



School Bus Service 2023/24 Terms and Conditions

1. The draft timetable for the bus service can be found [here](#), this may be subject to change once we have received all applications as we try to accommodate as many requests as possible.
2. Applications must be completed on our [online form](#), please **complete one form per student**. Please check the 2023/24 draft timetable carefully before completing the application form. Priority will be given to full-time bus users, we will consider applications for part-time use if spaces are available once full-time users have been allocated.
3. Please note that we cannot guarantee any student(s) a place on the bus as the number of places is limited and will be allocated on a first come first served basis. We will inform you immediately if there are no spaces available on your preferred route.
4. The timeline for this process is as follows:

Friday 7th July	Deadline for Parent/Carers to complete the Google Form requesting individual places on buses (one form per student)
Friday 14th July	The school will contact parents via email to confirm places on the bus, payments for which will be set up using WisePay. We will use the email address given on the Google Form you completed.
Friday 4th August	Deadline for initial or full payment to be made
First day of the new school term	Bus passes will be given to students during form time on their first day of school (<i>Wednesday 6th September for years 7, 11 and 12. Thursday 7th September for all other year groups</i>)

5. Payment must be made using our online payment platform WisePay. The full price for all bus routes is as follows:

- £1,485 per year

Payment can be made upfront in full or split equally over 9 months from August 2023 using a recurring payment option in WisePay

- £165 per month for 9 months

If you have three or more siblings using the bus service you will be offered one of the places for free. Please fill in a Google form separately for each child travelling on the school bus.

6. It is important that the school has adequate arrangements in place in readiness for the academic year. Therefore, if we do not receive confirmation of payment by Friday 4th August, your child may not be able to make use of the bus service. If, during the academic year, we stop receiving your payments we reserve the right to remove your child from the bus service until such time as all payments are brought up to date.
7. By completing the online booking form, you are committing your child to Parmiter's bus service for the whole academic year 2023/24. If you remove your child from the bus service, you will not be entitled to a refund. If

you have chosen to pay monthly, you will be committed to your monthly instalments for the remainder of the academic year.

8. The school buses will operate from Wednesday 6th September 2023 (further information can also be found on the school website www.parmiters.herts.sch.uk).
9. If you complete an application and your child is new to the school and subsequently chooses not to accept a place at Parmiter's from September 2023, any payments made will be refunded in full.
10. Conduct on the buses should be exemplary, in line with our school values and expectations. Drivers are to be treated with respect and courtesy, as are the other passengers.
 - a. Students are expected to conduct themselves in accordance with the school's [Behaviour Policy](#).
 - b. Students must be at the bus stop 10 minutes before the time stated on the timetable.
 - c. Bus passes must be carried for every journey; the school will operate bus pass checks.
 - d. For legal and safety reasons, students sitting on the top deck must remain seated during the bus journey.
 - e. For legal and safety reasons, where provided, seat belts are to be worn at all times.
 - f. Sanctions will be administered for inappropriate behaviour in the following way:
 - *1st offence - Warning email to parents*
 - *2nd offence - Full School Detention*
 - *3rd offence - One-week ban from the bus*
 - *For continued poor behaviour the student may lose their right to travel on the school bus.*

Please note that Parmiter's School is under no obligation to provide school transport.

**Further information can be found on the school website www.parmiters.herts.sch.uk
Bus queries can be forwarded to buses@parmiters.herts.sch.uk**