

26th September 2017

Dear Parents / Carers,

Re: Changes to transport services to / from Phoenix

With effect from the Spring Term (January 2018) we will be discontinuing the minibus service to and from Friar Park at the start and end of the school day. The service was originally introduced due to the merger of Menzies and Manor to assist with the smooth transition to one site and, therefore, more than 7 years after the merger we feel it is an appropriate time to withdraw this service.

Subsidised 775 bus service

Please note that the 775 bus service runs both before and after school and we are able to offer parents / carers a heavily subsidised cost for this service by the **purchase of a bus pass directly from the school**. Please see the National Express website for details of the route and timetable at [http://nxbus.co.uk/routes/west-midlands/B775/?timetable\[day\]=&](http://nxbus.co.uk/routes/west-midlands/B775/?timetable[day]=&)

The charge for this service for the 2017-2018 academic year is £60.00 per term payable in advance by cash or cheque (payable to Phoenix Collegiate) to the finance office or alternatively a one off annual payment of £150.00.

The total payable in instalments will be £165 payable termly in advance as follows:-

- 1st Instalment £45 – to cover the remainder of the Autumn Term payable now
- 2nd Instalment £60 – Spring Term payable by Friday 15th December 2017
- 3rd Instalment £60 – Summer Term payable by Friday 23rd March 2018

We have also decided to offer a **weekly pass** which can be purchased from the Finance office on a Thursday or Friday weekly for use the following week (Monday to Friday). The cost of the weekly pass is £5, a 50% saving on bus fares paid directly to the bus driver.

Passes will only be issued once payment has been received. Students must carry and show their pass on each journey. Students without a valid pass will be required to pay £1 per journey so please take advantage of the subsidy by purchasing a bus pass now.

Please note that if the school does not receive sufficient take up on the school bus passes we will have no alternative but to discontinue offering this subsidised service in future years.

Yours faithfully



Mike Smith

Associate Head teacher

Please complete and return this form to the finance office along with the appropriate payment

PHOENIX 775 BUS SERVICE

I would like to purchase a bus pass for the above service at the cost of £45.00 for the remaining months of the Autumn term and enclose the 1st instalment.

I would like to purchase an annual bus pass for the above service at the cost of £150.00 and enclose payment in full.

I would like to purchase a weekly pass at a cost of £5.00 and enclose payment in full.

(Please tick one option)

Name of son/daughter _____ Tutor group _____

Amount enclosed cash/cheque (payable to Phoenix Collegiate) £ _____

Signed parent/carer: _____ Date: _____