2 May 2017

Dear Parent

Please find enclosed the details of school transport options for the Academic Year 2017-2018.

There are 4 routes and full details of stops and timetable are enclosed. Routes, stops and the timetable may be adjusted according to demand and to ensure the smooth running of the service.

With the uncertainty over the public bus service in Maidenhead, on a trial basis for 2017-2018, Route D will operate in the Riverside area of Maidenhead. Please contact the Finance Department for more information.

Seats will be allocated on a first come first served basis and a waiting list is maintained. Spaces are not automatically given to those who currently use the service and you must apply again.

The annual cost of a seat on each bus is as follows;

- Route A £765 Equivalent to £4.03 return
- Route B Stops 9, 10 & 11 £765 Equivalent to £4.03 return
- Route B Stops 1 to 8 £808 Equivalent to £4.25 return

A 10% sibling discount is provided where more than one family member use the service.

Seats will be allocated upon receipt of fully completed applications which includes:

1. Completed information sheet for each student.
2. 1 passport photograph for each student.
3. Non-refundable initial payment of £125 for each student. This is payable either by bank transfer, cash or online through Tucasi.
4. Completed standing order form (one per family)
5. Signed Code of Conduct for each student.

Regrettably incomplete applications will not be processed and this may lead to students not being allocated seats. In order that the school can ensure all passes are allocated prior to the summer break, applications should be returned no later than Friday 26 May.

Yours faithfully

P. Milligan

Paul Milligan
Business Manager
Altwood Church of England School
School Coach Routes - Revised June 2017

Route - A

<table>
<thead>
<tr>
<th>Stop No.</th>
<th>Stop Location</th>
<th>Pick Up</th>
<th>Drop Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Elliman Avenue (outside doctors surgery at the bus stop)</td>
<td>0730</td>
<td>1554</td>
</tr>
<tr>
<td>2.</td>
<td>Cumberland Avenue/Stafford Avenue</td>
<td>0735</td>
<td>1556</td>
</tr>
<tr>
<td>3.</td>
<td>Croft Hill Rd / Farnham Road</td>
<td>0737</td>
<td>1554</td>
</tr>
<tr>
<td>4.</td>
<td>Farnham Royal Pump</td>
<td>0739</td>
<td>1550</td>
</tr>
<tr>
<td>5.</td>
<td>Lynch Hill Lane / Long Furlong Drive (pub)</td>
<td>0745</td>
<td>1543</td>
</tr>
<tr>
<td>6.</td>
<td>Haymill Road Bus Stop</td>
<td>0748</td>
<td>1539</td>
</tr>
<tr>
<td>7.</td>
<td>Burnham Lane/Leaholme Gardens</td>
<td>0752</td>
<td>1536</td>
</tr>
<tr>
<td>8.</td>
<td>Hogfair Lane/Reedham Road (old Garibaldi stop)</td>
<td>0756</td>
<td>1535</td>
</tr>
<tr>
<td>9.</td>
<td>Gore Road/Bredward Road</td>
<td>0800</td>
<td>1532</td>
</tr>
<tr>
<td>10.</td>
<td>Lent Rise School</td>
<td>0805</td>
<td>1530</td>
</tr>
</tbody>
</table>

Route – B

<table>
<thead>
<tr>
<th>Stop No.</th>
<th>Stop Location</th>
<th>Pick Up</th>
<th>Drop Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Langley Road / Minster Way</td>
<td>0714</td>
<td>1607</td>
</tr>
<tr>
<td>2.</td>
<td>Harrow Market pub</td>
<td>0716</td>
<td>1605</td>
</tr>
<tr>
<td>3.</td>
<td>High St / Common Road</td>
<td>0717</td>
<td>1602</td>
</tr>
<tr>
<td>4.</td>
<td>Copthorne Hotel</td>
<td>0726</td>
<td>1554</td>
</tr>
<tr>
<td>5.</td>
<td>Cippenham Lane / Weeks Drive</td>
<td>0727</td>
<td>1550</td>
</tr>
<tr>
<td>6.</td>
<td>Mercian Way / Warner Close</td>
<td>0733</td>
<td>1546</td>
</tr>
<tr>
<td>7.</td>
<td>St Andrews Way / Abbots Way</td>
<td>0735</td>
<td>1544</td>
</tr>
<tr>
<td>8.</td>
<td>Huntercombe Pub</td>
<td>0737</td>
<td>1539</td>
</tr>
<tr>
<td>9.</td>
<td>Bath Road / Huntercombe Lane North (inc. Tax Assist stop)</td>
<td>0739</td>
<td>1537</td>
</tr>
<tr>
<td>10.</td>
<td>Stomp Road/Opendale Road</td>
<td>0745</td>
<td>1535</td>
</tr>
<tr>
<td>11.</td>
<td>Bath Road / Sainsbury’s</td>
<td>0750</td>
<td>1530</td>
</tr>
</tbody>
</table>

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 buses.
STUDENT INFORMATION SHEET

Student Name: .................................................................................................................................

