



### Bus Travel Request Form

Please complete this form if your child is not already using the bus or if there is a change to your regular bus requirements. The form should be sent to [buses@habsmonmouth.org](mailto:buses@habsmonmouth.org) or The Bus Coordinator, c/o Monmouth School for Girls, Hereford Road, Monmouth, NP25 5XT.

Pupil's full name: .....

Date of birth: .....

Bus number: .....

Bus route name: .....

Pick-up point: .....

Please indicate bus use required:

Bus Use:	Monday-Friday	Monday-Saturday
Full Time		
Mornings Only (charged at 2/3 Full Time use)		
Afternoons Only (charged at 1/3 Full Time use)		

\*Regular bus travel is either categorised as Full Time, Mornings Only or Afternoons Only. Requests for travel that does not broadly fall into these categories should be addressed to Louise Frankel: [buses@habsmonmouth.org](mailto:buses@habsmonmouth.org) or on 01600 711235.

*I have read and understood the full terms set out in the covering letter to the timetable.*

*I am aware that the Haberdashers' Monmouth Schools' Bus Company plans the annual bus schedule many months in advance and that contracts are issued to bus companies for specific vehicle sizes for a set period and therefore I agree to provide a full term's notice should my child no longer require the bus.*

For example, if your child is to stop using the bus at the end of the Michaelmas Term, notice must be received before the end of the summer holidays. If your child is due to take their driving test and as the outcome of this is not foreseeable, we recommend you provide us with 'provisional' notice. In the event that you withdraw your child from the bus before the notice period has been completed, you will be charged the bus fare in lieu of the uncompleted part of such notice.

Signature: .....

Date: .....