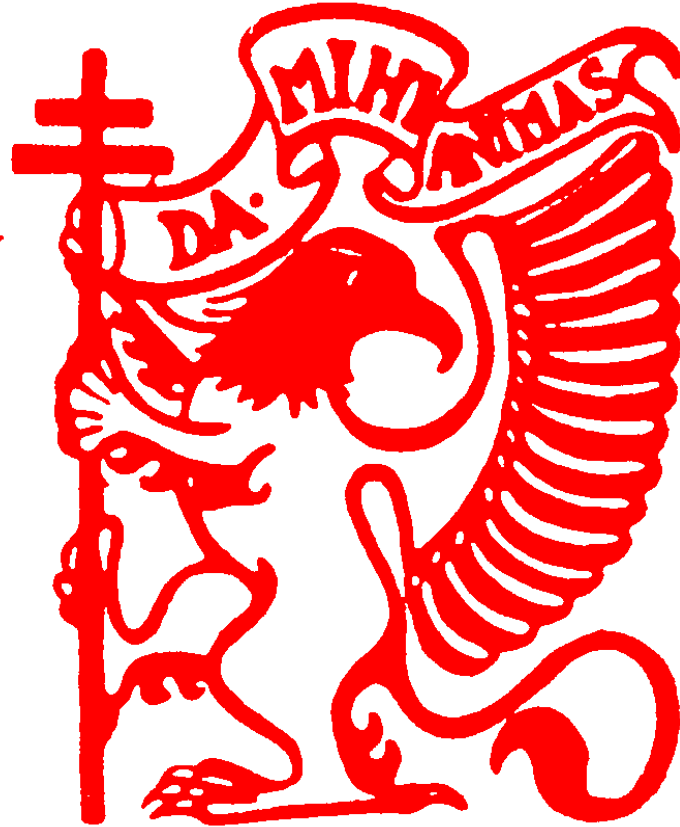


Cardinal Griffin Catholic College

Headteacher: M Burrowes BA (Hons)

CARDINAL WAY ● STAFFORD ROAD ● CANNOCK ● STAFFORDSHIRE ● WS11 4AW
Telephone: 01543 502215 Fax: 01543 574929 Email: office@cardinalgriffin.staffs.sch.uk
Website: www.cardinalgriffin.org.uk



College Transport Academic Year 2017/2018

Guide to Provision of College Transport

Guide to Provision of College Transport

Allocation of Seats

Applications for seats should be made using the college transport application form, no other method of application will be accepted. Please ensure that you indicate the stop which you require on the form. Once you have returned your form we will write to you to inform you that you have been added to parent pay. At this stage please make payment via parent pay. Once payment is received we will issue a bus pass. **For first applications – pupils joining the college in September 2017, please enclose a cheque for the first two months payments with the form.**

In order to prioritise younger pupils, if the number of applications received is greater than the seating capacity available, then applications will be dealt with on a 'first come, first served' basis by year group, starting youngest first. **It is therefore important that you return the Application Form as soon as possible.**

Terms and Conditions

Seats will be issued subject to the following Terms & Conditions:

- 1.1 If there is a greater number of applications than seats, seats will be allocated on a 'first come, first served' basis by year group, starting with the youngest first.
- 1.2 Provision of transport to college is provided subject to parental and pupil agreement that behaviour while on the transport will be consistent with the college's behaviour policy. Pupils **MUST** wear seatbelts where they are available and should not act in a way that causes distraction to the driver of any vehicle. The college reserve the right to terminate transportation without refund for any pupil whose behaviour, in its opinion, breaches this condition.
- 1.3 Pupils purchasing seats will be issued with appropriate passes and pupils must carry the pass every day that the seat is required. **Travel may be refused if a pass is not available for inspection.** If transport is refused parents will remain responsible for ensuring the pupil is transported to and from the college. This will not constitute a reason for your child to be absent from college.
- 1.4 All passes issued under this scheme remain the property of the Cardinal Griffin Catholic College and a charge of £5.00 will be made to replace any passes that are lost or defaced.
- 1.5 Provision of a seat does not imply that the college will assume responsibility for transporting the pupil to the college in future years.**
- 1.6 The bus route will not be amended/diverted for seat pass holders. Pupils will have to board the vehicle at an existing pick-up point. Due to the nature of bus routes, the nearest pick-up point to your home address may vary during the course of the year.
- 1.7 The number of seats available may vary from year to year as the number of pupils entitled to transport fluctuates and vehicle sizes may also change when contracts are renewed.
- 1.8 The charge for seat provision is on a return journey basis – no one way passes are available.
- 1.9 Passes are purchased on an annual basis, pupils ceasing to use the transport will be required to give notice. Any refund will apply for the remaining whole months, and not from the date of termination. The only exception to this will be where a child changes school.
- 1.10 The number of days travelled or distance has no bearing on the price for this provision. This also includes pupils on study leave, who must continue to make full payment during the study leave period.
- 1.11 Passes will not be issued until payment has been paid. All payments are made in the month prior to the month to which transport applies.
- 1.12 If payments are defaulted, Cardinal Griffin Catholic College reserve the right to terminate transport with immediate effect. This payment method may not be allowed to be used the following year and the college may insist that payment for future transport is paid upfront for the whole year, or remainder of the year, in a single transaction. If transport is refused on this basis it is the parents' responsibility to ensure that the pupil is transported to and from the college and this will not constitute a valid reason for not attending.
- 1.13 Where a payment is not made and transport has been used the college reserve the right to use debt recovery agencies to recover the outstanding amount.
- 1.14 Where a pupil does not use a vehicle for part of a term (illness, holiday etc.), or the vehicle does not operate (e.g. inclement weather), refunds cannot be made.
- 1.15 If you withdraw your application after your payment has been received, your pass must be returned for a refund.
- 1.16 Existing seat holders must re-apply for their seat each year.

