



Richmond School & Sixth Form College

Being the best we can be

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Terms and Conditions – Paid Travel Permits 2023-24

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 cooperation.
- 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 of an annual pass for 2023-24 is either £1,140 or £1045, depending on the distance being travelled to and from school. Payment can be made in full or by monthly direct debit (on the 20th of each month). The first instalment will be collected on 20 September, and the last payment collected on 20 July of the same academic year (11 monthly payments of either £103.64 or £95.00).
- If paying by instalment you must return a completed Direct Debit form to the Finance Office at Richmond School. Please note that in accordance with Direct Debit protocols, the school needs to retain the original signed copy of the Direct Debit Instruction Form on file for a minimum period of six years.
- For applications made part way through the year, the contribution will be charged pro-rata based on the number of days the service is to 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 £5.00 replacement fee.
- Failure to meet any instalment by Direct Debit may result in access to 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.