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| **The ContinU Plus Academy****Finepoint Way, Kidderminster, Worcestershire, DY11 7FB****Tel: 01562 822463** **Headteacher: Sara Devo****Email:** **office@cpa.worcs.sch.uk** **Website:** [**www.continuplus.org.uk**](http://www.continuplus.org.uk) |  |

SD/LW

10th January 2018

Dear Parent/Carer

 **CONTINU PLUS ACADEMY TRANSPORT ARRANGEMENTS**

There may be times when transport times and pick up points change due to other activities that are going on in school, but we will always let you know the day before either by telephone or **text.** Could you please ensure that we have all up to date contact numbers on our system to enable us to notify you of any changes to your child’s timetable.

Students are reminded to ensure that they are at their pickup point at the time allocated. We are unable to wait more than 2 minutes for your child as this would add further delays to other students. Although we endeavour to pick the students up as close to their pick up time as possible please allow for occasional short delays.

We would like to remind parents that the offer of transport to students is a privilege and not a right. There have been many occasions recently when students have missed transport and rang the school after 9am asking to be picked up. As much as we try our best to help and ensure all students arrive to school safely we are not able to arrange transport to individual student’s requests as we do not always have drivers or transport available. In the event of students missing their pick up time parent/carers will then have a responsibility to get their child to school in the morning. If transport is persistently missed then the privilege will unfortunately have to be removed and their seat on the bus will be allocated to another pupil.

We can **only** pick up students at **their correct designated pick up points** due to the amount of students we need to transport and the limited number of seats available on the minibus. If you are unsure of the time and pick up point of your child then please ring the school office and we will be able to help you.

**We also want to make it clear that at the end of the school day, our transport is available to take all students back to their designated drop off point. In the event of a student refusing our transport and proceeding to make their own way home, we will attempt to contact parents; however can take no responsibility for students after 3pm if contact home cannot be made. Please also be aware that it may no longer be possible for students to change buses at home time due to an increase in pupil numbers therefore unfortunately no spare seats.**

I would be grateful if you could complete the slip below to let us know whether your child requires transport to and from school and agree that if your child misses our transport for whatever reason they will need to make their own arrangements to get into school.

Thank you for your cooperation.

Yours sincerely



Sara Devo

Headteacher

Student name …………………………………………………..

I would like my child to be transported to and from school each day and agree that if they miss the transport then it is my responsibility to get them to school.

Signed…………………………………………………………… Date…………………….

Contact Telephone Number………………………………………………………………

Relationship to student ……………………………………………………