

5<sup>th</sup> December 2023

Dear Parent/Carer

As the travel situation becomes more complicated due to road works, friends going to each other's houses, end of term arrangements, etc. I just wanted to remind everyone about the situation regarding school buses and the protocols we should be following.

Every student who travels on a school bus should be in possession of a valid bus pass. They should have the hard copy of this on them in order to access the bus and if they don't, they may be refused travel. Photographs of passes, while a useful back up, are not enough.

The bus companies understand students forget/lose their passes and don't leave students stranded, bringing them to school on the understanding the students pick up a temporary pass during the day and so have a valid travel pass at the end of the day. However, Farlingaye can't authorise these temporary passes and need to consult with County, so students do need to go to reception in the morning.

Places on the buses are allocated by County and we have no control over these, if you wish your child to use a different bus, please contact [www.suffolkonboard.com](http://www.suffolkonboard.com). There are rarely spare seats on the buses and so students can't just take their friend home if that friend hasn't a pass for their bus.

Thanks for your support in helping to keep all our students safe.

Your sincerely,

Mrs C Laird  
Assistant Headteacher