

FARMOR'S SCHOOL

The Park, Fairford,
Glos. GL7 4JQ

Tel: 01285 712302



BUS BUSINESS

June 2008

Dear parents/carers and students

I hope this leaflet will provide you the information you need in relation to transport to Farmors School, or provides you with a signpost to the right organisation and department if the information isn't provided directly by us.

If we can help to clarify anything further for you, or you would like to discuss any concerns you have, please do not hesitate to contact me.

Sue Dorey
School Business Manager

Tel: 01285 712302

Email: sdorey@farmors.gloucs.sch.uk

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SECTION 1 GLOUCESTERSHIRE PUPILS

(Living within Farmor's catchment area)

11-16 year olds (Year 7 to 11)

Information provided by Gloucestershire County Council relating to transport to school for 11-16 year olds can be found on their website at:

www.gloucestershire.gov.uk/schoolbuses

From here you can access information on the times of buses to and from Farmors School and how to check if you are eligible for assistance with transport costs. **To request an application form you should ring 01452 425408 and ask for an application form.**

If you are not eligible for support with the cost of a bus pass you may be able to buy a place on one of the LA provided buses. **Applications and prices are made through the LA Integrated Transport Service, please ring 01452 425371.**

Buses to Farmors are available from a wide geographic area, for example:

Down Ampney (349I)
Lechlade (349F)
Filkins (349E)
Eastleach Downs Farm (349D)
Northleach (349B)
Cirencester (349A)

Full bus timetables and services can be accessed on the LA website or from the LA Integrated Transport Unit (01452 425371).

If you need a temporary bus pass, please go to the school office, in the main reception area.

16-19 year olds (Years 12 and 13)

If you are over 16 and under 19, attending a full-time course you may qualify for a student bus pass. The bus passes are not free but are subsidised by the LA. Your application needs to be completed by 11th July 2008. You will not have an automatic entitlement for assistance, even if you had a free bus pass up until year 11.

For further information from the LA, please contact:

Access to Education (Post 16 and SEN) Team

Tel: 01452 425390

Email: edsupport@gloucestershire.gov.uk

www.gloucestershire.gov.uk/educationtransport

Alternatively, a leaflet and application form can be obtained from our Finance Office in the Business Centre.

Contributions for 08/09 are:

	Your contribution	Payments deadline date
September to December 2008	£145.00	4 August 2008
January to April 2009	£135.00	4 December 2008
May to July term 2009	£50.00	4 March 2009

These contributions are based on a student receiving help with transport for all three terms. For students receiving help for only one term the cost will be £145, and for any two terms £280. Refunds will only be given if a pass is returned unused before the start of the term.

If you are 16, 17 or 18 and your household's income is under £30,810 you could qualify for an Education Maintenance Allowance (EMA). It is available, for any academic or vocational course (up to level 3) and is intended to help cover travel costs as well as other expenses. For more information on the EMA and help for families on low incomes visit ema.direct.gov.uk

You can pay your contribution as one lump sum of £330 or, to make payment easier, you can pay in three instalments



If you are not entitled to help with your transport costs as outlined above, you can apply to buy a full price bus pass from the LA, their prices are obtained through the Integrated Transport Unit, and places allocated by them directly.

For more information please telephone: 01452 425371

SECTION 2 GLOUCESTERSHIRE PUPILS

(Living outside of Farmor's catchment area)

Additional seats have been secured on the Gloucestershire County Council bus, travelling from Cirencester, route 349A, (organised through Kinch coaches) for our 6th form pupils who need to travel on the Cirencester route, but who do not live in the Farmor's catchment area. Pupils using this service need a bus pass which is applied for through Farmor's Finance Office in the Business Centre. As at September 2008 the prices are as below:

	Full Term	Half Term	Annual	11 Monthly payments by SO
Cirencester	£120.00	£60.00	£360.00	£32.73

(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)

There is no opportunity for part-time usage of the buses as the school does not get a discount for part-time users.

