

28th June 2016

Dear parents/guardians

As we head towards the end of this academic year, I am writing with to update you with information relating to bus passes for students from September 2016. It has been necessary to increase prices by 4% from September. Details of the new prices are as outlined below.

	Annual	Monthly SO (Aug – May)
Swindon	1059.00	105.90
Ashton Keynes	1059.00	105.90
Cricklade	963.00	96.30
South Cerney	963.00	96.30
Highworth	963.00	96.30
Castle/Water Eaton	575.00	57.50

(Please note that these prices are subject to change, should the operator increase the prices to us, these will need to be reflected immediately in order for this to be cost neutral to the school)

Standing orders: Standing order payments should be made on the first of each month, with the first payment due on 01/08/16 and the final payment 01/05/17. Bank details are as follows: Lloyds Bank PLC, sort code: 30-80-95, account number: 32698768. Once we have received the first payment, the pass can be collected from Finance in September. Please be aware that if payment is not received no pass will be issued and your son/daughter will not be permitted to travel on the bus.

Cheque payment: If you wish to pay in full by cheque, please forward your payment to the finance office with the students name on the reverse.

All students: please note that should your child no longer need to use the bus, you will need to give a full term's notice. This also applies if your child is in Y12 or Y13 and are taking driving lessons.

Arrears: We will not be giving out any passes in September if there are arrears on your account. The drivers will need to check passes for students travelling on all bus routes, there will however be two weeks grace in order for passes to be collected from the school finance office. Thank you for your help with this in making payments promptly. I think we all agree that it is not fair to expect any child to travel on a bus without a pass, when other students are buying their passes correctly. We will be carrying out spot checks throughout the September term and if your child does not have a pass they may be refused a return journey and you will need to come into school to collect them.

Over the next couple of weeks invoices will be sent out. If you have any payments outstanding, please bring these up to date over the summer in order to avoid any difficulties early next term, alternatively please contact the finance office to discuss any outstanding payments.

Route changes: There are minor changes to Swindon route 8, and Cricklade route 9. Therefore if you do have a child travelling on either of these routes please ensure you check the school website for the up to date timetable.

Can I thank parents for taking time to contact me with any concerns you had throughout the year, and I hope that we have been able to resolve issues as they were raised.

Kind regards

Sue Dorey
Business Manager
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