9th September 2015

Dear Parents/Carer

I am writing to advise that following the changes in School transport by Essex County Council there have been a number of issues raised by yourselves regarding the new routes, bus stops, drivers and general concerns. Unfortunately as a School we are not in a position to deal with these issues and so would ask you to direct your concerns to Sharon Walsh, Office Manager at Hedingham on 01206 769778 or email services@hedingham.co.uk.

As a school we will continue to work with all students and encourage them to behave sensibly, respectfully and safely whilst on the school bus. Therefore if you have any concerns regarding student behaviour whilst on school transport please contact Mrs Abbott, Assistant Head of House in GA4/GA9 who will deal with each incident accordingly.

Please may I also take this opportunity to remind parents of the school transport guidelines issued by Essex County Council detailed below:

* Students should aim to be at the pick-up location five minutes before the schedules departure time of the vehicle shown on the timetable.
* Students should wait for the vehicle sensibly – any reports of poor behaviour at the pick-up point will be referred to the school and dealt with accordingly. Students should remember that while they are in uniform they are representing their school.
* Students should ensure that they have valid pass or ticket which allows them to travel on the allocated vehicle.
* When on board students should immediately find a seat and where seat belts are provided they must be worn. Due to the West Bergholt bus being a service and not a contract bus – students are permitted to stand on this service.
* Students should wait at the pick-up point for 30 minutes before making alternative transport arrangements for getting into school
* For emergency purposes students and parents/guardians should ensure they have the telephone number of the operator that performs the contract.
* In the event of an emergency, such as a breakdown, the driver will judge whether it is better for students to say on board or leave the vehicle. Students should always follow the instructions given by the driver and should not leave the vehicle without the permission of the driver.
* If any student leaves the vehicle against the driver’s advice, they do so at their own risk.

Details of all the bus routes and approximate timings are on the reverse of this letter.

Yours sincerely

Mr C Johnson

Deputy Headteacher

**HEDINGHAM BUSES - ROUTES FROM SEPTEMBER 2015**

|  |  |  |
| --- | --- | --- |
| **UMO 021 – CHAPPEL** | **DEPART** | **ARRIVE** |
| Chappel C.E.P. | 08.05 | 15.50 |
| Gt Tey Village Hall | 08.10 | 15.45 |
| Marks Tey – Godmans Lane | 08.17 | 15.38 |
| Marks Tey – Jays Lane | 08.18 | 15.37 |
| Marks Tey – Flyover Nursery | 08.20 | 15.35 |
| Stanway School | 08.35 |  |
|  |  |  |
| **UMO 022 – LT HORKESLEY, WORMINGFORD FORDHAM** |  |  |
| Lt Horkesley – Beehive Pub | 07.45 | 15.58 |
| Wormingford – Church Road | 07.51 | 15.52 |
| Fordham – War Memorial | 07.59 | 15.44 |
| Stanway School | 08.25 |  |
|  |  |  |
| **UMO 022 DUPE – Chappel Colchester Rd**  |  |  |
| Chappel - Colchester Rd, Allen Cottages | 07.45 | 15.45 |
| Chappel - Spring Gardens Road | 07.47 | 15.46 |
| Wakes Colne Green – Inworth Lane | 07.50 | 15.50 |
| Wakes Colne Green – Council Houses | 07.52 | 15.52 |
| Ford St Junction and New Road | 07.58 | 15.42 |
| Aldham – Rectory Road | 08.01 | 15.39 |
| Aldham – Village Hall | 08.03 | 15.37 |
| Eight Ash Green – Wood Corner | 08.06 | 15.34 |
| Stanway School | 08.20 |  |
|  |  |  |
| **UMO 025 – Layer Breton, Birch, Easthorpe, Copford** |  |  |
| Layer Breton Green | 07.50 | 15.55 |
| Birch Village – Layby Mill Road | 07.55 | 15.50 (Doctor’s Surgery) |
| Birch – Church | 07.57 | 15.47 |
| Hardy’s Green | 08.05 | 15.40 |
| Easthorpe Village | 08.10 | 15.35 |
| Copford Green | 08.15 | 15.30 |
| Stanway School | 08.25 |  |
|  |  |  |
| **UMO 026 – Birch Old P.O. and Lawes Garage, Alderman Blaxill** |  |  |
| Birch Old Post Office | 07.55 | 15.55 |
| Lawes Garage | 07.56 | 15.54 |
| Alderman Blaxill School | 08.15 | 15.35 |
| Stanway School | 08.35 |  |
|  |  |  |
| **UMO 024 – Layer** |  |  |
| Layer – Mill Lane | 07.55 | 15.45 |
| Layer – Malting Green Road | 07.57 | 15.43 |
| Layer – Hawfinch Road | 07.59 | 15.41 |
| Layer – Cross Roads | 08.01 | 15.39 |
| Layer – High Rd/Les Bois junc. | 08.03 | 15.37 |
| Layer – Donkey & Buskins PH | 08.05 | 15.35 |
| Stanway School | 08.25 | 15.25 |
|  |  |  |
| **West Bergholt** |  |  |
| West Bergholt – Lexden Rd/Hall Rd | 07.57 | 15.46 |
| West Bergholt – Queens Head | 07.59 | 15.44 |
| West Bergholt – Colchester Rd/Armoury Lane | 08.01 | 15.42 |