



The Maelor School

School Bus Transport Information & Terms and Conditions 2025/2026

Application to use School Transport is required.

Payment of Fees

Transport fees are calculated for the whole year and paid either in one lump sum or monthly over 10 months, from September to June inclusive.

You can discuss any payment issues with the **Business/ Transport Manager** by contacting the school. Any information given is treated in the strictest of confidence, as part of our confidentiality agreement.

Fees

The annual fee will be advertised on our school website.

Any previous arrears MUST be cleared prior to application and being accepted to use this service.

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.

Pupil 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 if child is given a part-time table by the school. Any outstanding fees will need to be paid in full up to the date of leaving.

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 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.**

Access to transport may be withdrawn at any time if outstanding arrears are not cleared.

- Outstanding debts will be monitored regularly, and correspondence will be issued.
- Reminders to pay will be issued on a regular basis.
- Should payments not be forthcoming on a monthly basis, the school reserve the right to withdraw the service (Pat's Coaches) with immediate effect; it will remain your responsibility to ensure your child (ren) can attend school.

If payment for the balance in fees is not 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 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.

BUS PASS

A bus pass will be issued to pupils once payments have been received. Pupils will need to show their pass each time they use the bus. If a pupil loses their bus pass they must report this immediately to the Transport Manager. There is a £5.00 fee for a replacement bus pass.

PUPIL 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 School Bus Behaviour Policy document.