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Background

Since One’s original concept the support provided for student transport has undergone several significant changes. Additionally, its own on-going organic growth and success, allied to its breadth of curriculum, has attracted wider participation from those students outside its original planning phase.

Suffolk County Council (SCC) Passenger Transport currently provides a number of ‘direct route’ buses which supports those students who are resident within the catchment area of the SWISS schools. For those students not within the SWISS catchment they will use main stream public bus routes but, these are not direct into ONE. SCC does not provide free transport for any pupils who are over compulsory school age however; a subsidised Post 16 Discretionary Travel scheme is operated by SCC for sixth form students. At the time of writing this document the discretionary transport arrangement expects students to contribute £220 per term towards the cost of travel.

At the time of writing this document SCC have proposed to introduce a Smart Travel Card, this will be designed to enable cashless payment on specified public transport services. The card will act like an Oyster Card, in that it will have stored value and online top-up ability. It will be called the Endeavour Card. We have been advised by SCC that currently this will not replace the post 16 discretionary scheme.

The ONE Bus Scheme

The ONE Bus Scheme will not impact on the existing direct routes into ONE, administered and operated though SCC Passenger Transport. ONE’s Bus Scheme’s will be considered in direct response to student and parent feedback; where there is both demographic and economic need. Demographic need will focus on those areas adjacent to our current SWISS catchment areas where we have both a high populous of students attending and with multiple bus connections leading to extended journey times.

The strategy behind route development for these schemes is to provide a quick direct route into ONE. This will be achieved through minimising stops, visiting only the centre of towns and villages and providing a balanced journey time through the return journey following the same route as the morning.

ONE reserves the right to withdraw from providing specific bus routes if they are found not to meet the schemes objectives of meeting either demographic or economic need. If this does occur one year's notification will be provided of our intention to withdraw the service.

Cost for using the scheme

To ensure students are not disadvantaged through having two schemes the ONE Bus Scheme will adopt the fundamental principles of the SCC Post 16 Discretionary scheme ([SCC website link](#)) and will mirror its subsidies. At the time of writing this document the level of funding expected from the students is currently £220 per term and as with the SCC scheme students will need to apply and be accepted onto the scheme. The cost is subject to change, for subsequent terms, in line with SCC's subsidised Post 16 Discretionary Travel scheme. The students will apply and pay for the scheme termly in advance. For further information about the scheme or where there may be dispute the ONE scheme will adopt the Terms and Conditions applicable to the SCC Post 16 Discretionary scheme, available at the web link referred to above.

As with the SCC post 16 discretionary programme, students who are financially disadvantaged can also apply to ONE for the 16-19 Bursary Fund for financial support. Further information and application forms are available on our website. Applications for the bursary fund will not be processed until September, therefore, you will be expected to pay at least one months' payment until a decision on your eligibility has been finalised.

Administration

As the 'ONE Bus Scheme' will be administered and operated by ONE we will undertake the necessary administration functions. Application forms are available from the ONE website or Student Services. Completed applications should be forwarded to the Finance Team at Suffolk ONE.

Contact details relating to specific information can be found below:

- Specific route information - 01473 556628
- Finance payment or other enquires - 01473 556600
- Lost or replacement passes - 01473 556628

Once payment has been received the Students Photo ID badge will be endorsed with a termly acknowledgement of payment. This will then form the bus pass which the driver will use to check validity.

In order to recognise and inform other members of staff, all students who are signed up for One Bus Scheme will be registered termly on the SIMS database.

Current One Bus Scheme routes

We have assessed our current cohort along with the level of applications received and based upon this information and the estimated costs we have introduced two direct route bus schemes.

ONE covers Felixstowe, Stowmarket, Stonham and Claydon areas. These three directly contracted routes by ONE have been introduced as the numbers involved support an economic argument. ONE has contracted their own bus services from Ipswich Buses in order for students to arrive and depart directly from our own onsite Campus Car Park if travelling from Felixstowe, Stowmarket Stonham and Claydon. Students therefore will pay ONE and not Suffolk County Council for their transport costs.

These routes have been developed following consultation with both current and perspective students and their parents. As described earlier the routes have been selected to areas of highest population while ensuring a balance of timeliness of travel duration. Although these routes have been outlined they may be subject to change once in operation and this may lead to possible changes in the timetable.

Route	Felixstowe & Trimley	Stowmarket & Stowupland	Stonham and Claydon
Estimated travel time	45 minutes	40 minutes	45 minutes
Overall route	Walton Avenue, Trimley St Mary, Trimley St Martin, A14 Orwell Bridge to One.	Creeting Road Stowmarket, Thorney Green Stowupland, Needham Market, A14 to One.	Earl Stonham, Pettaugh, Crowfield, Coddendam, Barham Claydon, Great Blakenham, Bramford, Sproughton, London Road A1214 to One.
Arrival at One	09.10	09.10	09.10
Depart from One	16.00	16.00	16.00

Appendix A - Code of Conduct

As a Post 16 student you are trusted and expected to behave as an adult and therefore act in an appropriate manner. If through inappropriate behaviour and not abiding by the guidance provided below you are asked to leave the scheme you will forfeit your right to reimbursement.

