



GREENFIELD FARM, HOWE LANE, WHITE WALTHAM, MAIDENHEAD, SL6 3JP

Tel: 01753 821310 Email [hometoschool@appletravel.co.uk](mailto:hometoschool@appletravel.co.uk)

To whom it may concern

Please see below information for the Cox Green Home to School Transport for the 2024/25 Academic Year.

ALL applications are made via the online booking system on our web site:

<https://appletravel.co.uk/service/home-to-school/>

The Form must be completed for everyone who would like a place, one form should be completed per student. **Please note that even if you have a place this year, it does not automatically carry forward. IT IS NECESSARY TO BOOK A NEW PLACE EACH YEAR.**

Please be aware that the booking system will close this year on 31<sup>st</sup> July 2024, after which time we will operate a waiting list. It is recommended to make your booking as soon as you can as history has shown that the coaches will fill up quickly.

The form is self-explanatory. It asks for Parent/Guardian details, followed by Student details. It is necessary to upload a photo of your child for their pass. The photo should be similar to a passport photo (no more than 3 months old). On submission of the Form, you will receive an email confirmation (please check your Junk Folder), but should you not receive confirmation then please contact the Office on 01753 821310 to check your booking. It is also possible to complete the Form via a mobile/tablet, which allows a selfie photo to be uploaded.

It is imperative that we receive your first standing order payment **on 1<sup>st</sup> AUGUST 2024 – PLEASE NOTE THIS STARTS AND FINISHES ONE MONTH EARLIER THAN PREVIOUS YEARS.** Please use your booking reference number AND child's surname as a reference. If this payment is not received, then your child will be refused travel on the first day of term. If you are booking a place for a new student, then you must pay a £100 deposit at the time of booking to secure your place. Our bank details can be found on the Information Sheet via our website (<https://appletravel.co.uk/service/home-to-school/>).

The Form also asks you to select which Stop you would like, based on which School you have selected.

The Cox Green School stops are:

- A4 Bridge Road (Opp. Texaco Garage) (SL6 8NQ)
- A4 Huntercombe Lane South (Same Side as Tax Assist) (SL6 0LW)
- A4 Bath Road, Taplow – Opposite Tesco (SL6 0DE)
- Big Ben Fish and Chips (SL1 7NY)

- Braywick Post Office Bus Stop (SL6 2DN)
- Centrica Stop, Maidenhead Road (SL4 5GD)
- Cumberland Avenue / Stafford Avenue (Near Petrol Station) (SL2 1JA)
- Elmshott Lane / Dennis Way (SL1 5QU)
- Garibaldi (SL1 7JN)
- Haymill Road (SL2 2NR)
- Long Furlong Drive (Opp. Monksfield Way) (SL2 2PG)
- Huntercombe Lane North/Stomp Road (SL1 6DT)
- Priors Road (Opp Stomp Road) (SL1 6DS)
- St Andrews Way / Abbots Way (SL1 5NN)
- Sainsbury's Taplow Bus Stop (The Old Station Nursery) (SL6 0JQ)
- Stoke Poges Lane (Speed Camera) (SL1 3LX)
- Tectonic Place Bus Stop, Holyport Road (SL6 2EY)

Towards the end of August, you will receive an email confirming which Route your child has been assigned to and the pickup times, based on the Stop that you have selected. Our decision as to which Route your child is assigned will be final, it will not be possible to make any change.

Bus passes will be distributed in the first couple of days of term, once we have confirmation from our bank of your Standing Order payments (please see below further information on pricing/payment).

Please note that our email address for Student Home to School travel is: [hometoschool@appletravel.co.uk](mailto:hometoschool@appletravel.co.uk). Please use this address for all future correspondence.

As a company we reserve the right to make any changes that we deem necessary to ensure the smooth running of the service. Pupils will only be allowed on their allocated coach. If the coaches are at capacity, then seats will be allocated on a first come first served basis and a waiting list will be put in place.

For those already travelling we would like to thank you for your continued support.

Samantha Sweeney

Director, Apple Travel Limited

# Cox Green

The cost of your child's seat will be £6.20 per day. We have split this down into 10 equal payments, made on the 1<sup>st</sup> day of each month, commencing 01<sup>st</sup> August 2024. You are required to set up a Standing Order from the 1<sup>st</sup> August 2024 for 10 payments payable on the first of each month.

**PLEASE NOTE THAT THE FIRST STANDING ORDER PAYMENT IS DUE ON 1<sup>ST</sup> AUGUST 2024 WHICH IS A CHANGE FROM PREVIOUS YEARS.**

It is imperative that we receive your first standing order payment **on 1<sup>st</sup> August 2024**. IF this payment is not received, then your child will be refused travel on the first day of term. If you are booking a place for a new student, then you must pay a £100 deposit at the time of booking to secure your place.

**Please note:** If we experience bad behaviour on the coach and we find it necessary to employ an escort to travel with the children then the cost will increase by 0.40p per day. Could you please therefore make sure your children are aware of this fact so that we can avoid this situation and consequently the extra cost.