However, in the case of emergencies, journey tickets can be bought from the Finance Office at £2.00 per journey, or 5 or 10 day passes (£10, £20 respectively)

Application Process

Please complete the application FORM A on pages 7 and 8, and return it to the Finance Office, together with two passport sized, colour photographs (these will be copied and kept on file for future use). In order for bus passes to be ready for September, application forms should be submitted by 11th July 2008.

Methods of payment

Standing order: Details of the school bank account are outlined on the application form. You can set up a standing order with your bank either by going on-line or into your branch. Please ask if you are unsure. The standing order instruction needs to commence in September and end in July each year. We have decided to do it this way as we have had difficulties in the past with the August payments. Please use the students surname as a reference so we can reconcile our bank statement each month.

By cheque: If you would like to pay by cheque, either annually, termly or half termly, please make payable to **Farmors School**.

Cirencester 349a – timetable

	AM	PM
Cirencester, South Way	0755	1610
Cirencester, London Road	0757	1608
Ampney St Peter, Bus stop	0802	1601
Ampney St Mary, Junction	0803	1600
Betty's Grave	0804	1559
Poulton, Village Green	0806	1557
Poulton, Greenhouses	0809	1553
Down Ampney, Broadleaze	0812	1543
Farmors School	0835	1530

**FARMORS SCHOOL
 BUS PASS APPLICATION FORM A
 For GLOUCESTERSHIRE PUPILS
 (Living outside of Farmor's catchment area)**

Section One: Student details

First name:		Surname:	
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Address: Post code:.....	Male:	Female:
	<input type="checkbox"/>	<input type="checkbox"/>
	Date of birth:	
	<input type="text"/>	<input type="text"/>
	Year:	Tutor Group (if known):
	<input type="text"/>	<input type="text"/>

Home tel no:		Mobile:	
Email:			

Section Two: Bus Routes

Bus route:	
Pick up stop:	

Section Three: Agreement

I declare that I have read the information and agree to the charges as outlined. I have explained the code of conduct to my child and have ensured their understanding. I understand that pupils without a bus pass may be refused transport. I will notify Farmors School Finance office of any changes to these details.

Signature of parents/carer:	
Parents/carers names (please print):	
Signature of student:	

PLEASE COMPLETE OVERLEAF...



Section Four: Payment details

	Full Term	Half Term	Annual	11 Monthly payments by SO
Cirencester bus 349A	£120.00	£60.00	£360.00	£32.73

(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)

Methods of payment:

Standing Order Instructions

School Bank Address Lloyds TSB Bank PLC, 14 Castle Street, Cirencester,
Glos. GL7 1QJ
School Account Name Farmors School, School Account
School Sort Code 30-92-06
School Account Number 01225667
Amount £32.73

- Please inform your bank that 11 payments should be made, September to July inclusive
- Please reference your payment with the student's surname in order for us to reconcile this from our bank account.

I confirm that I will be paying by standing order and that instructions have been given to my bank as outlined above

Cheque Payments:

I confirm that I will be paying by cheque, annually

I confirm that I will be paying by cheque, termly

I confirm that I will be paying by cheque, half termly

Please make cheques payable to Farmors School

Section Five: Identification

I have attached two colour passport sized photographs

(Please ensure your child's name is on the back of both photographs)

Please do not hesitate to contact us should you require any further guidance. Please return your completed form to:

Mrs S Dorey, Business Manager, Farmors School
Tel: 01285 712302
Email: sdorey@farmors.gloucs.sch.uk

SECTION 3 WILTSHIRE LA and SWINDON LA PUPILS ONLY

11-19 year olds (Years 7 – 13)

Farmors School administers bus services from Swindon, Cricklade and Castle Eaton, on behalf of the parents, through Kinch Coaches. All pupils using this service need a bus pass which is applied for through our Finance Office in the Business Centre. As at September 2008 the prices are as below:

