



School Transport Booking Form



Academic Year 2025/26

Colchester Prep & High School

PERMISSIONS FOR AD HOC TRIPS

In order for pupils to travel on our home to school transport, albeit for ad hoc journeys, we must have your contact details should we need to contact you in the event of any difficulties, e.g. delays/non-operation of the vehicle or student non-travel. This form, along with payment, must be with the school admin office a minimum of 48 hours prior to travel. You should note that all details are held in confidence and in accordance with GDPR.

Please complete these forms for insurance and safeguarding purposes and to enable us in keeping all parties informed.

Student Name

Date of Travel.....

Route the student will be travelling on Chelmsford/ Maldon/ Frinton/ Braintree*

*Delete as appropriate

Boarding Point.....

Please tick the journeys required:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Parent/Guardian Name.....

Home contact No.....Mobile No.....

Email Address.....

There will be a fee due payable per trip and this will be set up on ParentPay, upon receipt of this form. Once both form and payment have been received, travel will be permitted.

Please return completed forms to: sharon.wilson@colchesterhighschool.co.uk



School Transport Booking Form



Academic Year 2025/26

Children under 10 are required to be met by a parent/guardian at the bus stop.

Children 10-12 may walk home unattended only if a parent has signed a release form to state they have permission.

All children 12 and older may walk home unattended unless otherwise noted by a parent due to special circumstances.

I am the parent/guardian of _____ who is _____ years old,
and who will be travelling using the Home to School transport service on
.....

If applicable, the following people, including myself, are those I wish to nominate to collect my child and be contacted in an emergency:

Name	Boarding Point	Relationship	Contact Number

Signed: _____

Name: _____

Date: _____