Total Days 190

Price £6.20 per day

10 standing order payments of £117.80

Commencing 01.08.24 – 01.05.25 (10 months)

**A deposit of £100.00 is payable at the time of booking for NEW PUPILS ONLY.**

Our bank details are as follows:

Bank:	Lloyds TSB, 39 Piccadilly, London W1V OAA
Account Name:	Apple Travel Ltd
Sort Code:	30-96-24
Account:	01227660
IBAN No.	GB56 LOYD 3096 2401 2276 60
BIC	LOYDGB21014

**Please use the reference: BOOKING REFERENCE NUMBER AND CHILD'S SURNAME**

## Terms & Conditions of Hire for Users of Cox Green

**You will be asked to acknowledge these Terms and Conditions prior to submitting the Online Booking Form.**

- A. Apple Travel Ltd provides coaches for students in certain areas who wish to travel to and from Cox Green every day. There are no facilities for one-way transport.
- B. The coach will only be available to fully paid up customers. No other persons may travel on the coach without the special permission of the organisers.
- C. Charges are calculated on a yearly basis from September at the start of each academic year. Booking is via our web site online booking system ([www.appletravel.co.uk](http://www.appletravel.co.uk)). It is a condition that the service is to be provided for the entire school year and not in any circumstances less than. Should for any reason you decide that you wish to withdraw your child from the coach, you will be required to give one full month's notice. If this period falls within the month, then this month's money will be forfeited along with the deposit. Ie. If you cancel 14<sup>th</sup> January, you will have to pay for February as well. Bus pass it to be returned to the driver on the students last day.
- D. At the start of each academic year a £100.00 deposit per student will be added to the costs for the autumn term for **new students only**. In the event of cancellation at any time throughout the academic year the £100.00 deposit will be forfeited to the Company as liquidated damages. In the event of there being a substantial drop in the number of customers at any time throughout the academic year, the Company reserves the right to increase these charges and/or to alter routes.
- E. Due to ongoing problems with collection of payment, the only form of payment now accepted are **Standing Order** for the year. Any non-payment will result in your child being removed from the coach permanently.
- F. **Students must carry their passes with them at all times.** Pass checks will be carried out on a daily basis both to and from school. Failure to provide their bus pass will result in travel being refused. There is a £10 charge for a replacement pass. Please complete the form on our website to order a replacement pass.
- G. Students should be at their allocated pick-up points 10 minutes before the scheduled time. In the event of the coach running late for whatever reasons, it is up to the student to decide how long they wait before making their own way to school or returning home. There are no rebates for journeys not made by the students.

- H. If the Company decides to cancel any journey, due to adverse weather conditions, these journeys will be reimbursed. However, if the school cancels and the Company feels able to carry out the journey then these will not be reimbursed.
- I. Parents are responsible for ensuring that the students are at the relevant pick-up points on time, and are collected in the evening on their return. The Company accepts no responsibility for the safety of the students, either before boarding the coach or leaving it. The coach will leave the school at 15:15pm each day.
- J. Whilst travelling, students should remain seated, facing forwards and should be respectful towards the driver and fellow passengers. Under no circumstances should the driver be distracted. All students must use the lap belts fitted to our vehicles.
- K. Students are asked to keep the coach clean. Any rubbish should be placed in the bin at the front of the coach. Smoking or vaping is prohibited on all coaches.
- L. It is up to the students to ensure that all belongings are taken with them at the end of each journey. The Company accepts no responsibility for any items left on the coach.
- M. The Company reserves the right to substitute other operators' vehicles in lieu of its own on any journey.
- N. Any complaints should be made directly to the organizers and not to the drivers.
- O. Bad behavior on the coach will not be tolerated. If a student is found to be distracting the driver or indeed behaving unacceptably endangering themselves or their fellow passengers, the company has the right at their discretion to suspend the student from the coach or remove them permanently. Any monies already paid will be forfeited.
- P. We will endeavour to accommodate all that wish to travel, however, in the event of over subscription it will be purely on a first come first served basis. There will be no exception.

## Pupils' Contract for travelling on Cox Green

**You will be asked to acknowledge this Pupils' Contract prior to submitting the Online Booking Form.**

- I agree to carry my coach pass with me at all times and know that without my pass I will not be allowed to travel.
- I understand that I need to be at my bus stop **10 minutes** before the scheduled time. In the event of the coach running late for whatever reasons, it is up to me to decide how long I wait before making my own way to school or returning home.
- I understand that I have 15 minutes from the end of day to get to the stop, as the coach will leave at 15.15pm and will not wait for me.
- I will not keep calling the office if, for any reason the coach is not at the school. I understand that doing so could delay the pickup and that the office is busy sorting out the situation.
- When travelling on the coach I understand that, for the safety of myself and the other passengers, I should remain seated, facing forwards and should be respectful towards the driver and fellow passengers and that I **must** wear my seatbelt.
- **I understand that bad behaviour on the coach is unacceptable. I will not distract the driver or behave in a way that endangers myself or my fellow passengers. Consequences of failing to adhere to this will be that I am removed from the coach. I understand that CCTV is fitted to some of the vehicles and this will be used to monitor the behaviour of students on the coach and also for evidence for the above.**
- I know that the coach needs to be kept clean and that food and drink should **not** be consumed whilst on the coach. Any rubbish should be placed in the bin at the front of the coach. Smoking or vaping is prohibited on all coaches.
- It is up to me to ensure that my belongings are taken with me at the end of each journey. The Company accepts no responsibility for any items left on the coach.