

Dear Parent / Guardian,

Thank you for your interest in using our transport.

This application pack will include an application form to complete and a copy of the pupil code of conduct for your reference.

Please can you return the completed application form either via email to [alexjennings@monmouthshire.gov.uk](mailto:alexjennings@monmouthshire.gov.uk) or via post to the below address:

Alex Jennings  
Passenger Transport Unit (Operations)  
PO Box 106  
Innovation House  
Magor  
NP26 9AN

We will require a colour, passport-sized photograph which will be used to create a bus pass. The bus pass will be required on each occasion the service used. This is a condition of travel

The total payment for the school year will be £475.00, however if there are two or more siblings using the transport, a 25% discount will be applied. £356.25 will therefore be charged to the youngest sibling.

An invoice will be sent out via our Sundry Debtor team for the above amount along with a Direct Debit Mandate during September. You can then either pay the invoice by Direct Debit, which is to be sent to Monmouthshire County Council, via Bank Transfer or over the phone to our Cashiers team (01633644355).

Transport will be awarded on a first come / first served basis.

If you have any queries about the transport or filling in the form, please don't hesitate to contact myself on 01291 426854 or via email on [alexjennings@monmouthshire.gov.uk](mailto:alexjennings@monmouthshire.gov.uk)

Yours Sincerely,

**Alex Jennings**

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