

July 2018

Dear Parents

## School Minibus from September 2018

As you may be aware we run a school minibusservice to and from Chiswick and Acton. Please note that the timings have changed since the summer term. **Children in Nursery and the Preps who wish to use the school bus will need to have an accompanying adult with them to supervise them on the journey and to ensure their safe handover to teaching staff.**

The stops and timings are:

	Am	Pm
Chiswick Gate Hogarth Roundabout	0725	1655
Chiswick Lane Chiswick London W4	0730	1650
Hadley Gardens Near Alwyn Avenue	0735	1640
Duke of Sussex pub Acton Lane W3	0745	1630
Twyford Crescent Acton London W3	0750	1615
Castlebar Bus Stop Eaton Rise W5	0815	1605

### Morning Pick Up

The minibuss will collect your daughter from the designated stop at the designated time, aiming to arrive at St Augustine's Priory by approximately 0825. The bus driver has instructions not to wait after the designated time.

### Afternoon Itinerary

The minibuss will leave school at 1600 and drop your daughter off at the designated stop at the approximate time given above.

### 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 minibuss 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)

Chiswick Gate Hogarth Roundabout W4	
Chiswick Lane Bus Stop W4	
Hadley Gardens Near Alwyn Avenue W4	
Duke of Sussex pub Acton Lane W3	
Twyford Crescent Acton London W3	
Castlebar Bus Stop Eaton Rise W5	

Please tick the service you require:

Day	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

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)