



The Manor
Preparatory School

To Parents of Children in Nursery to Year 5

Friday 19 June 2020

Dear Parents

Manor Minibus Bookings

We are beginning to review next term's minibuses requirements. If all goes to plan and we are able to run the minibuses as we currently do, we would like an indication of your requirements but please bear in mind that if Government guidelines remain in place we may have to review the service in September. If you would like your child/ren to take the Manor Minibus to school, please could you complete the [online booking form](#) on our website before the first day of the Autumn term, thank you. The Manor minibus is available for children in Reception and older.

To find out more information about the Manor's minibus service, including the routes, please visit <https://www.manorprep.org/school-life/transport/>

As the feasibility of running clubs during the Autumn Term is yet to be decided, please book your child onto the minibus to reserve their seat (you will not be charged for this until your travel pattern/clubs have been confirmed for the term).

By booking in advance you are reserving a space for the whole term, and subsequently you will be charged for the journeys you have booked even if your child is not on the bus. All minibus charges are in arrears.

Minibus costs per term:

- £610 both ways, five days a week
 - £305 one way, five days a week
 - £122 both ways, one day of the week
 - £61 one way, one day of the week
 - £22 adhoc both ways, one day.
 - £11 adhoc one way, one day.
- Please note that preference will be given to full-time users.

Sibling Discount:

- 15% reduction for a 2nd child
- 75% reduction for a 3rd child

If you have any questions about booking the Manor Minibus or routes, please email me on admissions@manorprep.org.

During term time, the minibus service is overseen by our School Secretary, Sarah Horrox. If you have any questions or changes to patterns during this time, in the first instance please email Mrs Horrox on schoolsecretary@manorprep.org. Mrs Horrox is due to be back in the office on Wednesday 2 September.

Yours sincerely

Mrs Karen Copson
Director of Admissions and Communications.