- Ensure you have your ONE Student ID endorsed with bus pass details and present it to the driver upon boarding and whenever requested.
- If you can't show your ID pass you may be refused travel. If you have lost your ID pass you will need to obtain a temporary pass from the Finance Office.
- Lost or damaged ID passes must be replaced for which a small fee is charged.
- Be punctual: arrive at your pick-up at least 5 minutes before your transport is due to arrive.
- At the end of the day the vehicle will not wait for you, again be punctual.
- As post 16 students you will be expected to set an example and act in a sensible manner away from any road and having respect for nearby residents and property.
- If the vehicle is late or does not arrive and you have a mobile phone, use it to call Reception (01473 556600) who will be able to advise.
- You should discuss with your Parent, Guardian or Carer a plan of action in case you miss the bus or other exceptional circumstance.
- Show respect to the driver, follow their instructions at all times and treat the vehicle with respect.
- Only speak to the driver when they are not driving or in an emergency. Remember that excessive noise can distract the driver and could lead to an accident.
- Should you cause damage to the vehicle the operator will claim the full cost of the repairs from your parent/guardian/carer.
- If your behaviour becomes unacceptable due to verbal and or physical abuse towards anyone travelling in the vehicle and or others outside you will be subject to ONE's discipline policy.
- If the vehicle breaks down or is involved in an accident, follow the instructions given by the driver.

Application Form

This application form only applies to the buses operated directly by ONE to/from Felixstowe and Stowmarket (not any of those provided through Suffolk County Council).

Through applying for a bus service operated by ONE you agree to our own Code of Conduct terms and conditions.

- The terms of payment for ONE’s subsidised transport scheme are bench-marked against those of Suffolk County Council’s Discretionary Travel for post-16 students.
- You will pay ONE a fixed termly contribution towards the cost of a bus pass in advance of each term commencing.
- Autumn term must be paid by enrolment to confirm reservation on ONE bus services.

Bus route applying for	Needham Market, Stowmarket & Stowupland	
	Felixstowe & Trimley	
	Stonham and Claydon	

Student Details

Student Forename	
Student Surname	
Date of Birth	
E-mail address*	
Mobile Telephone number*	

*This information will be used to contact you in the event of transport problems.

Parent or Carer Details

(If details are different to those provided on student’s application)

Title	
Forename	
Surname	
Address	
Postcode	

FOR FINANCE USE ONLY:

Method of Payment (Please tick appropriate box)	Cash	
	Cheque	
	Credit/Debit Card	
	Online via Web Shop	

I understand that ONE Student ID cards will be issued with additional information for use as a Bus Pass. I agree to the rules of ‘The ONE Bus Scheme’ and understand that if I don’t abide by the terms my access to the bus service could be withdrawn.

Appendix C – Frequently Asked Questions (FAQs)

Which areas does the ONE bus pick up from?

- Felixstowe, Trimley St. Mary and Trimley St. Martin
- Needham Market, Stowmarket and Stowupland
- Stonham, Coddenham, Claydon and Bramford

These are not Suffolk County Council services and ONE currently only covers the specific areas mentioned above.

How can I apply for a ONE Bus pass?

Please register your interest for the ONE bus by completing and returning the application form, which is available as an online submission form via our website or you can post to Finance, ONE, Scrivener Drive, Ipswich, IP8 3SU or send by email to transport@suffolkone.ac.uk

How will my bus pass for the ONE contracted Bus services from Felixstowe and Stowmarket be issued?

Students will not be issued with an individual bus pass for the services which ONE has contracted directly with Ipswich Buses. Once payment has been received ONE will issue students with bus details on their individual ONE Student ID Cards for use on the bus services provided from Felixstowe and Stowmarket. Students will therefore need to show their ONE Student ID cards to the driver to board the bus service each day. Your ONE Student ID card will be endorsed with your bus pass and will be updated termly, providing payment has been received.

I live outside the Felixstowe and Stowmarket areas that ONE Bus services cover; how can I apply for alternative bus transportation services?

Suffolk County Council offers a Post 16 Discretionary Transport Scheme. For further information please refer to their website www.suffolkonboard.com.

If you live outside of Suffolk and aged under 19 your local authority may be able to provide you with a travel pass but you will have to apply directly to your local council.

What will it cost?

Charges for the contracted ONE Bus services are bench-marked against the services charged by Suffolk County Council's Post 16 Discretionary Transport scheme. This is a subsidised scheme which involves a termly charge. At the time of writing this document the cost is currently £190.00 each term. This amount may be subject to change for subsequent terms as ONE aligns with SCC's subsidised Post 16 Discretionary Travel scheme.

How can I pay for the ONE Bus?

Payment is due once students have enrolled with ONE. Year 12 enrolment commences in August. Once places at ONE have been confirmed, the Autumn term bus payment must be received by enrolment in order to confirm placement on the bus service. Students are expected to pay in advance of the Autumn term commencing in September. Subsequent Spring and Summer terms will be invoiced with individual payment due date information specified by ONE. You can pay online at www.onecollege-shop.co.uk or alternatively you can pay the Finance team at ONE by cash, cheque or debit/credit card.

Students can also apply for our 16-19 Bursary Fund which is intended to assist low income families – further information and application forms are available on our website.

Applications for the bursary fund will not be processed until September, therefore, you will be expected to pay at least one month's payment until a decision on your eligibility has been finalised.