

Dear Parent / Carer,

We are emailing you following attendance at two Shinfield Parish Council meetings, at which it was clear that there was a desire within the community for Wokingham Borough Council to offer additional capacity on its bus route to the Forest Academy for the 2024/25 academic year. As discussed at those meetings, these options are offered 'at cost', as the Council is not in a position to subsidise these additional transport measures. The options are set out below, alongside the additional capacity that they would provide and the cost per place:

No.	Option	Capacity	Cost per Seat (£)
1	New service, starting at Three Mile Cross and running through Spencers Wood, Shinfield, Whitley and Earley	22	2,548
2	New service, starting at Riseley and running through Swallowfield, Three Miles Cross, Spencers Wood, Shinfield, Whitley and Earley	28	2,035
3	Increased Capacity on F2 bus service	13	1,462

We are making contact with you direct, as we understand that one or more of the above options may be of interest to you. It is important to note that we will only run a maximum of one of these services and the process for deciding this will be as set out in the table below:

Step	Action	Timeline
1	Notification to Parents / Carers	25 July 2024 – 30 July 2024
2	Deadline for Parent / Carer Expression of Interest	6 August 2024
3	WBC selects the highest-capacity option that achieves sign-ups that reach the specified capacity.	7 August 2024
4	All parents / carers who have selected this option are emailed and asked to make a payment for the full amount owed	7 August 2024
5	Deadline for transfer of funds	14 August 2024
6	Commission Service	15 August 2024

Please note that if we have not received funds from the capacity of the vehicle that we have selected at Step 3, then the Council will not commission the service and all funds paid to date will be reimbursed to parents / carers in full. As such, if you do not think you will viably be in a place to make this payment by the specified date, we ask that you do not select the relevant option, as doing so could potentially jeopardise the selection of a lower-capacity option that may be able to achieve the requisite number of sign-ups. We do, however, encourage parents / carers to select as many options from this list as they would be willing to pay for, as we will then be able to gain a clear picture of viability across all three options. To be clear, you should not just select your preferred option, but any number of the three options that you would be happy to pay for.

In line with Step 2, we are therefore asking you to send an email to ctu.group@wokingham.gov.uk by **17:00 on 6 August 2024** to clarify which (if any) of these options you would like to provisionally sign-up to. Please respond to this email by completing the below table with an 'X' against each of the options that you would be happy with for your child.

Option	Selection (Mark with X)
1	
2	
3	

I hope this email is clear but do feel free to respond with any questions you have in relation to the process.

Kind Regards,

Wokingham Borough Council