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Registered Charity no. 528910

Head Teacher: Shivaun Duffy Moriarty

20th April 2018

Dear Parent/Carer

TRAVEL ASSISTANCE APPLICATION

As you are aware in 2017 Coventry City Council introduced their new Travel Policy for requesting travel assistance to school. They will be making the 2018 travel assistance application forms available very shortly and the deadline for parents to apply will be Friday 29th June. Due to the volume of forms they receive, any forms received after this date may result in travel assistance not being in place for the start of term in September.

Following on from parent feedback they have advised that only families of children in specific year groups will need to complete the full application form each academic year, others can complete a declaration form which declares that nothing has changed since they completed their forms last year. The year groups who have to complete the full forms again are pupils entering the following year groups: Reception (as they have not had LA provided transport before), Year 3 (as the mileage criteria changes at age 8), Year 7 (as the majority will have moved schools) and Years 12, 13 and 14 as the Post 16 criteria is slightly different to those of statutory school age. All of the other year groups can complete a declaration form providing they have not moved address or schools.

Representatives from the assisted transport department have offered to come into school to give parents an opportunity to ask any questions you may have around the travel assistance forms and its processes. The times are as follows:

Wednesday 2nd May 9.30am – 10.30am

Friday 4th May 2pm – 3pm

If you cannot attend one of these workshops, a session will also be held at Central Library in June. The date is yet to be confirmed and information will be sent out to you when available.

It would be helpful to school if we were aware of how many parents would like to attend so if you will be attending please complete the slip below and return to school.

.....
Please circle appropriate date

..... (Name) will be attending the workshop on Wed 2nd May Friday 4th May

