

Time to order your Spring Term Travel Passes

For all Parents requiring passes for their children to travel on the home / school coach service during the spring term, please can we request that you place your orders prior to the 16th December.

For the spring term 2017 we will be introducing a wider range of travel pass options to meet the needs of pupils that may need to travel either during the morning or afternoon only.

As we are expecting high demand for the travel passes, please ensure you place your order as soon as possible to avoid disappointment.

Travel passes can be ordered online via the Schools Merchandise Shop or alternatively, passes can also be ordered via the school finance office on **01902 551589** and arrangements can be made to pay in instalments via ParentPay.

For parents who still have an outstanding balance relating to the autumn term pass, please can you ensure that this is cleared first to enable any new orders to be processed.

If you have any queries regarding this letter or need assistance please feel free to contact the finance office using the number above.

Yours faithfully

Academy Finance Department