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June 2023

Dear Parent

Annual bus passes for students who travel on one of the school operated services to Wallasey, Ellesmere Port, Chester and North Wales are now available to purchase for the 2023/24 academic year. Parents are reminded that they must set up a new payment to purchase an annual bus pass each academic year. It is important to note that the pass is an annual pass and that we do not refund the cost for anytime your child does not require transport between September and the end of July.

Please note we will separately write to parents about the A1 bus service (Willaston, Neston & Parkgate areas) once the details have been finalised.

To guarantee a seat, the deadline for renewing your child's bus pass for 2023/24 and signing up to our direct debit payment scheme is 9am on Thursday 13th July 2023. We will continue to accept applications after this deadline and will try to accommodate your preference if we can.

The school continues to work with two local operators, Al's Coaches and Carvers Coaches, to provide a safe, well managed and affordable service that gets your child to school on time each day. The majority of buses and coaches used have CCTV and all have seat belts fitted.

Cost and Payment Options

These transport services ensure the highest levels of passenger safety and value for money for parents. The schools do not aim to make a profit from providing this service. Last year, we increased the financial support available to eligible families from £450 to £600 and we also extended the monthly payment option from 8 monthly instalments to 9 monthly instalments.

- **C buses to Wallasey** - £765 or £85.00 per month
- **W bus stop 1 and 2 to St Asaph & Caerwys** - £1450.00 or £161.11 per month for 9 instalments
- **W buses to the Chester and Ellesmere Port areas** (excluding St Asaph & Caerwys) - £1350 or £150.00 per month for 9 instalments

You may pay for the pass in full or by 9 x monthly instalments. The first payment will be taken when you sign up, with subsequent payments being taken on the 2nd of September until the 2nd of April 2024 if you opt to pay in instalments.

Travel Financial Support - WKGS

Financial support with travel to and from school is available for students who will be in Years 7 to 11 at West Kirby Grammar School and who meet the eligibility criteria for Deprivation Pupil Premium. This is funded by our Pupil Premium funding received from Central Government. Eligibility is assessed each academic year. The support is £600.00 per school year.

Deprivation Pupil Premium is received by the school for students who are eligible for Free School Meals or have been eligible in the previous six years. If you wish to apply for Free School Meals please apply at the link below:

[Free School Meal Application](#)



West Kirby Grammar School

To find out how to apply for travel support please visit our website [Travel Support Enquiry Form](#)

Sixth Form students may apply for support with travel costs from the [16-19 Bursary Fund](#)

Purchase a bus pass

To apply for the pass and set up your payment, please complete the [Bus Pass Application Form: Academic Year 2023/24](#) by clicking on the link. To guarantee a seat, the deadline to apply for your child's bus pass for 2023/24 and signing up to a payment scheme is **9am on Thursday 13th July 2023**. We will continue to accept applications after this deadline and will try to accommodate your preference if we can.

When you have completed the form and clicked Submit, you will be directed to click on the appropriate link which takes you to the Calday School Shop. This will enable you to set up your preferred payment option for your chosen C or W bus service/stop.

Parents of students who will be travelling on the W buses will request a particular bus stop, from 01 to 13. This must be done by the deadline specified above to guarantee a pass for the stop selected.

When we have received your first payment we will prepare your child's annual pass. You will receive the bus pass and a copy of the timetable, by post, before Friday 25th August 2023.

By purchasing a pass you are agreeing to the Terms and Conditions and the Code of Conduct which we have attached. We have also prepared a FAQ's sheet (also attached) which we hope will answer any questions you might have. These documents can also be found on the Calday school website at calday.co.uk/travel

If you have any queries with these arrangements please contact Calday school at buspass@calday.co.uk as they administer the bus passes on behalf of both schools.

