5th December 2017

Dear Parent/Carer

**Bus Pass Request**

I am writing to confirm a public Bus Pass has been requested for your son to travel to and from school during 2017/2018 Academic Year. As discussed, this change is permanent and he will not be able to return to Local Authority transport/ taxi’s/School Buses.

The Bus Pass that will only allow travel during school times. It is your responsibility to ensure your son attends school every day, even though it will be more difficult during the winter months.

Please complete and return the reply slip below in order for the Buss Pass to be ordered.

Yours sincerely

Tammy Palmer

Office Manager

I confirm I understand my son \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Name) will receive a public bus pass, and travel will only be permitted during school hours. I am aware this is a permanent change and it is my responsibility to ensure my child attends school regularly.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Carer)