*Walters/Wallingford Coaches Ltd*

Established for over 50 years

Weddings, Business Travel, Airports, Disabled Transport Coaches, School Transport & Excursions

[Walters-coaches@btconnect.com](mailto:Walters-coaches@btconnect.com)

17th August 2021

Dear Parent

We would like to firstly introduce ourselves as your new transport provider to Heyford Park Free School. We are Oxfordshire’s largest independent coach company and have been providing services since 1962. We operate tours, private hire and school contracts for varied clients and we look forward to providing this service for you.

In order to provide the very best service we will need to confirm some details with you.

1. Name and Address of child. ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
2. Contact phone number ………………………. Emergency contact number …………………………………………………………….
3. Will your child be collected from the bus stop or will they walk home from the bus stop on their own?

Collected Yes/No

1. If “yes” please supply a password to be used if someone else meets your child.

Password ……………………………………………

1. Passes will be issued, based on our records of payment received, on the first day of each term. These must be shown on entry to the bus AM & PM. Should your child loose or forget their school pass a temporary pass may be issued which will be valid for a maximum of 5 days. This will allow time for a replacement to be issued. A charge of £5.00 will be made for this to cover production costs.

Payment for the service will be £300.00 per term or £900.00 per school year. Payment should be made at least 7 days before the start of the school term to ensure your child gets the correct bus pass. Please either call the office number to make a card payment over the phone or by direct bank payment to Wallingford Coach. Sort code : 09-01-29 Account Number : 24218937 . Use your child’s name as reference.

With best regards

Graham Harris

Accounts Manager

[](http://www.drivercpc.org/en/welcome)

Tel/Fax: 01865 875222

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