

**The Maelor School – School Bus Transport Information and Terms and Conditions 2022/23 – 6th Form Only (Years 12 & 13)**

**APPLICATIONS FOR TRANSPORT FROM EXISTING YEAR 11 STUDENTS WILL ONLY BE ACCEPTED IF THE ACCOUNT IS PAID UP TO DATE UPON ENTRY TO THE 6<sup>TH</sup> FORM**

## **APPLICATION DEADLINE 18th AUGUST 2022**

### Payment of Fees

Transport fees are calculated for the whole year and paid monthly over 10 months from September to June inclusive.

You can discuss any payment issues with the **Finance Officer – Sandra Jackson or Business Manager – Andy Heron** by contacting the school. Any information given, is treated in the strictest of confidence as part of our confidentiality agreement.

### Fees

**For 2022/23 the cost of transport will be £13.16 per week, payable for the 38 school weeks. This totals £500.00 for the year, payable at a rate of £50.00 per month over 10 months (September 2022 through to June 2023).**

### **PAYMENT ARRANGEMENTS**

**As the school uses ParentPay for payment of transport fees, you will be issued with the login details separately by letter or email. Once you have these, it is very important to activate your account immediately and make payment on a regular basis, this should be at least monthly for school transport as the school is invoiced monthly by the coach operator.**

### Absence

There will be no refunds if your child is absent through illness. If, in exceptional circumstances, holidays are taken during term time, the full fee is still payable – **there will be no refunds for days missed.**

### Notice of Leaving

You need to give notice of the intention to have your child/children removed from the transport, or to reduce days. Any outstanding fees will need to be paid in full up to the date of leaving. Notice to leave is 1 (one) term.

### Non Payment of Fees

If any family anticipates that they will not be able to pay their fees on time, they should discuss this with the Finance Officer or Business Manager without delay. Any information discussed is treated in the strictest of confidence as part of our confidentiality agreement.

The policy of the Governors is to ensure that all viable steps are taken to recover money due to the school. **Any debt recovery action will incur additional charges.**

The Governors aim to minimise the number of instances that credit is given and to take prompt and appropriate recovery action in respect of unpaid debts. Access to transport may be withdrawn at any time if outstanding arrears are not cleared.

- Outstanding debts will be monitored regularly, and correspondence sent out via parentpay to inform you of your arrears on your account.
- A first reminder will be issued, if no payment has been received.
- After a further 7 days a final reminder will be issued requesting immediate payment.
- After a further 7 days further services to the bad debtor will be embargoed and referral made to the appropriate Debt Management Agency.
- Other schools will be notified to prevent the debtor defaulting on possible other debts.

If no payment for the balance in fees is forthcoming the School will instruct a debt collection agency to collect the fees. The School has engaged the service of Daniels Silverman Limited, additional charges to recover any debts will be added for this purpose and a three step process of recovery will be followed:

1. A letter before action will be sent after the Governing Body/School have taken the decision to pursue any outstanding debt.
2. If this is not responded to within 10 days a Court Action will be issued.
3. If the debt is still not paid then the solicitors will move to Judgement and Execution and the debt will be repaid by this means.

#### **STUDENT BUS BEHAVIOUR**

**Please refer to the separate policy for student behaviour and please ensure your child (ren) is made of aware of the contents.**

Please be aware that when securing a transport place for your child(ren) that you will “agree” as having read and understood the terms and conditions of this letter including the student bus behaviour policy document.