

**SIR WILLIAM ROBERTSON ACADEMY APPLICATION
FOR PRIVATE HOME TO SCHOOL TRANSPORT
ACADEMIC YEAR AY2019-20**



**IMPORTANT: This form is only to be completed if you wish to apply for a place on one of the Academy's Private Home-to-School Transport services.
Please read the information attached prior to completing this form
PLEASE COMPLETE PUPIL'S DETAILS IN BLOCK CAPITAL LETTERS**

Surname			
First Name(s)			
Address			
		Post Code	
Email Address			
Telephone No.		Pupil's Date of Birth	/ /
Name of the Route & Bus Stop required (if known)		Year Group	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	(Please tick relevant box)

Does this child have a sibling currently using transport to the above school? Name: _____

Does your child have a statement for special needs and does this specify special transport arrangements?
YES/NO

Date transport required from: _____

Contractor's Name		Route	
Designated Stop		Contract No	

FOR OFFICE USE ONLY

Finance Office Authority:	
Entered On ParentPay:	
Bus Pass Issued:	

I confirm that the statements made in the document are true to the best of my knowledge and belief and that I have read and understood the transport notes attached.

Signed Parent/Carer: _____

Date: _____

Please complete and sign Parent/Carer Contract overleaf



**SWRA SCHOOL TRANSPORT – PARENT CONTRACT
(AY2019-20)**

This agreement is made and will apply to all passengers who have been awarded with the provision of Private Home to School Transport.

BETWEEN

Sir William Robertson Academy, Main Road, Welbourn, Lincoln, LN5 0PA (the “Academy”)

In relation to (please print full name):

(_____ **Date of Birth:** _____) (“the Pupil”)

and

(_____) (“the Parent/Carer”) of the above

DECLARATION

1. I confirm that I am the Parent/Carer of the Pupil named in this application.
2. I am applying for the provision of private Home to School Transport for the Pupil named in this application to the Academy.
3. I have read, understood and agree with the terms and conditions of this contract.
4. I agree to discuss the ‘Conditions of Use of Service’ with the Pupil and ensure that the Pupil understands the rules that apply to him/her.
5. I will explain to the Pupil his/her legal rights and also his/her legal obligations and ensure that they understand that they can be prosecuted should they misbehave whilst boarding, travelling and alighting school transport.
6. I understand that if the Pupil has any problems on the journey to school that this must be reported to the Academy, who will deal with this promptly and do everything reasonably possible to rectify the situation.
7. I understand and accept that if the Pupil misbehaves whilst boarding, travelling or alighting school transport that transport provision may be withdrawn completely or suspended and in these circumstances the Pupil may not be provided with an alternative/replacement mode of transport.
8. I will support any training programme the Academy introduces in its continuous effort to improve the safety of the Pupils on school transport.
9. I understand that the Academy will not be liable for any injury suffered to the Pupil whilst they are using the Home to School Transport, unless the injury is caused as a direct result of any negligence of the Academy or any of its employees.
10. I understand and accept that a failure to make payments under this agreement may result in withdrawal of the service for the Pupil and an immediate demand for payment for any outstanding balance.
11. I understand and accept that upon termination of this agreement, I will be liable for any outstanding charges which may be pursued via the Courts if necessary.

Signed: _____ Date: _____

(Parent/Carer)

Signed on behalf of Sir William Robertson Academy

Mr Mark Guest
Headteacher

This contract and transport form must be completed, signed and returned to Ms Nicola Ball, Finance Administrator, Sir William Robertson Academy, Main Road, Welbourn, Lincoln, LN5 0PA or emailed to finance@swracademy.org. For general enquiries please telephone 01400 272422.

BACKGROUND TO PARENT CONTRACT AGREEMENT

1. The purpose of this contract is to ensure that the safest journey is afforded to all pupils, drivers, escorts and all other road users.
2. The Academy enters into service level agreements with local transport operators to provide transport for pupils to and from the Academy. As such any liability for any injury caused will not rest with the Academy.
3. The Academy will procure the appropriate form of transport for the school journey, applying quality control and risk assessment measures, to ensure the safety of all persons on the vehicles including the pupils, drivers, escorts and members of the general public.
4. The Academy has devised 'Conditions of Use of Service' (see section below) which contains details of the rights and responsibilities of Parents/Carers and Pupils and the consequences of a failure to act in accordance with this set of conditions. These 'Conditions of Use of Service' will be applied when considered necessary following breach, disorder or inappropriate behaviour. This, in turn, can result in transport being withdrawn periodically for the pupil(s) involved.
5. By completing and signing this declaration, any following award of Home to School Transport, will acknowledge a legally binding contract between the Academy and the Parent/Carer.
6. Within a partnership agreement, the information provided below applies to all Parents/Carers, Pupils and the Academy.

