

9th March, 2011

Dear Parents,

Subject: The School Bus Service 2011-2012

All students are expected to use the school bus service on a daily basis to and from school. Only those children who live near the school, use public transport, or reside in areas where the school bus service is unavailable at present may be exempted. In such cases, a letter requesting permission may be sent to the Principal, latest by **17th March, 2011**. Each case will be decided on an individual basis. **If no letter is received, it will be assumed that the child is on the allotted bus. No child will be permitted to come to the school lane by car. This applies to from Traffic Park Signal to Fr. John Rodrigues Chowk (13 Co-operae Road).** This rule will be strictly followed.

Bus Routes (bus route identification numbers) Campion School R-1 ... R-17

Identity Cards Students of each Bus will be issued Identity Cards of a specific colour. A recent passport-size photograph of your child will be required for the bus ID card. Students must carry their bus passes every day. **No child will be permitted to travel at any time by a route other than that specified on his bus pass.** Requests for future changes of bus routes, due to change of residence, should be sent in writing to the Principal. These will be processed according to the availability of seats, on the route required. In case ID cards are misplaced, requests should be sent in writing for a duplicate ID card which will be at a cost.

The school should be informed through the student information sheet if your child would be met daily by an attendant at the drop-off point. In such cases if the attendant is not present to receive the child at the scheduled time and stop, the child will be brought back to school.

Any problems regarding the bus service should be brought to the attention of the Principal and not dealt with directly with the bus personnel. **The Rules and Regulations for school buses 2011, set by the R.T.O. will be followed at all times.**

Please find attached Application for use of the School Bus to be signed by the parent, a Student Information Sheet and the Bus Route Information. Please fill in the attached Student Information sheet (Annexure B) and send it with the Application for use of the School Bus (Annexure D), duly signed and a recent passport-size photograph of your child (with his name and class written on the back of the photo) to the Class Teacher by latest by Friday 11th March, 2011. **KINDLY DO NOT SEND DEMAND DRAFTS / BANKERS CHEQUES WITH THE APPLICATION.**

All routes will be displayed in the school for parents' information.

Every year the school enters into a Contract with each Bus Contractor known as the CSA. The Contract is available for Inspection at the Bus Administration Desk. Should you wish to scrutinize the Contract, please contact Mr. Cyril Gomes, the Bus Administrator.

We look forward to your continued co-operation and support

With best wishes,

PRINCIPAL

