



# Wigston Academy

Station Road, Wigston, Leicester. LE18 2DT | Company Number: 07975551  
Tel: 0116 2881228 | Fax: 0116 2880854 | Email: [admin@wigstonacademy.org](mailto:admin@wigstonacademy.org)  
Web: [www.wigstonacademy.org](http://www.wigstonacademy.org) | Headteacher: Mr M Wilson

Dear Parent(s)/Guardian(s),

Thank you for your enquiry about the Wigston bus service. I hope the following information answers most of your questions but please feel free to telephone the school if you have any further concerns.

Please find attached a bus route and the proposed pick up points. These pick up points are set and you will need to use the point closest to your home.

The bus provided will be for Wigston Academy pupils only and will run to and from school at the beginning and the end of the school day. The type of bus being used is a service the same as those operated by the local bus companies. One difference is that seatbelts are provided on the bus.

The cost of the bus will be:

A Weekly Ticket	£12.00
A Morning or Afternoon Only Ticket	£6.00
A Daily Ticket	£2.50
A Single Ticket	£1.30

## **Paying for the bus**

We prefer you to pay for the bus online via your cash office account if you are able to do so. Please contact the school office if you would like your online access code.

If you want to pay by cash or cheque, please ask your child to take the money to the student reception. You can pay either weekly, half termly or termly.

## **Refunds**

Refunds for the bus will only be given at the end of every ½ term if asked for. Money will be carried over to the next term otherwise.

If you know your child is due a refund for one week, you can deduct that amount from the amount you pay the following week.

## **Spare places**

Whilst there are spare places, the bus can be used for occasional journeys at the cost of £1.30 per journey. However, if demand rises we will need people to make a more permanent commitment despite us still wanting to be as flexible as we can. I am concerned that as a result of this, a child will arrive to the bus meeting place at the end of the school day expecting to be able to use the school bus service to get home, only to be told that there is not a space for them.

**Paying In Advance**

We would like to make you aware that due to an increased demand, using the School Bus is now by pre-payment only, and as such no-one should any longer be in arrears for this service. But if for any reason your child uses the school bus without paying and the debt reaches £6 they will not be allowed to travel on the bus until the debt is completely cleared. I would be grateful if you could arrange for payment in advance in line with the present system. At present you are still able to pay daily to use the bus but if the numbers continue to increase this may have to change. We just do not have the facility for using the bus and then paying at a later date.

**Cancellations or Delays**

If the school bus is not running due to adverse weather, traffic or a breakdown we will advise you via the school website and text message as soon as we have been notified by the bus companies.

If your child has left something on the bus or you would like to get in contact with either coaches their telephone numbers are below.

Bus Route 1 is driven by GH Watts: 0116 2874037

Bus route 2 is driven by Raicha's travel: 0116 2666078

If you are still interested in the bus service could you please complete the attached form and return it to reception, with a first payment.

Thank you for your continued support. I hope that this information helps with your child's use of the Bus service we provide for Wigston Academy pupils.

Yours sincerely

Wigston Academy



## School Bus Service Request Form

Pupil name(s) \_\_\_\_\_

Tutor Groups(s) \_\_\_\_\_

I/we would like to use the school bus service and agree to the cost of:  
Please tick the appropriate box

- £12 per week for journeys to and from school
- £6 per week for journeys to school only
- £6 per week for journeys from school only

I/we would like to be picked up from pick up point \_\_\_\_\_ (Pick up point number – see attached route sheet).

I/we would like to be dropped off at \_\_\_\_\_

I/we agree to give the school 2 weeks' notice if I/we decide not to use the service.

I/we agree to support the school promoting sensible and appropriate behaviour on the school bus.

I/we have attached payment of £ \_\_\_\_\_

\_\_\_\_\_ Signed

\_\_\_\_\_ Name