in addition to the Transport to Altwood School Policy regarding school transport and the school's Code of Conduct – Coach Travel. Should you require any further information please do not hesitate to contact me.

Yours faithfully

J. Carter

Joanne Carter
Finance Department

Transport to Altwood School Policy

- 1) To facilitate parental choice Altwood School employs a coach company to support families with travel to school.
- 2) The routes, fees and coach company may change according to demands and costs.
- 3) Parents are charged fees to cover the cost to the school of this transport.
- 4) Gaining a place at Altwood School does not secure a place on a coach.
- 5) Priority is given to Year 7 students provided they return fully completed applications by the date set.
- 6) All other places are allocated on a strictly first come first served basis. Allocation of a place in one year does not mean a place will be available the next year.
- 7) A 10% reduction for siblings starting with the second student is provided.
- 8) Fees are to be paid in advance in full by cash, bank transfer or via monthly or quarterly standing order.
- 9) Late payments will incur a £25 penalty charge to cover the additional administration costs.
- 10) Non-payment of fees after 4 weeks will result in the withdrawal of the bus pass.
- 11) All students are expected to follow the Code of Conduct – Coach Travel whilst travelling on the coach. Failure to do this will result in losing the place on the coach with no refund of fees already paid for that term.
- 12) All students will be issued with a bus pass for their route once a fully completed application has been made, including payment of the non-refundable initial payment. The pass must be shown to the driver when getting onto the coach. The driver has the right to refuse entry to the coach if the student does not have a pass. A charge of £2 will be made for a replacement pass.
- 13) Students must not go on another coach nor should they invite other students to travel with them.
- 14) Times for pick-up by the coaches in the morning are approximate due to the variable nature of the traffic. Students are expected to be at their place 10 minutes before the allotted time. If the coach arrives before this time the driver will wait.
- 15) All coaches are equipped with GPS tracking and this will be examined in the event of any dispute involving arrival and departure times at designated stops.
- 16) The provision of this service is a privilege the school affords to the parents and may be withdrawn at any time.

Your instruction to set up a

NEW STANDING ORDER - MONTHLY PAYMENT

Please write clearly in black ink in the white spaces with capital letters or cross the boxes.
All sections must be completed.

Please return the original form as photocopies are not acceptable.
Important – standing orders cannot be set up on savings accounts.

1 Your details

Your full name

Sort code (being debited)

Account number (being debited)

Bank name (being debited)

Branch name

2 Details of your standing order

Does this instruction replace any existing standing order?

Yes No

Recipients name

Payment reference (your child's name)

First payment amount (if different to usual payment)

First payment date

Recipients bank and branch name

Payment amount in words

Recipients sort code (6 digits)

Recipients account number (8 digits)

How often do you want the payment made?

Monthly Quarterly

Please give any details of any special instructions

Final payment amount

Final payment date (must be completed)

3 Your agreement with us

I authorise you to debit my/our account.

This request is addressed to the bank which holds my/our account.

Your signature(s)

Date

Your instruction to set up a

NEW STANDING ORDER - QUARTERLY PAYMENT

Please write clearly in black ink in the white spaces with capital letters or cross the boxes.
All sections must be completed.

Please return the original form as photocopies are not acceptable.
Important – standing orders cannot be set up on savings accounts.

3 Your details

Your full name

Sort code (being debited)

--	--	--	--	--	--

Account number (being debited)

--	--	--	--	--	--	--	--	--	--

Bank name (being debited)

Branch name

4 Details of your standing order

Does this instruction replace any existing standing order?

Yes No

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Recipients name

Recipients bank and branch name

Recipients sort code (6 digits)

3	0	9	6	9	6
---	---	---	---	---	---

Recipients account number (8 digits)

8	5	0	6	0	0	6	8
---	---	---	---	---	---	---	---

How often do you want the payment made?

Monthly Quarterly

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Please give any details of any special instructions

Payment reference (your child's name)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First payment amount (if different to usual payment)

£	3	2	3	.	3	4	
---	---	---	---	---	---	---	--

First payment date

0	1	0	9	2	0	2	4
---	---	---	---	---	---	---	---

Payment amount in words

Final payment amount

£	3	2	3	.	3	4
---	---	---	---	---	---	---

Final payment date (must be completed)

0	1	0	3	2	0	2	5
---	---	---	---	---	---	---	---

3 Your agreement with us

I authorise you to debit my/our account.

This request is addressed to the bank which holds my/our account.

Your signature(s)

Date

Your instruction to set up a

NEW STANDING ORDER – SIBLING MONTHLY PAYMENT

Please write clearly in black ink in the white spaces with capital letters or cross the boxes.
All sections must be completed.

Please return the original form as photocopies are not acceptable.
Important – standing orders cannot be set up on savings accounts.

5 Your details

Your full name

Sort code (being debited)

Account number (being debited)

Bank name (being debited)

Branch name

6 Details of your standing order

Does this instruction replace any existing standing order?

Yes No

Recipients name

Recipients bank and branch name

Recipients sort code (6 digits)

Recipients account number (8 digits)

How often do you want the payment made?

Monthly Quarterly

Please give any details of any special instructions

Payment reference (your child's name)

First payment amount (if different to usual payment)

First payment date

Payment amount in words

Final payment amount

Final payment date (must be completed)

3 Your agreement with us

I authorise you to debit my/our account.
This request is addressed to the bank which holds my/our account.

Your signature(s)

Date

Your instruction to set up a

NEW STANDING ORDER – SIBLING QUARTERLY PAYMENT

Please write clearly in black ink in the white spaces with capital letters or cross the boxes. All sections must be completed.

Please return the original form as photocopies are not acceptable. Important – standing orders cannot be set up on savings accounts.

7 Your details

Your full name

Sort code (being debited)

Account number (being debited)

Bank name (being debited)

Branch name

8 Details of your standing order

Does this instruction replace any existing standing order?

Yes No

Recipients name

Recipients bank and branch name

Recipients sort code (6 digits)

Recipients account number (8 digits)

How often do you want the payment made?

Monthly Quarterly

Please give any details of any special instructions

Payment reference (your child's name)

First payment amount (if different to usual payment)

First payment date

Payment amount in words

Final payment amount

Final payment date (must be completed)

3 Your agreement with us

I authorise you to debit my/our account.

This request is addressed to the bank which holds my/our account.

Your signature(s)

Date