Dear Parents and carers

In preparation for the new academic year, we are starting the process of allocating seats on the three bus services operated by the College: UCC1, UCC2 and UCC3. A copy of the bus routes and timetable (subject to change) is enclosed for your information. **Please note:** from September 2020, the Great Bowden stop will be on the UCC3 route, not UCC1.

All of these services are extremely popular, oversubscribed and as places are limited; will be allocated on a **first come, first served** basis. Any requests for permits to be used on specific days, will only be considered if there is capacity on the bus. Please detail any special requirements in the appropriate section on the form.

 If you require a place for your son/daughter on any of these services from September 2020 please register your interest by completing the form which can be accessed by clicking on this link: <https://bit.ly/UCCbus2021>

**The registration process will open at 5pm on Friday 22 May and close on Friday 10 June 2020**

You need to submit a request for each child requiring a permit. A place will NOT be allocated (subject to availability) unless you have registered an interest by this date.

The costs for the new academic year will be confirmed once accurate numbers are known but are expected to be between £650.00 and £710.00.

A further letter along with the permits Terms & Conditions will be sent mid-June to confirm if a place has been allocated. Confirmation will be required along with a non-refundable deposit of £50 per child to secure your child’s bus permit. This will need to be returned to the Finance Department no later than 3rd July 2020.

 The Colleges preferred method of payment is via its online payment service, Wise Pay, and a discount of 5% is offered to those who wish to pay for their permit in full before 30 September 2020. Alternatively, payment may be made in six equal monthly instalments commencing on 1st September 2020 through to 1st February 2021. The College reserves the right to immediately withdraw the travel permit should payments not be received or kept up to date.

If you have any further queries please do not hesitate to contact the Finance Department via email:

**finance@ucc.rutland.sch.uk**

Yours faithfullty

Mrs K Croote

School Business Director