Yours faithfully,

Mr Andrew Eckford
Director of Finance



FREQUENTLY ASKED QUESTIONS

FOR W AND C SERIES TRANSPORT PROVIDED BY
CALDAY GRANGE GRAMMAR SCHOOL AND WEST KIRBY GRAMMAR SCHOOL

When will I receive the pass?

After you have completed the bus pass application form and made your payment in full or first instalment, we will prepare your child's bus pass and you will receive the pass and a copy of the timetable, by post, before Friday 25th August 2023. If your pass hasn't arrived by this date please contact the school by [email buspass@calday.co.uk](mailto:buspass@calday.co.uk)

What happens if we change our address or move to a different school?

Please email buspass@calday.co.uk to let us know your change of address. You will be able to transfer the bus pass to an alternate bus if there is an available space. There may be an additional fee to pay if the bus pass price differs from your child's current pass price. Refunds are only available when a student leaves the school or moves out of area.

My child has passed their driving test and will no longer be using school transport. Please may I have a refund?

No, refunds are only available when a student leaves the school or moves out of area.

Are partial refunds available when a student in Year 11 or Year 13 completes their examinations in the Summer term?

No, payment for the Annual Pass must be made in full and is not refundable for any time a student does not need to use the bus.

My child does not need to use the school bus every day. Can I pay a reduced price?

The cost of bus passes is carefully calculated at the beginning of the academic year and is based on the number of vehicles required and the estimated number of passengers for the year. Therefore we are unable to offer a reduced price for partial use.

I think my child may be eligible for financial support to help towards the cost of a bus pass. How do I apply for financial support?

For Calday Grange Grammar School students, please contact the school by email at buspass@calday.co.uk. More information about financial support is available at calday.co.uk/travel. If your child is a student at West Kirby Grammar School, please contact the school office at office@wkgs.net

Do students need to carry their pass every day?

It is important that all students carry their pass and be ready to show it to the driver each time the vehicle is boarded. Passes should be kept safe and in good condition. Lost/damaged passes should be replaced immediately. The charge for a replacement bus pass is £5 and they can be purchased on the school shop at <https://caldayshop.co.uk/>.

What happens if the pass is lost or damaged?

Lost or damaged passes must be replaced as soon as possible, for which there is a charge of £5. Payment can be made with a debit or credit card online from the Calday Shop <https://caldayshop.co.uk/>. CGGS passes are to be collected by the student from the Administration Office. WKS passes are posted home. Please allow 48 hours for your order to be processed.

How is poor behaviour managed on school buses?

Bad behaviour on the journey to and from school will be treated seriously and could result in your child being temporarily or permanently banned from travelling. Please refer to the Code of Conduct, link below.

What if my child misses the bus?

Parents should ensure their child is aware of alternative arrangements in the event that they miss the bus or travel is denied for any reason.

What if my child loses something on the school bus?

If your child loses something whilst they are on the school bus we suggest that you contact the bus provider as soon as possible as they will be able to help.

Who can I contact if there are problems or I have a complaint?

Please contact the school by email at buspass@calday.co.uk and we will direct your complaint to the appropriate person.

[Terms and Conditions](#)

[Code of Conduct](#)

TERMS AND CONDITIONS

FOR W AND C SERIES TRANSPORT PROVIDED BY
CALDAY GRANGE GRAMMAR SCHOOL AND WEST KIRBY GRAMMAR SCHOOL

By purchasing an Annual Pass, you and your child are entering into an agreement between yourselves and Calday Grange Grammar School and West Kirby Grammar School.

