



10 May 2020

Dear Parent / Carer

## THE GRYPHON SCHOOL STUDENT TRANSPORT

Students are invited to apply for bus seats for the academic year commencing 1 September 2020. There have been some changes to routes so please check the timetable before applying.

**All students who wish to travel on a Gryphon school bus will need to apply for a seat, even if they have previously used the service.**

It is the school's policy to give priority to applications from Sixth Form students from 8 June 2020 until 21 June 2020. After this date, places will be allocated to all students strictly on a first come first served basis. We recommend parents / students apply immediately for the best possible chance of being allocated a bus seat on their preferred route. We may not be able to provide transport to all students who would like it.

### How to apply for a Gryphon bus seat

The bus fare for academic year 2020/21 is £950. An online initial payment of £70, made through WisePay, is required at the time of booking. **Places will not be confirmed until a completed application and payment have been received by the school.**

For new students, information about using WisePay has already been sent separately. If you have not received these details or existing students require a reminder of WisePay login details, please email the Bursary at [finance@gryphon.dorset.sch.uk](mailto:finance@gryphon.dorset.sch.uk)

Parents can then either make a further single payment of £880 on or before 1 September 2020 or choose the 'Recurring payments' option to set up automatic monthly instalments of £80 when making the initial payment. If this option is chosen, 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 1 July 2020 and ending 1 May 2021.

### Conditions of use of Gryphon buses:

The following conditions apply to users of all Gryphon school buses:

- Failure to pay a deposit will invalidate the application.
- Failure to pay any monthly instalment 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.
- A good standard of behaviour is expected on buses and any student who misbehaves may have their bus pass withdrawn.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.
- If bus travel is no longer required bus passes must be handed in at the school Bursary.

- Bus passes are non-transferable, are regularly checked and must be carried all times. A charge of £5 is made to replace a standard bus pass
- On routes where a Smart bus pass is issued, a charge of £20 will be made to replace a lost pass

## Refunds

In order for the school bus service to be cost effective, we need to run the buses at full occupancy throughout the school year.

- If a student does not join the school in September 2020 a refund of the payments made from June-Aug 2020 will be given.
- For all other students, bus fees are payable for a full academic year so **no refunds** will be given if a student decides to give up their bus seat.
- There are no refunds for students when they are on study leave.

**There will be some changes to routes and timetables from September 2020. Please visit our website for more information:**

- Route G 858 Sturminster Newton, Hazelbury Bryan, Kings Stag, Stalbridge,
- Route G800 and G801 Yeovil
- Route G802 North Cadbury, Queen Camel, Castle Cary, Galhampton, Sparkford Wincanton, North Cheriton

Yours faithfully,

Mrs S E Yeo  
Finance and Operations Manager  
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