TERMS AND CONDITIONS OF CONTRACT

The Academy will:

- Provide transport that meets all legal requirements.
- Monitor transport operators, drivers, escorts and pupils to ensure that all parties are complying with the 'Conditions of Use of Service'
- Investigate fully, any complaints from a Parent/Carer and do so in accordance with the Academy's Complaints procedure.
- Encourage transport operators to provide a driver training programme to continually improve the service they provide.
- Take any steps necessary to ensure that health and safety is a priority and if necessary may, through consultation, withdraw the provision of transport for any pupil who compromises the safety of themselves, the driver, escort, any other passenger or any other road user.
- Utilise CCTV footage, where installed and available on private Home to School Transport vehicles, to support any pupil involvement within an incident or complaint.
- Provide advice and information surrounding school transport upon request.

Conditions of Use of Service

The Parent/Carer agrees that they will:

- Ensure the named pupil on this application form understands fully the rules which apply to him/her.
- Be responsible for ensuring that the named child on this form is aware of his/her legal rights and obligations.
 - It is your child's right to be provided with a safe vehicle and a safe, stress free journey.
 - It is the legal obligation of your child not to behave in any way which can affect the safety of themselves, the driver, escort, any other passenger or any other road user.
- Ensure that their child understands clearly that they must never distract the driver and be aware that in the event of misbehaviour that transport provision may be withdrawn immediately on the grounds of health and safety. If the transport provision is withdrawn due to their child's behavior then they understand that they shall not receive a refund for any payment which has been received but cannot be utilised due to the withdrawal.
- Ensure their child understands that the driver legally has the final word over who he/she carries. The driver cannot put your child off the vehicle en route. However, your child must understand that the driver can legally refuse your child entry onto the vehicle at any time on the grounds of the health and safety of everyone else.
- Ensure that their child understands that if they do not behave on board a vehicle that they are breaking the law and can be prosecuted if an action is brought by the driver, the transport company or the Academy.
- Ensure that if their child experiences any problems on board, such as bullying, that they must report this so steps can be taken as soon as possible to rectify the situation. A child should report this to a parent and/or a member of Academy staff as soon as possible.
- Ensure their child clearly understands that where safety belts are provided they must be worn at all times during the journey.
- CCTV footage, where installed and available on private Home to School Transport vehicles, will be utilised as a means to support any pupil involvement within an incident or complaint
- Provide the school with three calendar months' notice of termination of this agreement – if less notice is given, the Academy reserves the right to pursue outstanding charges due for this period, in full.

USE OF TRAVEL PASS

1. Unless other arrangements apply, the pass issued is only valid for one journey to the Academy (to arrive before 09.00) and one journey from the Academy (between 15:00 and 15:30) Monday to Friday during the school term, on services provided by the named operator.
2. The pass is not valid on Saturday, Sunday or during school holidays.
3. The pass is valid for travel between the stops shown on the travel pass only.
4. Travel passes must be produced at the time of travel otherwise the normal fare must be paid.

PAYMENT OF TRAVEL PASS

Passes for Academic Year AY2019/20 are charged at £3.60 per day for 190 days.

1. Passes will be issued on a termly basis. A travel pass will not be renewed unless full payment has been received for the previous academic term.
2. The fee is a contribution to transport and is not subject to any discount.
3. Standing order payments will be taken over the maximum of 10 months for a full year pass, and will be due on 1st of the month.
4. If you cancel your standing order payment you should contact the school transport payment line on 01400 272422 (Monday to Friday, 9am-4pm) to make alternative arrangements to pay for the travel pass within 5 working days of cancelling your standing order. The balance of your travel pass may become due immediately.
5. If you fail to make a payment fails, the Academy will contact you and ask that you make alternative arrangements to pay for the pass within 10 days from the date of the letter.
6. Failure to make alternative payments, will result in the recovery of the travel pass. The pass may be recovered by the driver or inspector on the bus or with arrangement by the Academy.
7. If you fail to make payment to the Academy by the due date for payment you shall pay interest on the overdue amount at the rate of 4% per annum above Bank of England's base rate from time to time. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amount, whether before or after judgment.
8. You shall pay all amounts due under this agreement in full without any set-off, counterclaim, deduction or withholding (except for any deduction or withholding required by law). The Academy may at any time, without limiting any other rights or remedies it may have, set off any amount owing to it by you against any amount payable by the Academy to you.
9. In some exceptional circumstances, the school will permit adhoc partial payments, providing that the full balance owing is clear by July of the current academic year.
10. The Academy reserves the right to charge an administration fee of £15 for each instance a payment fails.
11. The Academy reserves the right to not offer the facility to pay in instalments, in some circumstances.