1. Your commitment is for payment of transport for each day of the school year. Payment for the Annual Pass must be made in full and is **not refundable** for any time your child does not need to use the bus.
2. Refunds are **only** offered if you move out of area or the student leaves the school.
3. If in the future further government advice regarding COVID-19 means it is unsafe for people to travel on public transport we will endeavour to provide refunds to parents after all financial obligations to transport operators have been satisfied.
4. We reserve the right to ask your child to relinquish their Annual Pass if full payment is not made and to recover any unpaid debts through an external debt collection agency.
5. We commit to transport your child to and from School each day of term at the agreed times.
6. There are rare occasions when due to a different school finishing time we may request you to make special arrangements for collecting your child, e.g. school trip, extra-curricular activities.
7. If the bus service is cancelled for any reason, for example in the event of bad weather, both schools will notify parents in their usual manner. There will be a notice on the front page of the Calday Grange Grammar School website at calday.co.uk
8. Passes will be checked every day and students will not be permitted to travel if they do not produce a valid pass.
9. Students must only travel on the bus route for which they hold a valid pass.
10. It is the responsibility of parents to arrange alternative transport if travel is denied for any reason. For safety reasons, you are advised to have alternative arrangements in place, that your child is aware of, in the event that the child misses the bus or travel is denied for any reason.
11. Undesirable behaviour is never acceptable and could result in your child not being allowed to use school transport. A copy of the *Home to School Transport - Code of Conduct* will be issued with the pass and students are expected to abide by it.
12. Students must wear the seatbelts provided at all times. In the interests of safety to all passengers on school transport we reserve the right to refuse to carry any student who does not comply with this requirement.
13. CCTV is routinely recorded for the safety and security of students and drivers.

Please also see our FAQ at calday.co.uk/travel

CODE OF CONDUCT

FOR W AND C SERIES TRANSPORT PROVIDED BY
CALDAY GRANGE GRAMMAR SCHOOL AND WEST KIRBY GRAMMAR SCHOOL

STUDENTS

- You are also abiding by your own school's code of conduct/behaviour policy when travelling to and from school.
- Remember that the time stated on the timetable is the departure time. Please be at your pick up point at least five minutes before.
- Carry your bus pass and be ready to show it to the driver every time you board the bus. You will not be allowed to travel if you do not produce a valid pass.
- Only use the bus stated on your pass.
- Fraudulent use of this pass will result in the pass being confiscated and travel privileges suspended.
- Be aware of the danger zone (the immediate area around the vehicle), where it can be difficult for the driver to see students, especially near the vehicle entrance.
- Please board the bus sensibly and in single file – don't push and shove.
- If COVID-19 restrictions are imposed, you may be required to carry your own personal hand sanitiser and sanitise your hands before boarding and upon alighting the bus, wear a face covering at all times whilst on the bus and sit in an allocated area for your school//year group.
- Store your bags and belongings safely – in luggage racks or under your seat – remember they are your responsibility.
- Always listen and be polite to your driver.
- Foul and offensive language will not be tolerated.
- Remember that what you may think is harmless fun e.g. throwing things around the bus and shouting, can be distracting to your driver and therefore very dangerous to all on board.
- Never interfere with the emergency exit doors or other bus equipment e.g. safety hammers or extinguishers.
- You must stay seated at all times as it is dangerous to move around when the bus is moving.
- Your seat belt should be fastened
- Keep your hands, feet, head and belongings inside the vehicle at all times.
- Smoking is not permitted on the buses, this includes e-cigarettes.
- You must take any litter home with you. Don't leave it on the bus.

PARENTS

Please ensure that your child has read and understands this Code of Conduct and understands its importance. They should know that it is their responsibility to adhere to it and the implications if they do not. Parents should also ensure that -

- Your child knows the correct bus number.
- You arrange that your child is at the bus stop in good time for the bus and collected promptly.
- Your child is aware of alternative arrangements in the event that they miss the bus or travel is denied for any reason.
- Your child is familiar with the walking route to and from the pick-up point.
- Your child knows how to cross the road safely and to behave responsibly on the way to and from the pick-up point.
- Your child has a valid travel pass at all times.
- Your child understands the importance of wearing seat belts.
- Your child is aware of the new rules relating to COVID-19 above.

PASSES MAY BE WITHDRAWN IF BEHAVIOUR ON TRANSPORT IS UNACCEPTABLE