- 1.17 A reduction in the price for families with more than one sibling in the college, we will use the strict criteria applied in the admissions policy to determine the definition of sibling. Where this applies a reduction of £85.00 for the second and subsequent children will apply. **Both applications must be returned at the same time and marked accordingly.**

Charges 2017/2018

Term	Return Journey first child	Return journey subsequent children
Annual	£480.00	£395.00
Instalment Payments X10 (Commencing August 2017)	£48.00	£39.50

Parents can pay for multiple months in advance via Parent Pay. It will therefore be possible to pay all 10 payments in one go if parents would prefer.

Term Dates 2016/17

Autumn Term	4 September 2017 – 19 December 2017
Spring Term	3 January 2018 – 29 March 2018
Summer Term	12 April 2018 – 20 July 2018

Payment Methods

For pupils joining the college in September 2017

Please note that for pupils joining the college in September 2017, you will need to make your first payment by cheque as parent pay accounts will not have been created until your child starts college. We ask that your first payment is for **two months** so either **£96.00** (for the first child in the family) or **£79.00** (for every subsequent child) per pupil. Subsequent payments can be made monthly on parent pay. ParentPay details will be sent to you prior to the next payment becoming due.

Please make cheques payable to: Cardinal Griffin Catholic College and send FAO: Mrs H Tapper, Cardinal Griffin Catholic College, Cardinal Way, Stafford Road, Cannock, Staffordshire, WS11 4AW.

For pupils already attending Cardinal Griffin Catholic College

Please complete an application form and return it to Mrs Tapper in the College Office. We will then write to you to tell you that you have been set up on parent pay. Payments should then be made by Parent Pay. If you are unable to pay this way please contact the finance office who will be able to advise you.

To pay through ParentPay website, please go to www.parentpay.com and enter your username and password.

Once your application has been processed and you have been allocated a seat, we will confirm this allocation and your payment. No seats will be allocated without receipt of payment, not even on a provisional basis.

Please note passes will not be issued until payment has been received via Parentpay, application form returned and accepted.

If payments are defaulted, Cardinal Griffin Catholic College reserves the right to terminate transport with immediate effect. This payment method will then be disallowed the following year and we may require payment upfront in advance.

Transport to Faith Schools

Staffordshire County Council's subsidy for transport to faith secondary schools has been fully phased out at the end of term in July 2015. This means that transport to schools is no longer funded or subsidised by Staffordshire County Council.

Staffordshire County Council will only operate to provide transport for a small number of pupils due to Special Educational Needs or meeting the low income criteria for secondary age children and Cardinal Griffin is their nearest school due to religious or philosophical beliefs.

Low income groups are defined as those who are entitled to, and registered for, free school meals or are in receipt of the maximum level of Working Tax Credit.

Children of secondary school age (aged 11 to 16, school year 7 to 11) from low income families will have an additional entitlement to income assessed transport assistance to either

- one of the three nearest suitable schools to where you live that is more than 2 miles, but less than 6 miles from your home, or*
- The nearest school that is more than 2 miles but less than 15 miles from your home, preferred on the grounds of the parent's religious or philosophical beliefs. The parent must be able to demonstrate adherence to the faith of that school if it is a denominational school.*

Pupils from St Joseph's and St Theresa's Catholic Primary School

Pupils that have attended St Joseph's and St Theresa's Catholic Primary School in Chasetown or are baptised Catholics living within the parish of St Joseph's Catholic Church Burntwood, may be entitled to free transport via a mini bus provided by a local benefactor. Please indicate if you believe this applies to you on the application form.

Application Form

If you would like to apply for a seat, please complete an application form and return to:

Email: h.tapper@cardinalgriffin.staffs.sch.uk

Tel: 01543 502215

Fax: 01543 574929

Post to:

Mrs H Tapper
Cardinal Griffin Catholic College
Cardinal Way
Cannock
Staffordshire
WS11 4AW

For further information please contact Cardinal Griffin Catholic College on 01543 502215.