



June 2025

Our Ref: KS / FIN

Dear Sir / Madam

## **Bus Passes 2025 / 2026**

Please find enclosed the bus timetable for the new academic year.

Please complete and return the enclosed authorisation form to confirm that you wish to accept the allocated seat and are aware of the terms and conditions of the issue of the bus pass. All forms need to be returned to Mrs K Smith, Assistant Business Manager by the Friday 22<sup>nd</sup> August 2025, together with a minimum deposit of £157. If your child is currently in Year 11 and does not join our Sixth Form, then the deposit payment will be fully refunded up until the 8<sup>th</sup> September 2025. **All other deposits are non-refundable.**

The new bus passes will be distributed during the first week of term. Students will be allowed to travel on buses during that first week without a pass. If by the end of Monday 8<sup>th</sup> September, your son/daughter has not received a pass, please ensure that they report this to Student Services. If the original bus pass is lost and a replacement is required, this can be purchased from the Finance Office at a cost of £10.

The cost of a Bus Pass for the Academic Year is **£1,007**. This equates to a cost of £5.30 per day.

We would like to reiterate that the school does not receive any funding for bus passes and does not make any profit from them.

**Please be aware that you are committed to use the bus service for the whole of the Academic Year and should your circumstances change, you will be liable for the whole cost of the bus pass.**

Enclosed is a standing order mandate should you wish to make payment for the bus pass using this method. This payment method would be for 10 monthly payments of £85.00 To set up the standing order you can either complete and return this mandate to the school and we will then forward to your bank or alternatively you can set up the payment direct with your bank If you wish to pay by an alternative method you will need to ensure that, after the initial deposit, we receive a further £285 by 30 November 2025, £285 paid by 31 March 2026 and the final amount of £280 (making a total balance of £1,007) by 30 June 2026.

Please can you note on the bus authorisation form your preferred method of payment.

If you require any further information, please do not hesitate to contact me. My direct telephone number is 01536 359409 or email [ksmith@bishopstopford.com](mailto:ksmith@bishopstopford.com).

Yours sincerely

Mrs Kirsty E Smith  
Assistant Business Manager

