



Richmond School & Sixth Form College

Being the best we can be

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Richmond School Replacement Bus Application Form

| 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 current Replacement Bus timetables for the options available.

Route (please tick one box)

- RS1 Bedale Bus
- RS2 Northallerton/Catterick Bus
- RS3 Wensleydale Bus

Pick up point:

Please confirm the date you would like the bus permit to start from if this is not the beginning of the current academic year.

Charges

The cost of using the replacement bus services is dependent on the distance being travelled to school by students. Please refer to the current Replacement Bus Timetables for a full schedule of costs.

Payment Options (please tick your preferred option)

- Direct Debit Please complete and return the enclosed Direct Debit form with this application. The annual cost will be spread across 10 monthly payments, with the first payment collected on 20 October and the last instalment on 20 July of the same academic year.

Full payment only can be made in one of the following ways

- Cheque Please make payable to Arete Learning Trust and attach securely to this application.
- ParentPay Payment to be made online via Parentpay. The facility to make payment in this way will be set up following receipt of your application form.

Bus Permits will be issued either once full payment has been received or Direct Debit payments arranged.

Terms and Conditions – Paid Travel Permits

We understand that:

- The information we have given is, to our knowledge, true and correct.
- The school can withdraw transport in certain circumstances.
- No travel pass will be issued until full payment is received or Direct Debit arrangements are in place.
- The bus permit must only be used by the person named on it.

In particular we ask that students:

- Do have a valid pass for every journey. Failure to carry the pass may result in travel being refused.
- 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 is dependent on the distance being travelled to school by students.
- This can be paid in full by ParentPay, cheque payable to Richmond School or ten Direct Debit instalments.
- If paying by instalment you must return a completed Direct Debit form with your bus application. The first instalment will be collected on 20 October, and the last payment collected on 20 July of the same academic year.
- For applications made part way through the year, the contribution will be charged pro-rata based on the number of days the service will be used.
- If a student withdraws from their course or no longer wishes to travel on the bus, they must return their pass. Any application for a refund will be considered and calculated up to the day that the pass is returned to the Finance Office, regardless of whether transport has been used or not.
- Lost bus passes will incur a £3.00 replacement fee.
- Failure to meet any instalment by Direct Debit may result in the transport being withdrawn. You will be notified in writing should this occur and the outstanding balance must be paid. Should transport be withdrawn as a result of failure to meet any instalment by Direct Debit, you will remain responsible for the cost of the Paid Travel Permit up to the date of withdrawal.

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



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Please fill in the whole form including official use box using a ball point pen and send it to:

ARETE LEARNING TRUST T/A RICHMOND SCHOOL
Darlington Road
Richmond
DL10 7BQ

Names of account holders

| | |
|--|--|
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| | |

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

| | |
|-----------------|-----------------------|
| To: The Manager | Bank/building society |
| Address | |
| | |
| Postcode | |

Reference

| | | | | | | | | | | | | | | | | | | | | |
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Banks and building societies may not accept Direct Debit Instructions for some types of account

Instruction to your bank or building society to pay by Direct Debit

Service user number

| | | | | | |
|---|---|---|---|---|---|
| 1 | 8 | 4 | 8 | 8 | 3 |
|---|---|---|---|---|---|

| |
|---|
| <p>FOR ARETE LEARNING TRUST T/A RICHMOND SCHOOL OFFICIAL USE ONLY This is not part of the instruction to your bank or building society.</p> |
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Instruction to your bank or building society

Please pay ARETE LEARNING TRUST T/A RICHMOND SCHOOL Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with ARETE LEARNING TRUST T/A RICHMOND SCHOOL and, if so, details will be passed electronically to my bank/building society.

| |
|------------|
| Signatures |
| |
| Date |

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit ARETE LEARNING TRUST T/A RICHMOND SCHOOL will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request ARETE LEARNING TRUST T/A RICHMOND SCHOOL to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by ARETE LEARNING TRUST T/A RICHMOND SCHOOL or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when ARETE LEARNING TRUST T/A RICHMOND SCHOOL asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.