



# **Great Wyrley Academy**

## **Home-to-School Transport**

### **Information and Terms and Conditions**

**2018-19**

#### **IMPORTANT**

**COACH PLACES MUST BE RE-BOOKED FOR EACH  
ACADEMIC YEAR.**

**Please let us know if you require this information in  
larger print or an alternative format.**

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## INTRODUCTION

We operate a coach service between Bloxwich and Great Wyrley Academy in partnership with Majestic Travel. There are two coaches in operation (subject to change to meet need) and the routes of each are shown below. Coach passes are issued termly and are available for parents to purchase directly from the school.

The journey by coach between home and school is considered an important part of the school day for students as it allows them additional opportunity to interact with their peers and so further develop their social skills. However, the health, safety and well-being of our students and the coach driver is paramount and we consider a positive partnership between the school, parents, students and the coach company as crucial in ensuring this during the journey.

## ROUTES

<b>Coach A</b>	<b>Pick up</b>	<b>Return</b>
Lower Farm Shops	07.56 am	3.59 pm
Buxton Road (Beacon Way Pub)	07.57 am	3.54 pm
New Co-op Store bus stop	07.58 am	3.48pm
Pinfold Health Centre Bloxwich	8.02 am	3.45pm
Bloxwich Road, Leamore (bus stop o/s Farm Foods)	08.05 am	3.42pm
Somerfield Road (o/s KFC)	08.10 am	3.39 pm
All Saints Academy, High Street Bloxwich	08.15 am	3.36 pm
<b>School</b>	08.30 am	3.20 pm

<b>Coach B</b>	<b>Pick up</b>	<b>Return</b>
Dudley Field Shops	08.05 am	3.45 pm
Mossley Shops	08.10 am	3.40 pm
Cresswell Crescent (Bus stop at JNC with Glastonbury Crescent)	08.12 am	3.38 pm
Eagle Pub, Cresswell Crescent	08.14 am	3.36 pm
One Man and His Dog Pub ,Turnberry	08.17 am	3.33 pm
<b>School</b>	08.30 am	3.20 pm

## **BOOKING COACH PLACES**

- **Parents are required to re-book coach places on an annual basis**
- Places will be allocated on a first come first served basis (irrespective of whether the student has used the service before).
- Places are allocated on the basis that the required payment is received together with a signed booking agreement form.
- Parents who pay by standing order should set up a new standing order each year (we will send you a standing order mandate form upon request to take to your bank). Please do not cancel any current standing order form until the charge for the previous academic year has been made in full.
- Students cannot change routes without prior arrangement with the school.
- Students who wish to use different coaches on different days will need to purchase a pass for a place on each coach.

## **ISSUING BUS PASSES**

- Bus passes will be issued termly on receipt of payment before the start of each term.
- Bus passes will not be issued to students where there are outstanding payments (see Debt Recovery section) and the student will be unable to continue to travel on the coach until payment has been settled and we are confident that future payments will be made.

## **CHARGES**

- £530 per annum which is equivalent to £2.79 per day
- Students will only be permitted to travel on production of a valid pass.
- Charges will be adjusted for students who join the coach service later in the academic year.

## **DISCOUNTS**

### Years 7-11

- A 20% discount is available for students who are registered for free school meals. (£424.00)
- A 10% discount is also available when more than one sibling uses the coach service. (£477.00)
- Only one discount applies per student and the first child is not eligible for the sibling discount.

### Sixth Form

- The option of a free place and discounts are available for students who are eligible for the 16-19 Bursary Fund (please see our school website or telephone us for more information).

- A 10% discount is available for those not eligible for the 16-19 Bursary Fund when more than one sibling uses the coach service.
- Only one discount applies per student and the first child is not eligible for the sibling discount.
- Parents can apply for a discount by completing the home-to-school transport application form.
- Walsall Local Authority may offer a subsidy to students who meet their eligibility criteria. Applications should be made directly to Walsall LA on 01922 653761. Parents of eligible students pay only the deposit and any outstanding balance on the cost of a coach place (school subsidies will not apply in addition to this subsidy).

## **PAYMENT OPTIONS**

- In full at the start of the academic year by cheque (payable to GWHS), cash or online.
- Monthly by standing order or online. A mandate should be completed for payments by standing order and handed into the parent's bank (not the school).
- Termly by cheque (payable to GWHS), cash or online before the start of each term.

