

## GUIDANCE FOR PARENTS

### TERM

Name of Term: Should be entered as follows (please note: Actual term dates may vary slightly each year).

AUTUMN TERM – September to December

SPRING TERM – January to March/April

SUMMER TERM – April to July

Please include the actual dates for the beginning and end of term.

e.g. SUMMER TERM 05, 20/04/05 – 16/07/05

### APPROXIMATE MILEAGE FOR DAILY TRAVEL

You should enter the mileage for any return journeys (i.e. home to school and school to home). You may claim for your own return journeys (i.e. when you are returning home, having dropped off your child, or when you are travelling to school to pick up your child).

You **MUST** enter a figure here. Failure to do so will result in the form being returned to you. The Authority will check this figure and, if it considers it to be unreasonable, may withhold payment. You will only receive payment based on the shortest route between your home and your child's school.

You can only claim for travel between your home and the school. The Authority **CANNOT** pay for incidental travel due to sickness or for other travel such as hospital visits, or for parental visits to school. Weekly boarders can only claim for journeys at start and end of the week, and termly boarders at the start and end of term.

The mileage rate is currently fixed at 46.9 pence per mile and is not negotiable.

### NUMBER OF ATTENDANCES DURING CLAIM PERIOD

You **MUST** enter a figure here, which should be confirmed by your child's school (the school **MUST** sign, date and stamp the form in the section marked 'FOR SCHOOL/COLLEGE USE ONLY').

Please note attendances will be cross-checked with schools and other transport providers. Any discrepancies will result in payment being withheld and may lead to suspension of further payments. **You should only include days on which you transported your child to school yourself.**

## GUIDANCE FOR SCHOOLS/COLLEGES

Please complete the section marked 'FOR SCHOOL/COLLEGE USE ONLY'. The Authority does not expect schools/colleges to have any particular knowledge of the cost of travel and this section is to confirm the personal details (i.e. names, addresses and date of birth) **and** attendance details for the term.

Parents may wish these details to be confirmed before the end of term and attendance for the **last two weeks only** can be estimated.

## GENERAL INFORMATION

Once completed, this form should be returned to: **Commissioning Officer, The Royal Borough of Kingston, Learning & Children's Services, 1<sup>st</sup> Floor, Guildhall 2, Kingston, Surrey KT1 1EU.**

*The Authority reserves the right to withdraw the claim scheme on an individual basis at any time, providing that it meets any obligation with regards to home to school transport as prescribed in the Authority's policy.*

Payments will normally be received within 4-6 weeks of receipt of your form by the office.

Please be aware that this form of reimbursement will not be authorised where travel by another means of transport would be more cost effective than a claim based on an individual journey by parents.