



2 June 2025

Dear Parent/Carer

## Re: Bus Travel Application 2025/2026

We are pleased to confirm that we are able to open the 2025/2026 bus application process from Monday, 9 June 2025.

The College makes every effort to ensure the daily charge for the College bus service is kept as low as possible. The cost of the service includes driver costs, repairs, maintenance and the running cost of the 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).

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. Please ensure this is paid by Thursday, 7 August 2025.

### Standing Order Payments

If you would like to pay the balance by standing order 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:

<b>Bank</b>	<b>Lloyds Bank</b>
Account Name	Westcountry Schools Trust – School Fund
Sort Code	30-94-58
Account Number	25142960
Reference	Child's surname / initials, for example: Bloggs/J

### 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 detailed below:

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

### Application Process

The application process will open on the Monday, 9 June 2025. 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 as places will be allocated on a first come, first served basis, providing there is no overdue balance on the account.

**Respect ■ Aspiration ■ Integrity ■ Compassion**

The closing date for applications is **Monday, 7 July 2025**.

Unfortunately, your application does not 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 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:

- **Your 2025/2026 application may not be processed should there be outstanding fees due from prior years**
- Priority will be given to those students requiring full time travel
- We cannot issue the passes until the end of August as planning cannot 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 and times for 2025/2026. 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](mailto:buses@ivybridge.devon.sch.uk) or call Val Law, Finance Administrator, on 01752 691000.

Yours faithfully



Mel Haymes  
**Business Accountant**