



Richmond School Replacement Bus Application Form 2018-19

Personal Details							
Full Name							
Date of Birth		Year		Male		Female	
Home Address (including postcode)							
Home Telephone				Mobile			
Home Email Address							

Which bus route and pick up point would you like your bus pass to be issued for?
Please refer to the Replacement Bus timetables.

Route (please tick one box)

- RS1 Bedale Bus
- RS2 Catterick Village/Garrison Bus
- Wensleydale Bus – from September 2018 this service will be managed by SFX
- Other SFX bus routes – please contact Richmond School for further details

Pick up point:

Charges 2018-19

The cost of using the **RS1 Bedale Bus** service between Masham and Arrathorne Crossroad pick up points will remain at £684 (ie £3.60 per day). The cost of using the service from the pickup points between Scotton and Richmond School will also remain at £570 (ie £3.00 per day) to reflect the shorter distances being travelled by students.

Similarly, the cost of using the **Wensleydale Bus** service between Middleham and Bellerby will remain at £684 (ie £3.60 per day), and the cost of using the service between Scotton and Richmond School will remain at £570 (ie £3.00 per day).

The cost of using the **RS2 Catterick Village& Garrison Bus** from all pickup points will remain at £570 (ie £3.00 per day).

SFX bus services – Please get in touch with Richmond School regarding these services

Parent and Student Agreement

We understand that:

- The information I have given is, to my knowledge, true and correct
- The school can withdraw transport in certain circumstances
- No travel pass will be issued until full payment or confirmation that a completed standing order mandate has been sent to your bank is received by the school

In particular we ask that students:

- Do have a valid pass for every journey
- Do act in a safe manner which does not endanger yourself or other transport users
- Do respect requests from drivers or school staff for co-operation
- Do not distract the bus driver
- Do not stand or move around the vehicle whilst it is moving
- Do wear a seatbelt where fitted
- Do not use intimidating, aggressive or inappropriate language on the bus
- Do not drop litter or smoke on the bus

If students fail to abide by these rules then the school may prevent them from travelling on the vehicle.

Payment Details

- The student is required to make a contribution towards the cost of transport.
- The cost for 2018-19 is *£684/ £570.
- This can be paid in one initial instalment of *£684/ £570 via ParentPay, by cheque payable to Richmond School, or ten instalments of *£68.40/ £57.00.
- If paying by instalments, you must return a completed standing order mandate **directly to your bank, not to the school.**
- The first instalment will be collected on 1 October 2018. The last instalment will be collected on 1 July 2019.
- If a student withdraws from their course or no longer wishes to travel on the Bus, they must return their pass. They will be entitled to a partial refund based on the date the pass is received back by the Finance Office.
- Lost bus passes will incur a £3.00 replacement fee.
- Failure to make payment will result in the immediate withdrawal of your bus pass and you will no longer be able to use the bus service.

* please delete as appropriate

Payment Options	Please tick as appropriate
Payment of *£684.00/ £570.00 to be made online via ParentPay. The facility to make payment in this way will be set up following receipt of your form.	
Cheque for *£684.00/ £570.00 made payable to Richmond School returned with this form.	
I have sent a Standing Order Mandate direct to my Bank	

Please contact the Finance Office to discuss payment options if you think you may qualify for Post 16 Travel Support, or be entitled to an award from the 16-19 Bursary Fund.

Signatures

I confirm that I have read the above conditions and agree to abide by them.

Student's signature

Date

Parent/Carer's Name

Parent/Carer's signature

Date

Please return this completed form to the Finance Office
 Richmond School, Darlington Road, Richmond DL10 7BQ or buses@richmondschool.net