## **FEES 2018/2019**

<b>Monthly Payment</b>	<b>Deposit</b>	<b>10 Monthly payments of</b>
Full fee	£30	£50.00
10% sibling discount	£30	£44.70
20% other student discount	£30	£39.40

<b>Termly Payments</b>	<b>Autumn 2018</b>	<b>Spring 2019</b>	<b>Summer 2019</b>
Full fee	186.80	175.85	167.35
10% sibling discount	168.12	158.26	150.62
20% other student discount	149.44	140.68	133.88

- Receipts will be automatically issued for payments of £20 and over. Receipts for amounts under £20 can be provided upon request.
- Parents who pay termly will receive a reminder about payment for the second and third terms.
- Parents who may experience difficulties meeting our payment options should contact Mrs A Kingston, Finance Officer at the school (extension 158) for help and advice.
- Parents will be invoiced for outstanding balances for coach places of students who stop using the service mid-year.

**NB \*Details on how to pay online can be found in our new student information packs and on our school website .**

## **DEBT RECOVERY POLICY**

- Please contact us if you have difficulty meeting payments as we may be able to offer some assistance with alternative payment methods.
- All outstanding debts will be referred to the Legal Department of Staffordshire County Council.
- Coach passes will not be issued to students (and the student will not be able to use the service) where there is outstanding debt unless repayment options have been agreed with the school.
- Please refer to our Debt Recovery Policy on the school website.

## **REFUNDS**

- Parents can apply for a refund (in writing) if their son/daughter has been off school through illness for more than two consecutive weeks.
- Parents can apply for a refund if the school cancels the service, e.g. if the school is closed due to bad weather.
- Parents can apply for a refund for students in Year 11 on exam leave in the Summer Term. The refund will be arranged over the summer holiday period.
- Parents must give one month's written notice to the school (contact details below) if they wish to terminate the home-to-school transport agreement and apply for a refund.
- A refund will not be available if students are removed from the coach because of inappropriate behaviour.
- We are unable to give refunds for reasons other than those outlined above.

## **COMMUNICATION**

- **Bookings and general enquiries:-**

Mrs J Kavanagh  
Administration Officer  
Great Wyrley Academy  
Telephone: 01922 419311 Extension 130  
E-mail: [jkavanagh@greatwyrley.windsoracademytrust.org.uk](mailto:jkavanagh@greatwyrley.windsoracademytrust.org.uk)

- **Payment enquiries and Student Support and 16-19 Bursary Funds:-**

Mrs A Kingston  
Finance Officer  
Great Wyrley Academy  
Telephone: 01922 419311 Extension 158  
E-mail: [akingston@greatwyrley.windsoracademytrust.org.uk](mailto:akingston@greatwyrley.windsoracademytrust.org.uk)

### Note:

- *The coach companies are unable to deal directly with bookings and enquiries.*
- *For school transport information please also refer to our school website school ([www.greatwyrley.windsoracademytrust.org.uk](http://www.greatwyrley.windsoracademytrust.org.uk)).*
- *The school uses its text messaging service to make contact with parents so please keep us up-to-date with your mobile phone number and e-mail address.*

## **LOST TICKETS**

- The school is able to offer a replacement pass at £3.00 per pass.
- Students will only be permitted to travel on production of a valid pass.

## **HEALTH AND SAFETY**

**Please help us try to keep your child safe by going through this section with them.**

- Students who behave inappropriately will be removed from the service and a refund will not apply.
- Students should not distract the driver at any time.
- The coach company reserves the right to refuse to transport students who behave inappropriately (including not wearing seatbelts).
- The cost of damage to coaches caused by students will be passed on to parents by the coach company.
- Students are not permitted to eat or drink on coaches.
- Parents are asked to let us know if there are any health issues which could have impact during journeys on the coaches to and from school.
- Parents should make sure the school has up-to-date emergency contact details at all times.
- Parents should note that students are not supervised by school staff whilst travelling on the coaches. However, they are supervised on arrival at and departure from the school site.
- All coaches carry a first aid kit but the driver may not be first aid trained.

## **CHANGES TO NORMAL SERVICE**

- Details of any changes to normal service, e.g. early closure for special events such as Open Evening or end of term, will be on the school website.

## **ALTERNATIVE TRAVEL ARRANGEMENTS**

- Some parents may wish to consider alternative travel arrangements. There is a regular Aviva bus service between Great Wyrley and Bloxwich and a rail link between Landywood and Bloxwich. Some students may be eligible for help with travel expenses from Walsall Local Authority if the eligibility criteria is met. Please contact them on 01922 653761 for more information.



