

Dear parents and families

I am writing to inform you of the arrangements for the Clare; Cavendish; Glemsford; and Long Melford out of catchment transport for 2018-19 to take effect from September 2018.

### **Travel Arrangements**

Please note this is a Parent Consortium bus and will be run by Chambers. The bus will be a double decker with a Maximum number of 77 seats. Priority will be given to students who have the furthest to travel if the bus is over subscribed.

Pick up and drop off points are given on the timetable below.

### **Cost**

The fee will be vary depending on the distance travelled (see table below) for any use of the service. Fees have to be paid termly by cheque payable to the school via the school office or via the Schoolcoms payment system. Invoices will be sent out before the start of each term. Please make cheques payable to 'Samuel Ward Academy Trust' and write your child name and '757 Bus' on the back. As this is a parent consortium bus, it relies on swift and full payments to continue to run, so please ensure invoices are paid promptly when sent in September, December and March each year.

### **Safety and Behaviour**

As with all students we expect the highest standards of behaviour to and from school. We reserve the right to withdraw bus passes for students who are unable to behave in an acceptable way. In addition, we expect students to leave the bus as they find it (e.g. no litter).

### **Late Bus Provision**

Extracurricular activities on offer running after school clearly some student may need to miss the usual bus. We have access to a public bus (the 756) which serves the same route after 4:30pm. The timetable for this is available on the Chambers website. There is no extra charge for using the later service.

### **Cancellation**

Should you wish to cancel a seat on the bus at any time we ask for half a terms notice and would require payment for the full term even if the bus is only used for part of a term. Cancellations must be put in writing to the school.

Yours Sincerely

Mr W Ponsford

## Timetable and Prices

### 757 from Clare, Cavendish, Glemsford and Long Melford to TGS

	<b>757</b>
Clare, Westfields (£310 per Term)	0758
Cavendish, The Bull (£310 per Term)	0803
Glemsford, Shelter (£250 per Term)	0815
Long Melford, Post Office (£170 per Term)	0825
Tesco Bottle Bank (£160 Per Term)	0834
Sudbury, Springfields roundabout (£160 per Term)	0834
Thomas Gainsborough School	0840

	<b>757</b>
Thomas Gainsborough School	1520
Sudbury, Springfields roundabout	1526
Sudbury, Tesco	1528
Long Melford, Post Office	1535
Glemsford, Shelter	1545
Cavendish, The Bull	1557
Clare, Westfields	1602

### Late Bus

	<b>756</b>
Great Cornard, Thomas Gainsborough School	1651
Great Cornard, Queensway	1652
Sudbury, bus station [F] arrive	1659
Guaranteed connection - no change of bus required	
Sudbury, bus station [F] depart	1705
Long Melford, Post Office	1716
Glemsford, Broadway, Post Office	1726
Cavendish, The Bull	1738
Clare, Westfields	1742

Please complete the form below and return it with payment for either the first term or year to the school office.

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**OUT OF CATCHMENT BUS CONSORTIUM (Clare, Cavendish, Glemsford and Long Melford)**

Student Name: \_\_\_\_\_

Pick up point requested: \_\_\_\_\_

2018-19 Tutor group: \_\_\_\_\_ (If known)

2018-2019 Year Group: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

(For Invoicing) \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_