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Please ask for: Ian Hydes

Your Ref:

Contact Number: See Below

My Ref:

T/N/2/2/1/IRH/SLF

18 October 2002

Dear Headteacher

Early Finishes at End of Term

I am writing to advise the procedure you should follow should you wish transport to depart early on the last day of term.

The Passenger Transport Unit are able to arrange this provided we have at least ten working days notice. If a company incurs additional cost in providing the transport at other than the designated time, then this cost must be borne by the school and transport providers will be asked to invoice schools directly for this.

Please note we are only able to rearrange transport where the transport is contracted through the Passenger Transport Unit.

If you wish for transport to depart early you should preferably e-mail the Passenger Transport Unit at ptu.pt@norfolk.gov.uk or fax your request to 01603 224369.

If you have any queries regarding this please contact Sarah Hewitt on 01603 223817 for the South and West of the County or Jackie Penney on 01603 224362 for the North and East of the County.

Yours sincerely



Assistant Network Manager
Passenger Transport Unit

Headteacher

cc Mr R Snowden