	Full Term	Half Term	Annual	11 Monthly payments by SO
Swindon	£240.00	£120.00	£700.00	£64.00
Cricklade	£220.00	£110.00	£640.00	£59.00
Water/Castle Eaton	£130.00	£65.00	£380.00	£35.00

(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)

There is no opportunity for part-time usage of the buses as the school does not get a discount for part-time users. Similarly, there will be no casual users or temporary bus passes issued. *In the case of an ad-hoc emergency a journey ticket can be bought from the Finance Office for £2.50.*

Application Process

Please complete the application FORM B pages 12 and 13 of this booklet and return it to the Finance Office, together with two passport sized, colour photographs (these will be copied and kept on file for future use). In order for bus passes to be ready for September, application forms should be submitted by 11th July 2008.

Methods of payment

Standing order: Details of the school bank account are outlined on the application form. You can set up a standing order with your bank either by going on-line or into your branch. Please ask if you are unsure. The standing order instruction needs to commence in September and end in July each year. We have decided to do it this way as we have had difficulties in the past with the August payments. Please use the students surname as a reference so we can reconcile our bank statement each month.

By cheque: If you would like to pay by cheque, either annually, termly or half termly, please make payable to **Farmors School**.

Financial Assistance

If you think you may be entitled to financial assistance with transport costs, you can either ask for a form from our Finance Office or from Wiltshire County Council Transport Office, on 01225 713398. **Your application form is returned to Wiltshire County Council.**

APPLICATION FORM : PLEASE NOTE

Whether Wiltshire County Council are helping with your transport costs or you are paying the cost yourself, you need to complete and return application FORM B, pages 11 and 12 of this booklet. You will then be issued with a bus pass on a termly basis. Bus passes must be collected from the Finance Office in person.

KINCH BUS ROUTES

FS 2: SWINDON & WATER/CASTLE EATON

MANOR FARM (CHURCH)	07.45	16.14
AKERS WAY	07.47	16.12
WOODHALL BRIDGE	07.49	16.09
CLARY ROAD	07.51	16.07
WINDFLOWER (SAFEWAY)	07.53	16.05
HEATON CLOSE	07.55	16.03
ABBEY MEADS V/C	07.58	16.00
A419	08.10	15.50
WATER EATON	08.12	15.48
CASTLE EATON	08.14	15.46
FARMORS SCHOOL	08.30	15.30

FC 4: SWINDON & CRICKLADE

GROUNDWELL WEST	07.45	15.57
HIGHDOWN WAY	07.48	16.00
WALLIS DRIVE	07.49	16.02
THORN HILL	07.51	16.04
BLUNSDON	07.53	16.06
TURNING CIRCLE, CRICKLADE	08.08	16.16
CALCUTT STREET	08.10	16.18
EYSEY TURN	08.15	15.45
FARMORS SCHOOL	08.30	15.30

11-19 year olds – travelling from Ashton Keynes, via South Cerney

Please note that students travelling from Ashton Keynes should contact Kinch Coaches on 01666 860339. Payments for this bus are made by arrangement directly with Mr Kinch.

FARMORS SCHOOL BUS PASS APPLICATION <u>FORM B</u> (FOR WILTSHIRE LA AND SWINDON LA PUPILS)

Section One: Student details

First name:	Surname:
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Address: Post code:.....	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	
	Date of birth:		
	Year:	Tutor Group (if known):	

Home tel no:	Mobile:
Email:	

Section Two: Bus Routes

Bus route:	
Pick up stop:	

Section Three: Agreement

I declare that I have read the information and agree to the charges as outlined. I have explained the code of conduct to my child and have ensured their understanding. I understand that pupils without a bus pass may be refused transport. I will notify Farmors School Finance office of any changes to these details.

Signature of parents/carer:	
Parents/carers names (please print):	
Signature of student:	

PLEASE COMPLETE OVERLEAF...



