

March 4, 2020

Dear parent or carer

**Contract Bus Pass Purchase - Action Required**

Any student who needs to use the 'Contract Bus' must have a valid ticket to travel. If your son or daughter already has an Explorer / Network First Bus Pass this is valid and you do not need an additional pass. This is the pass that is bought directly from school, only to use on the contract bus or designated UTCN buses from the city centre. Please can we remind you that students must wear a face covering on all public transport.

The UTCN contract bus is the bus that travels from the centre of Norwich to UTCN each morning and returns to Norwich City Centre at the end of the school day. The payment of £70 must be made via **Wise Pay**, cash or cheque (payable to UTCN) by Friday, March 5 4, 2021. We apologise for the late confirmation of the process but we have been waiting for information from First Buses.

**Please note this payment is for the period from March 8, 2021 until July 16, 2021, the end of the academic year. The first code you will be issued is valid for the next 3 weeks until the Easter holidays and you will then be automatically issued with a second code for after the Easter holiday. You will not be asked for a second payment.**

Cash and cheques should be 'posted' (envelopes are available at reception) into the finance letter box in reception, clearly marked with their name. If you are unsure of your Wise Pay login please contact Mrs Platten on [accounts@utcن.og.uk](mailto:accounts@utcن.og.uk).

First Bus have put a system in place and 'm tickets' need to be downloaded directly onto the students phone via the **First Bus App**. Further details are available attached to this message.

Once payment has been made you will be sent a one-use code to enable them to 'purchase' the ticket directly from the App. Any payments that are made by 1pm on March 5 will be sent their code by 4pm that day. If payment is made after this their code will be issued on Monday March 8, 2021.

UTCN  
Old Hall Road  
Norwich  
NR4 6FF



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