



School Transport Booking Form



Academic Year 2025/26

Colchester Prep & High School

BUS ROUTES

We currently offer 4 Home to School Routes:

Chelmsford – operated by Stephensons: 01376 503050

Maldon – operated by Flagfinders: 01376 320501

Frinton-on-Sea – operated by Tey Tours: 01206 912505

Mersea – operated by Tendring Travel: 01255 860828

We will also be operating a route from the Broad Road Braintree and Gosfield area using the school EV.

Please note that due to fixed supplier costs we are not able to offer refunds for unused journeys. Routes, charges and times are subject to change dependent on demand.

Your contact details are required, as we are obliged to contact you in the event of any difficulties, e.g. delays/non-operation of the vehicle or student non-travel. You should note that all details are held in confidence in accordance with the GDPR.

Please complete these forms to enable us to keep all parties informed. That way we can ensure better attitude towards travel on the School buses.

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

Route the student will be travelling on

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 No.....Mobile No.....

Email Address.....



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Student Name

To notify us of your son/daughter's absence or delay, please contact the relevant provider above (as well as contacting the school if there is an absence from school).

PERMISSIONS

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 travels on your services for Colchester Prep & High School.

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: _____

At Cognita we look after your personal information and only use your personal information for the purpose for which it has been collected. If you would like further information about how and why we use your personal information, please see our privacy notices; these are available at www.colchesterhighschool.co.uk



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SAFETY FIRST

I, the undersigned, agree to the following safety guide lines.

Name of Student

The Route the Student will be travelling on

1. **S**tay in your seat for the duration of the journey.
2. **A**pproach the bus only after it has come to a complete stop.
3. **F**ollow the drivers' instructions.
4. **E**nsure you are as visible as possible when the bus is approaching.
5. **T**ake care when getting on and off the bus.
6. **Y**ou always arrive at your stop 5 minutes before your allotted time.
7. **F**ind your seat as quickly and safely as possible.
8. **I** will not cause any damage to the bus or I may be liable for the cost of repair.
9. **R**emember to take all your belongings off with you.
10. **S**eatbelts must be worn at all times.
11. **T**ry not to make sudden loud noises as this can be a distraction to the driver.

Student Signature

Date