



DAVENTRY UTC

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Daventry

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Interim Principal Russell Ball

10 August, 2016

Dear Parent/Carer,

Transport from Home to the UTC for your child

I am writing to you either because you expressed an interest in using the UTC Minibus Service or you made use of the service last year. I would like to take this opportunity to update you on our policy for school transport and to clarify any associated costs which need to be paid by you prior to your child's use of the transport in September 2016.

I have enclosed a UTC Minibus Service application form – please read the rest of this letter and then post the completed form to the UTC by Tuesday 30th August 2016. Alternatively you may scan and email the completed form to: finance@daventryUTC.com

I have also included a copy of our Code of Conduct for all students using our minibus service – I would be grateful if you could share this with your child.

There are many ways in which your child can travel to school and we leave it to parents/carers to make the most appropriate choice for their particular circumstances. You can choose from walking, parent/carer transport, public bus service from Stagecoach or UNO, Local Authority Free or Paid for services or of course the Daventry UTC minibus service. We recommend that our Mini Bus Service is your final option as we only offer a limited number of seats.

Fare Increases – Daventry UTC Minibus Service

Our current service offers a very convenient collection and drop off service which we feel is superior to that provided by public transport. It is however very heavily subsidised by the UTC and we are simply unable to sustain this. We have benchmarked our service against those offered by other providers, such as Stagecoach, UNO and the Local Authority, and concluded that we need to reduce the disproportionate UTC subsidy of the transport by setting our annual fare to £720 / Annum. (2015/16 Parents/Carers were notified of this new rate in August 2015). We still believe this offers good value to students/parents.

The fee for academic year 2016/17 will be £720 (£18.95/Week). In the paragraph below we detail a monthly payment scheme where you can receive a further discount.

Fare Payments – Daventry UTC Minibus Service

There are TWO ways to pay for the transport – either termly three times a year or monthly by Bank Standing Order which offers a further discount and the opportunity to spread the cost across the whole year.

Once you have stated which option is best for you on the application form – you will be **invoiced** by the UTC.

OPTION 1: £240 / Term. Term 1: Full payment due by 16th September 2016
Term 2: Full payment due by 5th January 2017
Term 3: Full payment due by 9th April 2017

PAYMENTS should be paid online via your Parent Pay Account. www.parentpay.com

OPTION 2: £57.00 / Month. Payable on the 1st of every month for TWELVE months commencing 1st September 2016.

PAYMENTS should be made by Bank Standing Order directly to the Daventry UTC Bank Account see details below. ***Payment via Standing Order is a requirement of being able to pay monthly and receiving the extra discount:***

Account Name: DAVENTRY UTC

Sort Code: **20-61-51**

Account Number: **33300765**

Unique Reference: Please use your child's SURNAME and their Month and Year of birth as the unique reference on the standing order so that we can track the payment. Eg: For John Smith born on the 23rd November 2002 use the reference: SMITH1102

Free School Meals / FREE Bus Service

If your child is entitled to Free School Meals they are also entitled to FREE home to school transport to one of the three nearest schools to your home. If the UTC is one of these schools you should contact the Northamptonshire County Council school transport team for further advice and an application form for this FREE bus service. I have given a link at the end of this letter.

If the UTC is **NOT** one of the three closest schools and your child is entitled to Free School Meals the UTC will offer you a further subsidy of up to 50% off the fare prices above. To be eligible for this please ensure you tick the appropriate box on the application form attached to this letter.

If you are suffering financial hardship and currently claiming certain benefits then you may be entitled to claim for Free School Meals for your child and this in turn may make you eligible for FREE or further subsidised transport to the UTC. I have given a link at the end of this letter to further information.

Collection / Drop off points

We are reviewing our collection/drop off points to improve the efficiency of our service. Previously the drivers have been very accommodating collecting students virtually from their front door but with more and more students this adds an excessive delay for all students. During the first few weeks of September we will refine our routes and advise students and parents of their new collection point. This may mean a walk of up to 1 mile for some students but this is still within the spirit of the Local Authority transport policy for KS4 and Post 16 students.

We will EMAIL you to advise an initial collection point and time during the week beginning 7th August 2016 – but this may change as we refine the routes in early September.

