



Great Wyrley Academy

Home-to-School Transport

Information and Terms and Conditions

2019-2020

IMPORTANT

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

**Students will only be permitted to travel on
production of a valid pass.**

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

CONTENTS

	Page
Introduction	3
Route	3
Booking coach places	4
Issuing bus passes	4
Charges	4
Discounts	4
Payment Options	5
Debt Recovery Policy	6
Refunds	6
Communication	6
Lost tickets	7
Health and Safety	7
Changes to normal service	7
Alternative travel arrangements	7

INTRODUCTION

We operate a coach service between Bloxwich and Great Wyrley Academy in partnership with P&D York Travel. 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.

ROUTE

COACH STOP	MORNING PICK UP TIME
1. LOWER FARM SHOPS	7.43am
2. BUXTON ROAD (Beacon Way Pub)	7.45am
3. CO-OP LICHFIELD ROAD	7.50am
4. PINFOLD HEALTH CENTRE	7.53am
5. BLOXWICH ROAD LEAMORE (Opposite Farm Foods)	7.55am
6. SOMERFIELD ROAD (KFC)	8.00am
7. WOLVERHAMPTON ROAD BLOXWICH (Bus stop outside Florist shop)	8.05am
8. DUDLEY FIELDS (Shops)	8.11am
9. MOSSLEY SHOPS	8.16am
10. CRESSWELL CRESCENT (Junction of Glastonbury Cres)	8.18am
11. CRESSWELL CRESCENT (Eagle Pub)	8.20am
12. TURNBERRY ESTATE (One Man and His Dog)	8.25am
SCHOOL	Arrive for 8.35am
Please ensure you arrive at the stop in plenty of time for pick up.	
The afternoon drop off will be done in the reverse order	

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.

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

- **£550.00 per annum which is equivalent to £2.91 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. **(£495.00)**
- A 10% discount is also available when more than one sibling uses the coach service. **(£440.00)**
- 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.

PAYMENT OPTIONS

- In full at the start of the academic year by cheque (payable to Great Wyrley Academy) cash or online.
- Monthly by standing order. A mandate should be completed for payments by standing order and handed into the parent's bank (not the school).
- Online through the student's SCOPAY account (a link code will be issued to enable you to make payments online).
- Termly by cheque (payable to Great Wyrley Academy), cash or online before the start of each term.

FEES 2019/2020

Monthly Payment		Deposit	10 Monthly payments of
Full fee	£550.00	£30	£52.00
10% sibling discount	£495.00	£30	£46.50
20% other student discount	£440.00	£30	£41.00

Termly Payments	Autumn Term 2019	Spring Term 2020	Summer Term 2020
Full fee	£185.00	£185.00	£180.00
10% sibling discount	£165.00	£165.00	£165.00
20% other student discount	£150.00	£150.00	£140.00

- 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 any difficulties meeting our payment options should contact Mrs Jayne Kavanagh at the school (01922 419311 ext.109) as soon as possible, for help and advice.
- Parents will be invoiced for outstanding balances for coach places of students who stop using the service mid-year.
- Details on how to pay online can be found in our new student information packs and on the school website. If you do not have a log in for the SCOPAY online payment system, please contact school and we will send out a link code to you. For Year 7 parents the codes will not be available until September.

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 Finance Department for collection.
- 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.

REFUNDS

- 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 term'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 Assistant
Great Wyrley Academy
Telephone: 01922 419311 Extension 109
E-mail: jkavanagh@greatwyrley.windsoracademytrust.org.uk

- Payment enquiries and 16-19 Bursary Funds:-

Mrs A Kingston
Finance Assistant
Great Wyrley Academy
E-mail: finance@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).*
- *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, will be on the school website and parents will be notified.

ALTERNATIVE TRAVEL ARRANGEMENTS

Alternatively, you may wish to consider alternative travel arrangements, recent changes have been made to the local train times between Walsall and Landywood stations, with a more frequent service. westmidlandsrailway.co.uk

Arriva Buses operate a service between Walsall and Cannock and National Express West Midlands have recently introduced the X51 bus route, which runs from Walsall to Cannock. More details can be found on arrivabus.co.uk and nxbus.co.uk.