

4 July 2016

Dear Parent/Guardian,

Thank you for committing to a termly bus pass for the new transport service at the academy which is commencing in September 2016. The cost is £570 per annum paid termly in advance.

Please could you complete the reply slip below with you son/daughter's bus number and main bus stop to be used from the two routes. (The bus routes are available on the academy website). Please can you also enclose a recent photograph of your son/daughter to be used on their bus pass. Places will only be confirmed on receipt of payment in advance of £190 for the first term. This must be received no later than **15 July 2016** (date extended for Year 6 applications). Late payments will not be accepted.

Payments can be made by cheque made payable to Macmillan Academy. Cheques are to be sent to the finance office at the academy.

Passes will be posted to you by the beginning of the Autumn Term.

Please note that only official passes will be accepted on the buses. Students will not be permitted to travel without a pass.

A reminder will be sent to you for the second termly payment which is due in November 2016 and a final payment which is due by March 2017.

Yours sincerely,

Mrs A Robson
Finance Director

FINAL INFORMATION – BUS PASS

Please return this reply slip to the Finance office by Friday 15 July 2016

STUDENT NAME: _____

TUTOR GROUP: _____

BUS ROUTE NUMBER: _____

BUS STOP: _____

PHOTO ENCLOSED: _____

PAYMENT DATE: _____

SIGNED: _____

DATE: _____