

MARCHANTS

61 Clarence Street, Cheltenham, Gloucestershire, GL50 3LB

www.marchants-coaches.com

ST PETER'S HIGH SCHOOL BUS ROUTE **Important changes with effect from Sept. 2015**

June 2015

Dear Parents/Guardian,

We have recently conducted a major review of our school bus services as some of the routes have been underused. As a result of this review the original route will be renumbered to M12. The timetable has been changed please see the attached for further information.

We have also reviewed the fare and ticket options. The old system of cash fares and 10 journey tickets is time consuming and costly to operate and is open to misuse. We are now only offering yearly passes at a cost of £650 per academic year. This can be paid in a one off payment or there is an option to pay in 10 monthly instalments of £60 (after a deposit of £100 is received). The monthly payment option would need to pay by standing order and would commence with effect from 3rd August 2015. Further details on methods of payment are on our application form.

Please note that we will no longer accept cash fares or offer the option of single journeys. All passengers will be required to produce a valid pass on commencement of each journey. Ten journey tickets will no longer be valid with effect from Aug 2015. If at the end of the current academic year you have in your possession any fully unused 10 journey tickets, we will either offer a credit against the new yearly pass or a refund. Unfortunately part used tickets will not be valid for this offer. A discount for siblings travelling on any of our school services will be available. Details can be found on our application form.

Parents/guardians will be required to complete an application form and supply two passport style photographs and also to complete a standing order form if they wish to use the monthly payment option. We will also be sending you a "pupils code of conduct" sheet, which must be read and then a signed copy returned to us. Our application forms will be available from our travel shop at 61 Clarence Street, Cheltenham, from the school reception or our web site. www.marchants-coaches.com

If you are entitled to free home to school transport you will need to apply for this through Gloucestershire County Council. If this is approved you will be entitled to use our services.

Home to School Team

Tel: 01242 257585

Email: hometoschool@marchants-coaches.com

Company registered No. 2877739

VAT Registered GB 618 4128 45

Directors Roger Marchant, Richard Marchant,
Head office 61 Clarence Street, Cheltenham
Glos, GL50 3LB, UK



St Peter's High School - Application Form for School Bus Travel

Pupil Details:-

Name	
Date of Birth	
Address	
Town/City	
Post Code	
Tel: Home	
Tel: Mobile	
Tel: Work	
Email Address	
Emergency Contact Number	
Name of Emergency Contact	
Relationship to Child	

Preferred Boarding Point

See relevant Timetable

ROUTE NUMBER

M12

BOARDING POINT

Please note we will endeavour to accommodate all requests, however due to operational reasons this may not be possible

Fare Information & Payment Options :

The total cost for a yearly pass if paid in full is £650. A deposit of £100 is required upon application the remaining £550 to be paid by 1st September 2015. Alternatively you can pay by 10 monthly payments of £60, this being in addition to the required deposit of £100. In this instance the standing order form must be completed and returned with the application form.

(please tick)

One off Payment £650 (less Deposit of £100)	
10 x Monthly payments of £60.00 (after Deposit of £100 paid)	

All payments must be made either direct to our bank or at our Travel Shop.

Accepted Payment options are:-

BACS **Sort Code:** 30 91 87 **Account Number:** 58914268

Debit Card Credit Card (an additional £15 will be charged to cover our charges)

Cash (accepted only at our Travel Shop)

If you decide to use the monthly payment option please complete the Standing Order Form

A 5% discount is available for siblings and will be discounted on the cheapest route including other school routes. Please return this completed form by no later than 3rd July 2015 along with £100 deposit to secure a place. Application forms received after this date will be considered but a place cannot be guaranteed.

The form should be returned to Home to Schools Department, Marchants Coaches Ltd, 61 Clarence Street, Cheltenham, GL50 3LB.

Upon receipt of the completed form we will confirm acceptance within 10 working days and will give you a reference number. This reference number **MUST** be quoted on all payments and correspondence.

Please also provide 2 passport size photographs. One will be used on the pass and one will be retained with this form.

Please note no fare paying passengers are permitted to travel. This service is for pass holders only; there will be no facilities to pay the driver.

Terms and Conditions:-

Please note upon successful application all passes must be collected from our travel shop, and we will require suitable identification (such as Passport, Driver's License or utility Bill) upon collection

Replacement for lost, damaged or defaced passes is at the Company's discretion and if replaced there will be a £10 administration charge.

The pass remains the property of the Company and may be withdrawn without notice if found to be misused.

The Pass is only valid for the specific person and specific route issued to and is non-transferable.

Complaints, comments or suggestions should be directed to the Home to School Department, preferably by Email

No refunds will be given except in exceptional circumstances and at the Company's discretion.

With the exception of Year 11 & 13 pupils who surrender their passes after their final year exams, these pupils will be given a pro-rata refund upon request. (An administration fee of £15 will be charged)

I HAVE READ AND ACCEPT ALL STATEMENTS CONTAINED WITHIN THE HOME TO SCHOOL TRANSPORT PACK

By completing and signing this form you and your child are agreeing to our Terms and Conditions and our Pupil's Code of Conduct which we have attached.

