Ellesmere College Buses
Conditions of Use 2026-2027

Termly Charges

- Bus service charges are set annually prior to the commencement of the academic year.
- Charges are applied to pupils' accounts on a termly basis in arrears. For example, charges incurred during the Michaelmas Term will appear on the Lent Term invoice.
- Two charging structures are available:

  Daily Rate
  - Designed for day pupils.
  - Entitles the pupil to travel to and from the College on every school day during the term.

  Weekly Rate
  - Designed for weekly boarders.
  - Entitles the pupil to travel to College on Monday morning and return home on Friday evening each week during term time.

- Parents wishing to discontinue use of a bus service must provide a full term's written notice by emailing **buses@ellesmere.com**. Failure to provide the required notice may result in a charge being applied in lieu of notice.

Bus Passes and Seat Allocation

- Bus passes are administered through the **ShuttleID** system. Parents will be notified by email when their child has been added to the appropriate route and included on the Master Bus List.
- A digital QR code pass will be issued to parents for sharing with their child. Pupils will also receive a physical bus pass.
- A valid bus pass must be presented to the driver each time a pupil boards the bus.
- Seats are guaranteed only for the route and journey details shown on the most recent Master Bus List maintained by **buses@ellesmere.com**.
- If a pupil ceases to use the bus service, it is the responsibility of the parent or guardian to notify **buses@ellesmere.com**. Charges will continue until notification is received and processed.

Occasional Bus Passes

- Requests for occasional travel on any Ellesmere College bus route should be submitted to **buses@ellesmere.com**.
- Travel may only take place once authorisation has been granted and an occasional bus pass has been issued. The pass will be valid only for the specific jour
- Where no regular bus charge is applicable for the day of travel, a charge of **£8.50 per journey** will be applied to the pupil's account.

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Service Changes

Ellesmere College reserves the right to amend bus routes, collection points, timetables, and charges where operational requirements make this necessary. Parents will be given reasonable notice of any significant changes wherever possible.

Contact Details

For all enquiries regarding the Ellesmere College bus service, please contact:

Alison Arrowsmith
Email: buses@ellesmere.com
Telephone: 01691 622321

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