



WOODLANDS PARK PRIMARY SCHOOL
 Abbot Road, Ivybridge, Devon, PL21 9TF. Tel: 01752 690046
 Website: www.woodlandspark.devon.sch.uk
 Email: admin@woodlandspark.devon.sch.uk

Headteacher: Mr S Bone

Admin 4
 5 September 2022



Dear Parents/Carers

RE: PROCEDURES FOR THE LEE MILL BUS CHILDREN

For the well-being of your child it is important that we know which days he/she will be using the bus service. Please specify your usual routine below by ticking the relevant boxes:

Child's Name: **Class:**

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Emergency Contact Name & Number:

Please be aware of the following timings we have been issued with (we will advise of any changes to these times:

Before School:

- 08:22 - Arrives at Lee Mill.
- 08:26 - Departs from Lee Mill.
- 08:35 - Arrives at WPPS.

After School:

- 15:20 - Pick up time at WPPS.
- 15:25 to 15:30 - Departs WPPS.
- 15.35 to 15.45 - Arrives at Lee Mill.

If there are any changes to your normal routine then you must contact the office, who will amend the morning and afternoon register accordingly.

Please read the attached Code of Conduct that all the children must adhere to when on the bus both to and from school.

NB: For Lee Mill children to use this free bus service for school, you must apply for a bus pass through Devon County Council. For more information please visit: www.devon.gov.uk/school_transport or telephone 0345 155 1019.

Yours sincerely

Mr Steve Bone
 Headteacher



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