Signed:	Dated:
---------	--------

OFFICE USE ONLY

Deposit Received	<input type="text"/>	Confirmation Sent	<input type="text"/>
Method of Payment	Chq/Bacs/Cash/Card	Photographs Received	<input type="text"/>
Standing Order Received	<input type="text"/>	Pupil reference	<input type="text"/>
Payment Reference	<input type="text"/>		

MARCHANTS COACHES LTD

STANDING ORDER FORM FOR SCHOOL BUS PASS 2015/2016

TO	PLC
ADDRESS	
SORT CODE	
A/C NUMBER	
NAME ON ACCOUNT	
PLEASE PAY	£ 60.00 Per Month
SIGNED	
DATED	
Please Quote Reference	
PAY TO:- A/C NUMBER SORT CODE	Marchants Coaches Ltd Lloyds Bank High Street, Cheltenham GL50 1EW 58914268 30-91-87
WITH EFFECT FROM	3 rd August 2015
NUMBER OF PAYMENTS	TEN
FINAL PAYMENT DATE	1 st May 2016

TO BE RETURNED TO MARCHANTS COACHES LTD BY 3.7.15

PUPIL'S CODE OF CONDUCT

All Passengers Must:

- Wear a seatbelt where provided
- Remain seated at all times when the vehicle is in motion
- Follow the driver's instruction at all times
- Show the relevant pass on every journey. Failure to do so may result in refusal of travel
- Queue in an orderly fashion at the bus stop
- Take their litter with them when they alight the bus

Pupils are not permitted to:

- Smoke
- Swear at other pupils or the bus driver
- Wilfully damage or disfigure any part of the vehicle
- Rush the bus entrance when boarding or attempt to board before the bus is fully halted.
- Move around when the vehicle is in motion
- Bully or abuse other pupils
- Distract the driver in any way
- Disobey the drivers instructions
- Deface or wilfully damage the school travel pass. If damaged or defaced pupils may be declined travel until a replacement pass is obtained at a cost of £10

Please also note that:

- Ice Cream, fish and chips burgers etc. may not be brought on to the bus
- Chewing Gum and Bubble Gum are banned from the bus
- Extreme care should be taken when leaving the vehicle due to the steps and lack of suitable pavements
- There should on no account be any pushing when boarding or alighting the vehicle

Any student identified as not following these instructions will be subjected to bans from school transport and the relevant school authorities may be informed.

St Peter's High School Bus Service Commencing September 2015 (School Dates Only)

New M12 Route

Pick Up Points	AM	Drop Off Points	PM
Longford Lane - Sherwood Green	07:46	St Peters High School	15:40
Longford Lane - Brionne Way	07:47	Barnwood Road - opp Cross Keys	15:55
Longford Lane - opp Oxstalls Way	07:48	Cheltenham Road - Oxstalls Campus	15:58
Innsworth Lane - opp Brooklands Park	07:50	Cheltenham Road - Wellsprings Road	16:00
Innsworth Lane - Brionne Way	07:51	Cheltenham Road - opp Elmbridge Road	16:01
Innsworth Lane - Technology Park	07:52	Cheltenham Road - Greyhound Gardens	16:02
Innsworth Lane - Innsworth House Farm	07:53	Cheltenham Road East - Pirton Lane	16:07
Innsworth Lane - Innsworth Barracks	07:54	Pirton Lane - Morley Avenue	16:08
Innsworth Lane - Shepherds Way	07:55	Pirton Lane - Winston Road	16:09
Innsworth Lane - opp Wisteria Way	07:57	Station Road - Churchdown Village Infant School	16:11
Parton Road - opp St John's Avenue	07:59	Parton Road - Churchdown Library	16:14
Parton Road - opp Churchdown Library	08:00	Parton Road - St John's Avenue	16:15
Station Road - opp Churchdown Village Infant School	08:03	Innsworth Lane - Wisteria Way	16:17
Pirton Lane - opp Winston Road	08:05	Innsworth Lane - opp Shepherds Way	16:18
Pirton Lane - Yew Tree Way	08:06	Innsworth Lane - opp Innsworth Barracks	16:19
Cheltenham Road East - Pirton Lane Service Station	08:07	Innsworth Lane - opp Innsworth House Farm	16:20
Cheltenham Road - opp Greyhound Gardens	08:17	Innsworth Lane - opp Technology Park	16:21
Cheltenham Road - Elmbridge Road	08:19	Innsworth Lane - opp Brionne Way	16:22
Cheltenham Road - Double Gloucester	08:20	Innsworth Lane - Brooklands Park	16:23
Cheltenham Road - opp Oxstalls Campus	08:21	Longford Lane - Oxstalls Lane	16:24
Barnwood Road - Cross Keys	08:25	Longford Lane - Oxstalls Way	16:25
St Peters High School	08:45	Longford Lane - opp Brionne Way	16:26
		Longford Lane - opp Sherwood Green	16:27