Collection / Drop off times

You will be aware that we have a number of minibuses at our disposal and our objective is to plan their daily routes as efficiently as possible. Inevitably this means that some students will be picked up early in the morning and others will be returned home very late in the afternoon (early evening).

In order to get all students in to the UTC promptly in the morning it is essential that students are at their allotted collection points five minutes before their stated collection time. We schedule literally a couple of minutes at each pick up point to allow students to get to their seats safely before continuing the journey. We would be grateful if you can encourage your child to be prompt every morning so that their peers are not inconvenienced.

If your child will not be in school for any reason on a particular day please TEXT the Driver as soon as possible in the morning prior to the normal collection time and ALSO call the school to advise the reason for your child's absence.

Student Courtesy / Health and Safety

Please make your child aware that if they make use of the UTC Minibus Service that their behaviour on the bus must be exemplary. From July/August 2016 all UTC Minibuses will be fitted with CCTV to monitor student behaviour from a health and safety perspective. They must be well behaved, respectful towards their peers and the driver and refrain from using inappropriate actions / language at all times.

Drivers have been instructed to not move the bus until all students are in their seats with their seatbelts fastened. Drivers have the full UTC sanction system available to them for student non-compliance or inappropriate behaviour. Ultimately the service will not be available to students who appear to be a danger to themselves or others. The UTC Principal's decision will be final on this matter.

I hope this clarifies the Home to the UTC transport options for you. Please complete and return the form to us by **Tuesday 30th August 2016**. If you require further clarification of the options open to you please do not hesitate to contact me via email.

Yours faithfully,

Paul Cartmell
Business Manager
Daventry UTC

email: finance@daventryUTC.com

LINKS TO FURTHER INFORMATION AND GUIDANCE

Stagecoach: <https://www.stagecoachbus.com/>

UNO: <http://www.unobus.info/>

Northamptonshire County Council - Home to School Transport:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/travel/Pages/HtoS.aspx>

You may be able to apply for FREE Transport to school or pay for the use of the Local Authority school bus service as part of the vacant seat programme. Please consult the County Council web site link above.

Northamptonshire County Council - Free School Meals:

<http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/parents/school-meals/meals/pages/default.aspx>

If your child qualifies for Free School Meals – you may also get FREE Transport to school or at least a further subsidy for Minibus transport from the UTC. Please consult the County Council web site link above.

APPLICATION FOR THE USE OF THE DAVENTRY UTC MINIBUS SERVICE

Student Name: _____

Year Group (September 2016): _____

Home Address: _____

Post Code: _____

Parent / Carer Name: _____

Email Address **: _____

Telephone Number: _____

PLEASE

Return this to the
UTC by the
30th August 2016

** ALL invoices and future correspondence regarding school transport will be sent to this email address.

Payment Option: (Tick **ONE** Only)

- I wish to pay **TERMLY** online using **PARENTPAY**. £240 / Term for 3 terms.
Please send me an invoice as a reminder.
- I wish to pay **MONTHLY** by Bank Standing Order. £57 / Month for 12 months.
I have/will set up a Standing order with my bank.
Please send me an invoice as a reminder.

PLEASE detail the payment reference you will use on the standing order: _____

- I **DO NOT** want my child to use the UTC Minibus Service.

PLEASE detail how your child will get to school in September: _____

FREE School Meals

If your child is entitled to Free School Meals – please tick this box. We will adjust the payments due on your invoice accordingly.

Parent/Carer Declaration

I confirm the information given above is accurate and that I promise to pay Daventry UTC for the Minibus Service in advance. I understand that Daventry UTC may withdraw the service if I do not pay promptly every Term/Month as appropriate.

Signed (Parent/Carer): _____ Date: _____

Student Declaration

I have read the Minibus user Code of Conduct and the following paragraphs in the letter attached: (i) Collection / Drop off Points; (ii) Collection / Drop off Times; (iii) Student courtesy / Health and Safety.

I understand the content of these documents and agree to abide by them. I will respect the driver of the minibus at all times and understand the consequences of not complying with these rules.

Signed (Student): _____ Date: _____