



2 June 2025

Dear Parent/Carer

Re: Bus Travel Application 2025-2026

Welcome to Ivybridge Community College.

If you live within the College catchment area but more than a certain distance from the College, you will be entitled to free transport through Devon County Council. You will need to apply for a place through Devon County Council and can find all the details that you need know on the link below.

<https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>

If you do not live in the College catchment area, the College operates a number of bus routes that you can book a place on for an annual fee.

The College makes every effort to ensure the daily charge for the school bus service is kept as low as possible. The cost of the service includes driver costs, repairs, maintenance and the running cost of fleet and as such these costs continue to rise. Therefore, we must increase our charges to ensure the subsidy that is borne by the College does not increase to the detriment of our student's education.

The annual charge for the 2025/2026 Bus Service has increased by 6% and is now £941.22 (£4.98 per day).

How to pay

Bus charges can either be paid by monthly standing order or termly payments through ParentPay.

Deposit

For 2025/2026 all deposits will be paid by ParentPay. Once your application has been received you will see the option to pay the deposit of £95.22 on ParentPay within 14 working days. You will receive your ParentPay log in at the Meet the Tutor event on Monday, 30 June 2025 or in the post shortly after. Please ensure the deposit is paid by Thursday, 7 August 2025.

Standing Order Payments

If you would like to pay the balance by standing order then you will need to set up this up with your bank. Please set up your standing order for 9 payments of £94.00 from Sunday, 7 September 2025 – Thursday, 7 May 2026 inclusive. Our bank details are as follows:

Bank	Lloyds Bank
Account Name	Westcountry Schools Trust – School Fund
Sort Code	30-94-58
Account Number	25142960
Reference	Child's surname / initial or example: Bloggs/J

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Termly Payments

If you choose to pay the balance termly via ParentPay then this will be on ParentPay by the end of September and the due dates are as detailed below:

Term	Amount	Payment Deadline
Autumn	£253.38	Tuesday, 7 October 2025
Spring	£288.84	Tuesday, 3 February 2026
Summer	£303.78	Wednesday, 20 May 2026

Application Process for School Operated Routes

The application process will open on Monday, 9 June. Please complete the bus application on the College website, under Parents / Bus Routes, then ensure you select the form for College operated routes.

We strongly recommend that you submit your application as soon as possible, the closing date for applications is **Monday, 7 July 2025**. Unfortunately, we cannot guarantee a seat due to the high demand for the service. Should there be no seat available for your chosen route, we will be in contact to discuss alternative options.

Once you have completed your application, please make the payment of £95.22 by Thursday, 7 August 2025.

Our Terms and Conditions are on the College website and I would suggest that you read these, as by proceeding with your payment you are accepting these conditions.

Following receipt of the £95.22 deposit, a bus pass will be posted to you before the start of the Autumn Term, towards the end of August. Your child must carry the bus pass with them on every journey, as we operate a strict NO PASS, NO TRAVEL POLICY.

Please note:

- Priority will be given to those students requiring full time travel
- We can not issue the passes until the end of August as planning can not be finalised until the outcome of examination results are known due to the potential impact on Sixth Form students requiring transport.

Bus Routes

The current routes are detailed on our website. Please make your 2025-2026 application based on this information.

Due to changing demand, there may be some alterations to the current bus routes. These will be finalised after Monday, 7 July 2025 when the application window closes.

All changes will be communicated as soon as possible.

As part of our ongoing commitment to ensure best value we will continue to review routes for the forthcoming years which may result in further changes to routes offered.

If you have any queries, please contact buses@ivybridge.devon.sch.uk or call Val Law, Finance Administrator on 01752 691000.

Yours faithfully



Mel Haymes
Business Accountant