

January 2017

Dear Parents

## School Transport

As you may be aware we run a school minibus service to and from Chiswick and Acton. THE SERVICE IS CURRENTLY FULL BUT PLEASE USE THE ATTACHED FORM IF YOU WISH TO JOIN THE WAITING LIST.

The stops and timings are:

	am	pm first run	pm second run (Monday, Tuesday, Thursday only)
Burlington Lane	0725-0730	1700	1805
Alwyn Avenue, Hadley Gardens side	0740	1645	1750
Duke of Sussex pub	0745	1635	1745
Lynton Road	0755	1620	1735
St Martin's Church	0800	1615	1730
Eaton Rise, Castlebar Road end	0815-0820	1600-1605	1715-1720

### Morning Pick Up

The minibus will collect your daughter from the designated stop at the designated time, aiming to arrive at St Augustine's Priory at approx. 8.35 am. The bus driver has instructions not to wait after the designated time.

### Afternoon Itinerary

The minibus runs take place, one at 3.45 pm when the school day ends and on Mondays, Tuesdays and Thursdays an additional service at 5.15 pm to allow for any clubs your daughter may attend. There is no second service on Wednesdays and Fridays.

### Costs:

The structure is below. *Please note that we have benchmarked this price competitively against other local providers.* Bus places are allocated termly. There are no refunds for unused journeys or for discontinued use half way through a term. The price secures a seat for your daughter for return journeys, up to five days a week and is not reduced for single journeys.

- 1 day a week for the term - £100
- 2 days a week for the term - £125
- 3 days a week for the term - £175
- 4 days a week for the term - £225
- 5 days a week for the term - £250

### Procedure:

The minibus driver will hold a register of girls' names for the days and journeys booked. IF YOU PLAN TO DEVIATE FROM YOUR BOOKED JOURNEYS, YOU MUST INFORM THE SCHOOL IN ADVANCE SO THAT THE DRIVER IS NOT WAITING UNNECESSARILY. The driver's mobile number will be made available to you for any emergencies on the day. **Girls in Lower II and below must be dropped off by and met by an adult at the stop.** Girls in Lower II and below who are uncollected on homeward journeys will return to school with the driver and will join the After School Club (there is a charge for this). An adult must then pick them up from school before 6.00 pm.

Please fill in the form overleaf to book your places and return it to the Bursar [jpowell@sapriory.com](mailto:jpowell@sapriory.com)

### School Minibus Booking Form

Child's Name: ..... (Block capitals please)

Child's Form: .....

Child's Date of Birth: .....

Emergency Contact Names and Numbers: .....

.....

Allergies / Health issues: .....

.....

I require the minibus service to and from (tick one stop as appropriate)

Burlington Lane	
Alwyn Avenue, Hadley Gardens side	
Duke of Sussex pub	
Lynton Road	
St Martin's Church	
Eaton Rise, Castlebar Road end	

Please tick the service you require:

Day	Morning	3.45 pm run	5.15 pm run
Monday			
Tuesday			
Wednesday			n/a
Thursday			
Friday			n/a

I authorise the appropriate fee to be charged to my child's account.

For Upper II parents only: I authorise my daughter to walk home unaccompanied from the bus stop. Please circle

**Yes / No**

Signed: ..... (Parent)

Print Name: .....

Date: .....

Please complete this form to book your places and return to Mr J Powell, Bursar. [jpowell@sapriory.com](mailto:jpowell@sapriory.com)

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