Preferred Route: .......................................................... Stop Number: ..............................................

Name of Parent: .................................................................................................................................

Address: ...........................................................................................................................................

.........................................................................................................................................................

Mobile No: ........................................ Home No: ........................................................ Email: ..............................................

A non-refundable initial payment of £125 is due with this application either via a bank transfer to Altwood CofE School, with your child’s name as reference (bank details can be found on the attached Standing Order Form), or alternatively this can be paid online through Tucasi, for current students.

Payment Options

Payment in full by cash or bank transfer may be made at the time of application. Payment may also be made by monthly or quarterly standing order as follows.

☐ I wish to pay by monthly standing order over 10 months commencing on 1st September 2017.
  I enclose a completed standing order form as requested.

☐ Route A/B9, 10 & 11  Standing order amount: £64.00 per month OR £56.35 for siblings

☐ Route B 1-8  Standing order amount: £68.30 per month OR £60.22 for siblings

********************************************************************************

I wish to pay by standing order on a quarterly basis starting on the 1st September 2017.
I enclose a completed standing order form

☐ Route A/B9, 10 & 11  £213.33 on 1/9/17  £213.33 on 1/12/17  £213.33 on 1/3/18
  £187.83 Sibling  £187.83 Sibling  £187.83 Sibling

☐ Route B 1-8  £227.66 on 1/9/17  £227.66 on 1/12/17  £227.66 on 1/3/18
  £200.73 Sibling  £200.73 Sibling  £200.73 Sibling

I confirm that I have read the Governor’s Policy (available on the school’s web site) 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.

☐ 3. I understand that a £25 administration charge applies to all late or rejected payments, throughout the year

☐ 4. I and my son/daughter 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 HAVE NOT PAID IN FULL FOR TRANSPORT IN THE CURRENT ACADEMIC YEAR.
CODE OF CONDUCT

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 bus.

2. Students must follow any instructions given by the driver immediately.

3. Students must sit in a regular place on the bus 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 bus on any journey.

8. We reserve the right to exclude any student from the bus 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 bus 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 bus.

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

Signed:

Student: ......................................................................................................................

Parent: ........................................................................................................................

Date: ..........................................................
Dear Parent,

**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 his 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 drivers 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 his company’s office for alternative transport arrangements and the respective school authority 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 should the situation warrant parents being contacted. All drivers are also aware of the relevant mobile numbers to call should an emergency take place.

Finally the driver will take action to contact the office for alternative transport arrangements and the respective school authority. 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 Governor's policy regarding school transport and the school’s Code of Conduct and Safety. Should you require any further information please do not hesitate to contact me.

Yours faithfully

*P. Milligan*

Paul Milligan
Business Manager
Transport to Altwood – Governor’s Policy

1) To facilitate parental choice Altwood School employs a coach company to home school transport.

2) The routes, fees and coach companies 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 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 direct debit.

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 for behaviour while travelling on the coaches. 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 bus. The driver has the right to refuse entry to the bus 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 buses 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

Please write clearly in black ink in the white spaces with capital letters or cross the boxes. Please return the original form as photocopies are not acceptable. Important – standing orders cannot be set up on savings accounts.

### 1 Your details

<table>
<thead>
<tr>
<th>Your full name</th>
<th>Sort code (being debited)</th>
<th>Account number (being debited)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank name (being debited)</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2 Details of your standing order

<table>
<thead>
<tr>
<th>Does this instruction replace any existing standing order?</th>
<th>Payment reference (your child's name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recipients name</th>
<th>First payment amount (if different to usual payment)</th>
<th>First payment date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTWOOD CHURCH OF ENGLAND SCHOOL</td>
<td>£-</td>
<td>01092017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recipients bank and branch name</th>
<th>Recipients sort code (6 digits)</th>
<th>Recipients account number (8 digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLOYDS BANK - MAIDENHEAD</td>
<td>309536</td>
<td>46614668</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How often do you want the payment made?</th>
<th>Final payment amount</th>
<th>Final payment date (must be completed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>Quarterly</td>
<td>£</td>
</tr>
</tbody>
</table>

Please give any details of any special instructions

### 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.

<table>
<thead>
<tr>
<th>Your signature(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>