



*Broadclyst Community Primary School
A Cornerstone Digital Academy*

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20th March 2018

RE: Bus Service for BCPS Children - Summer Term 2018

Dear Parent,

I am writing to outline arrangements for the bus service for BCPS children for the summer term 2018.

Priority will be given to existing users of the service. Existing users should book and pay via WisePay by **Wednesday 28th March**. You will need to book your child's seat for the full term in advance. Once booked, the routes booked cannot be changed or cancelled.

If you do not wish your child to continue using the bus during the summer term, please advise us by **Wednesday 28th** by emailing admin@bcps.org.uk **If you do not book and pay by Wednesday 28th we may offer the seat to another child on the waiting list.**

New requests will need to be emailed, using the attached application form, to admin@bcps.org.uk. We will then confirm whether the route requested is available or not. If the route is not available, we will add your request to the waiting list and let you know if/when a seat becomes available. Please do not book and pay for any bus routes until you have submitted an application form and we have confirmed availability of a seat.

Payment for the bus is a contribution towards the running costs of the busses and is calculated at 50p per journey and multiplied by the number of weeks in the term. Just as for the spring term, in the WisePay module, you can select a place on a bus for each morning of the week and for each evening of the week. If you wish to use the bus service every day, you will need to select all ten journeys and put them in your shopping basket.

Your commitment is to the full term and this is not refundable. We cannot refund individual journeys missed either. If we, on the rare occasion, are unable to run the service we will not be able to make refunds for that missed journey.

I hope you will find this service of benefit to your children.

Yours sincerely,

Jonathan Bishop
Headteacher