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Shrewsbury School

**THE ALINGTON HALL  
THE SCHOOLS  
SHREWSBURY  
SY3 7AR**

**29<sup>th</sup> November 2019**

Dear Parents and Guardians,

The School's system of coaches that has transported pupils around the country at the start and end of term, Exeats and Coach Weekends has now been running for some 25 years. A thorough review has taken place lately and some important changes are taking place. Please note the following changes will take effect from 1<sup>st</sup> January 2020:

- Bookings can be made for the forthcoming term via the Parent Portal. An additional field regarding medical issues may now be completed by parents.
- Online bookings for all London routes close 2 weeks before travel. This longer lead time is due to sufficient notice being required by our partners, GTMatrix, when booking coaches and providing chaperones. Bookings for all other routes close 5 working days before travel. Actual dates are shown on the relevant online forms.
- London journeys require registration at least 30 minutes prior to departure times when boarding at their origin (Shrewsbury or London LHR). All other journeys require 15 minutes registration and boarding time. This ensures a prompt departure for all services.
- All journeys will be billed at 0.39p per mile. There is no additional charge for chaperoned coaches.
- Parents or guardians of any pupil, including day girls and boys, may book their children on to any service.
- Bookings within 48 hours of departure will be accommodated where possible and will be charged a £10 late administration fee. Walk-on passengers (with no booking) will also be accommodated if possible and will be charged a £15 late administration fee. These administration fees will be charged in addition to the standard journey charge.
- Live updates regarding coaches on travel days will be tweeted via the School's Twitter feed (@ShrewsSchool). This is the preferred method of publicising delays.

As ever, all details, including updates as they occur, are available here:

<http://intranet.shrewsbury.org.uk/coach-bookings>

Yours sincerely,