

Dear Parent/Carer

**Re: Mini Bus**

As you have expressed an interest in our minibus service to bring your reception child to and from the academy, we are now happy to announce that this service has been set up and will be available until the Academy relocates to the new site.

If you would like to use the service you will need to complete and sign the minibus contract attached to this letter.

The arrangements for the mini bus are as follows:

The minibus will operate everyday the Academy is open for primary school children. In the first few weeks, parents and carers will be allowed to accompany their child to the Academy on the bus. There will be a driver called Mick outside Smith on the bus each morning accompanied by a member of the Early Years Team. At a time agreed by the Early Years Team and yourself, your child will then be able to travel on the bus without you.

Unfortunately if you are late the bus will leave without you. We have high expectations of attendance and punctuality at the Academy and therefore the bus will leave on time each day. It will then be your responsibility to ensure your child reaches the Academy on time.

Below is a photograph of the Oasis Academy Hadley minibus



## Morning Minibus Service

The minibus will leave South Street each morning at **8.30am sharp**. We ask that you and your child will be at the meeting point outside the Premier Café each morning no later than 8.25am to board the bus.

The bus will return parents/carers to South Street leaving the Academy at 9.15 am

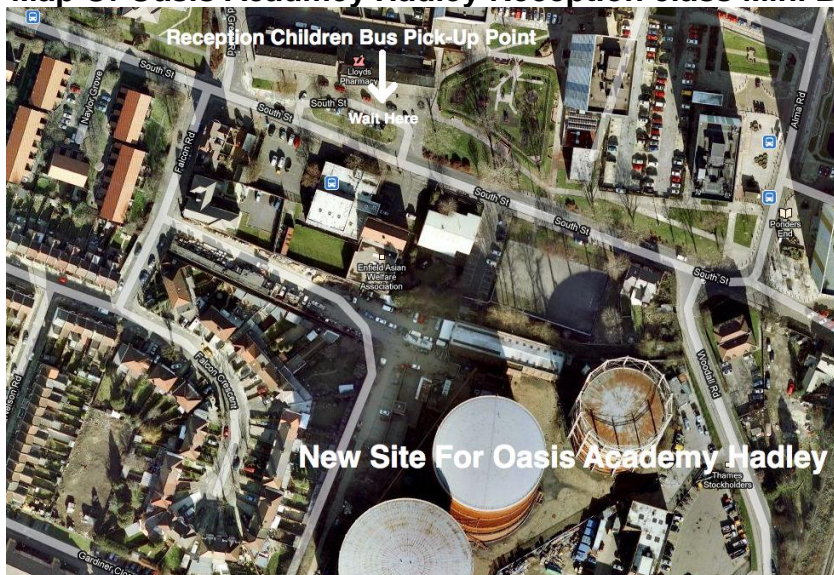
## Afternoon Minibus Service.

The bus will leave the Academy each afternoon at 3.15pm. We anticipate the journey will take between 15 and 20 minutes each day (depending on the traffic). Please ensure you are always at the meeting point by **3.30pm prompt** each afternoon. Uncollected children will be returned to the Academy after 10 minutes arrival at the meeting point and the normal uncollected child policy will then be adopted.

## ‘Settling In’ Minibus Service –While your child is attending mornings only part time.

The minibus will leave South Street at 12 noon prompt and make the journey to Oasis Academy Hadley. You will then be able to collect your child from the reception class at 12.30pm. The bus will park in Albany Leisure Centre car park where you can make the remainder of the journey on foot across the park.

## Map Of Oasis Academy Hadley Reception class Mini Bus Service



### **Temporary entrance/drop off points at Oasis Academy Hadley**

For the first two weeks the bus will park in Albany Lesuire Centre car park. Parents will then be able to make the short journey on foot across the park. (See separate letter). When the reception garden has been finished the minibus will park in the Academy car park in Bell Lane.

If you would like to use the Academy's mini bus service please complete the contract and return to the Academy as soon as possible. Only families who have booked onto the service and have signed the minibus contract will be allowed to travel on the mini bus.

If you have any queries about the service please call the Academy and ask to speak to the Early Years department.

Yours Sincerely

**Sian McDermott**

**Early Years Consultant Teacher**

**Oasis Academy Hadley Primary School Minibus Service  
Contract Between Oasis Academy and the parents  
of.....**

Oasis Academy Hadley agree to

- Offer a minibus service each day from South Street to Oasis Academy Hadley in Bell Lane.
- Ensure the minibus is maintained appropriately and relevant risk assessments have been carried out for the journey
- A member of academy staff will ensure your child sits on a booster seat and wears a seat belt at all times.
- A member of academy staff will supervise your child from the minibus into their classroom each morning.
- If the minibus service is unable to run for whatever reason the academy will let parents know as soon as possible

Parent agrees to

- I will ensure my child is at the meeting point on South Street each morning by 8.25am ready to leave at 8.30am.
- I will ensure that I am at the meeting point on South Street each afternoon at **3.30pm prompt**
- I understand that I will be allowed to travel with my child until a time agreed by myself and a member of the Early Years staff.
- If you no longer wish to use the minibus service you let your child's class teacher know giving a weeks notice

Parents name.....

Signed.....

I would like to start using the service on

Day.....Date.....