

The Federation of Kirkby Malzeard and St Nicholas CE Schools

Information regarding school transport

We would like to make parents aware of some changes to the bus arrangements moving forward before the start of the new academic year.

Before parents book their child onto the bus, we ask that you read the information below and sign the booking form to confirm you have read and agree to the terms below:

**Bookings:**

The management of the bus timetable takes considerable staff time as we have an increasing number of children, buses and timetables to collate, especially when there are changes to the bus bookings at the last minute. This can often take staff away from their classroom duties. Therefore, we will no longer be accepting on the day changes to the bus schedule. We politely request that:

* All bookings forms are returned to the school office by **8.30am on the first Monday of each term.** Staff will no longer chase unreturned booking forms.
* Any changes to the booked schedule are sent to the school office via email no later than **8.30am on the Monday of the week of travel.**
* All bookings (via email) or cancellations (phone or email) are made via the school office.
* Unless your request has been acknowledged the school office, you contact school for confirmation and assume your request this has not been actioned.
* Parents who are attending school events and collecting children from these still ensure that the school office is informed of this by **Monday at 8.30am on the week of travel**

We thank you for your support and understanding in this and in helping us to ensure we can keep everyone safe.

**Contracts**

The agreement for school transport is an agreement between North Yorkshire Council and parents, which school is happy to facilitate to support our families. Any issues which arise on the bus journey or any complaints about the service provided should be reported to:

IPT.Compliance@northyorks.gov.uk

School Transport

|  |  |
| --- | --- |
| Term |  |
| Name |  |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |

Signed:

Date: