



13 July 2022

Dear parent/carers,

I am writing to finalise travel arrangements for your child to attend Sybil Andrews Academy next year. It is important that students only get on the bus route detailed above and do not change stops unless requested by a parent in writing and authorised by the school in writing.

Name	
Route Name	Glemsford
Bus stop	Hartest Institute, jct Somerton Road B1066
Collection/Drop off point time	7:30 / 16:15

AM	
7:30	Hartest Institute, jct Somerton Road B1066
7:40	The Green opp Post Office Lane Glemsford
7:45	Long Melford, Kentwell Hall
8:00	Gt Whelneatham- Grove Cottage
8:10	Gt Whelneatham Tutelina Rd, jct Stanningfield Rd
8.20	Sybil Andrews Academy

PM	
3:10	Sybil Andrews Academy
3:20	Gt Whelneatham Tutelina Rd, jct Stanningfield Rd
3:30	Gt Whelneatham- Grove Cottage
3:45	Long Melford, Kentwell Hall
3:50	The Green opp Post Office Lane Glemsford
4:00	Hartest Institute, jct Somerton Road B1066

Good behaviour on the journey to school is expected and vital to the safety of those on board. Poor behaviour will be recorded and reported to the Head of Year and Form Tutor. Poor behaviour may lead to the withdrawal of a transport place. Please refer to the Behaviour Policy and Behaviour for Learning Policy on the SAA website for guidance. Bus passes will be handed out on the first day or term.

Payment details will be added to Parent Pay, our secure online payment system, at the start of the Autumn Term. If you have any questions, please contact the school office on the email below.

Yours sincerely

A handwritten signature in cursive script, reading 'Leda Yeaman'.

Mrs Leda Yeaman  
School Operations Manager