Section Four: Payment details

September 2008 prices:

	Full Term	Half Term	Annual	11 Monthly payments by SO
Swindon	£240.00	£120.00	£700.00	£64.00
Cricklade	£220.00	£110.00	£640.00	£59.00
Water/Castle Eaton	£130.00	£65.00	£380.00	£35.00

(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)

Methods of payment:

Standing Order Instructions

School Bank Address Lloyds TSB Bank PLC, 14 Castle Street, Cirencester, Gos. GL7 1QJ
School Account Name Farmors School, School Account
School Sort Code 30-92-06
School Account Number 01225667
Amount Swindon = £64.00
 Cricklade = £59.00
 Castle Eaton = £35.00

- Please inform your bank that 11 payments should be made, September to July inclusive
- Please reference your payment with the student's surname in order for us to reconcile this from our bank account.

I confirm that I will be paying by standing order and that instructions have been given to my bank as outlined above

Cheque Payments:

I confirm that I will be paying by cheque, annually

I confirm that I will be paying by cheque, termly

I confirm that I will be paying by cheque, half termly

Please make cheques payable to Farmor's School

Financial Assistance from Wiltshire County Council:

I attach evidence of confirmation of assistance with transport costs by Wiltshire County Council

(If possible, please attach a copy of the letter you have received from Wiltshire CC)

Section Five: Identification

I have attached two colour passport sized photographs

(Please ensure your child's name is on the back of both photographs)

Please do not hesitate to contact us should you require any further guidance. Please return your completed form to:

Mrs S Dorey, Business Manager, Farmors School
Tel: 01285 712302
Email: sdorey@farmors.gloucs.sch.uk

BUS CODE OF CONDUCT, FOR ALL PUPILS:

We want all passengers to stay safe and travel in comfort. You must agree to the following code of conduct before a bus pass can be issued. If you do not keep to the code we may have to take away your pass.

Your bus pass:

- Carry your pass with you whenever you travel to and from school
- Be ready to show your pass to the driver, if it cannot be produced then the driver may refuse transport
- Only use your pass to travel on the route that has been approved
- Do not use anyone else's pass or allow another person to use yours

Pick up point

- You are responsible for getting to your bus's pick up point
- Arrive at the pick-up point before your bus is due. The bus will run to a timetable and will not wait if you are late
- If a bus is late, be prepared to wait at the pick-up point for 20 minutes but no longer
- Agree with your parents what to do if the bus does not arrive (e.g. return home or go to a friend's house to organise alternative transport)

Keeping safe when getting on and off the bus:

- Queue sensibly, well away from the edge of the road
- Allow passengers leaving the bus to get off before you try getting on
- Get on and off the bus in an orderly way so you or other passengers don't get hurt
- If you need to cross the road once you have left the bus, make sure the bus has driven away so you can see other vehicles and drivers can see you.

On the bus:

- Stay in your seat once you are on the bus and you must use a seatbelt if one is provided
- Do not distract the driver unless there is an emergency
- Do not stand in front of the driver or the stairwell
- Do not use emergency exits or doors unless the driver instructs you to or if there is a genuine emergency
- Do not eat, drink or smoke on the bus
- Foul, abusive language and bullying will not be tolerated
- Do not carry real or replica weapons
- Do not throw items or damage the inside or outside of the bus. If damage is caused the police will be contacted
- If the bus breaks down or is involved in an accident, follow the driver's instructions
- You need to be aware that many bus operators monitor the behaviour of passengers using CCTV, CCTV footage will be used as evidence if drivers or passengers are hurt or the bus is damaged

NOTE TO ALL SERVICE USERS:

All information contained in this leaflet is correct at the time of printing

Buses and passes are not interchangeable

Students should carry their bus passes at all times and have them ready for inspection if asked

Bus pass fares are not refundable should the bus not be used due to absence of after school activities

If you loose your bus pass:

- Gloucestershire passes: replacements can be arranged through the school reception
- Wiltshire passes: replacements can be arranged through the Finance office, there will be a charge of £3.00

