



TERMS AND CONDITIONS

1. This application is for a seat on a Gryphon contracted bus valid from 4th September 2019 to 17th July 2020 inclusive, at a cost of £950.
2. These terms and conditions are deemed to have been accepted when an application is submitted.
3. All applications will be dealt with in the strict order they are received.
4. All students who wish to travel on a school bus will need to apply / reapply for a seat, even if they have previously used the service in 2018/2019.
5. Capacity on all vehicles is limited and will be allocated on a strictly first-come-first-served basis.
6. Deposit payments of £70 are required to secure your bus seat, only upon receipt of this payment will confirm your seat.
7. Seats are guaranteed once deposit payments have been made. No extra vehicles will be allocated to cater for extra students although every effort will be made to use the largest vehicle possible for the route specified.
8. Payments can be made by Debit Card or Credit card via your child's WisePay account. A reminder of your WisePay login details can be obtained by contacting the Bursary on finance@gryphon.dorset.sch.uk. We are unable to take payments over the phone.
9. Parents can then either make a further single payment of £880 on or before 1 September 2019 or choose the 'Recurring payments' option to set up automatic monthly instalments of £80 when making the initial payment. We will collect 11 monthly payments of £80 from the card number supplied, commencing on or just after the first of the month starting from 1st July 2019 and ending 1st May 2020. Should your payment card expire during this period, we will contact you so new card details can be updated.
10. Failure to pay any monthly instalment by the fifth working day of the month will result in the withdrawal of the bus pass and the place on the bus. This place will then be re-allocated to pupils on the waiting list.
11. Once all seats have been taken you will need to contact the Bursary Team on finance@gryphon.dorset.sch.uk to be placed on a waiting list. The waiting list will be in the strict order that the original application was received.
12. Bus passes must be shown each time the holder boards the school bus (inbound and outbound). Passes are only valid for the route they are issued for. We have the right to inspect all bus passes at any given time.

13. Students attempting to board without a pass in the morning will be taken to school where they must obtain a seven day temporary pass to enable travel home in the afternoon. Failure to obtain a temporary pass will mean any further travel will be refused.
14. Replacement passes for lost, damaged or stolen passes will be charged at £5. Travel will be refused if the student has no valid pass.
15. Replacement passes must be applied for as soon as possible as temporary passes are only valid for a maximum of 7 days. Temporary passes will not be valid after this period.
16. If, due to a change of address, you require a seat on another route there will be no guarantee that a seat will be available and you may have to be placed on a waiting list for the new route. An administrative charge of £10 will be made to move from one route to another.
17. All passes must be obtained directly from The Gryphon School, no other pass will be recognised or accepted.
18. The pass is not transferable and is only valid for the route and named person on the front of the pass.
19. The pass remains the property of The Gryphon School and can be cancelled if:
 - The pass is being used in an improper manner.
 - There is a default in the payment agreement.
 - The pass holder conducts themselves in a manner that could cause an accident or harm to others by their actions.
 - The vehicle is damaged by neglect or malicious intent.
 - A driver is abused in a verbal or physical manner.
 - At the request of the contractor or Dorset County Council.
20. A good standard of behaviour is expected on buses and any student who misbehaves may have their bus pass withdrawn. Bus fares are not reimbursed during ban periods. Any damage caused by or incurred as a result of misbehaviour will result in fees liable up to and including the cost of repair and associated administration charges.
21. If bus travel is no longer required, written notification is required and the bus pass must be handed in at the school Bursary before a refund can be calculated.
22. Refunds:

In the event of your child no longer requiring the school bus service, a refund will be given based on the following :-

 - If a student does not join the school in September 2019 a refund of the payments made from June - Aug 2019 will be given.
 - If a student decides to give up their bus seat, refunds will be calculated from the date the pass is returned to the Bursary and written notification are received. An administration fee of £5 will be deducted from the refund given.
 - The last date for refunds to be given is 1st May 2020 as bus fares are payable for the full academic year. No refunds will be given after this date.
 - There is no refund for students when they are on study leave.