

ANNEX 1.

## **BUS ARRANGEMENTS: Information to submit by type of change request**

### **1.NO BUS after school – ONE OFF**

**Name & class:**

**Date:** dd/mm, (day of the week)

**Regular bus:**

**Picked up by:**

**NOTE:**

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### **2. NO BUS after school - REGULAR**

**Name & class:**

**Day of the week:** EVERY

**Activity (if applicable):**

**Start date:**

**End date:**

**Regular BUS:**

**Picked up by:**

**NOTE:**

Please note: IF ACTIVITY is a school activity, in case of cancellation (by school) kids are taking bus as normal,

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### **3. NO BUS - absent**

**Name & class:**

**Date:** dd/mm, (day of the week) or

**from:**

**till:**

**Regular bus:**

**NOTE:**

Please note: PTA updates its afternoon record according to daily absent list, however it is advised to send an email if kids are missing school for a certain period – that would avoid the need of daily updates.

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### **4. BUS CHANGE REQUEST – ONE OFF**

**Name & class:**

**Time: (morning, afternoon or return)**

**Date:** dd/mm, (day of the week)

**Regular bus:**

**INTENDED bus:**

**INTENDED drop off address or dropped off with (Name and class):**

**Picked up by:**

**NOTE:**

Please note: If you specify the other Bus User your child is dropped off with – you agree that your child is picked up by that child's authorised person.

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## 5. BUS CHANGE REQUEST - REGULAR

Name & class:

Time: (morning, afternoon or return)

Day of the week:

Start Date:

End date:

Regular bus:

INTENDED bus:

INTENDED drop off address or dropped off with (Name and class):

Picked up by:

Phone number (only if you wish to be added to WhatsApp group):

NOTE:

Please note: If you specify the other Bus User your child is dropped off with – you agree that your child is picked up by that child's authorised person.

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## 6. DROP OFF CHANGE REQUEST (afternoon) - ONE OFF

Name & class

Date: dd/mm, (day of the week)

Regular bus:

Regular drop off:

INTENDED drop off address or dropped off with (Name and class):

Picked up by:

Note:

Please note: If you specify the other Bus User your child is dropped off with – you agree that your child is picked up by that child's authorised person.

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## 7. DROP OFF CHANGE REQUEST (afternoon) - REGULAR

Name & class

Day of the week:

Start Date:

End date:

Regular bus:

Regular drop off:

INTENDED drop off address or dropped off with (Name and class):

Picked up by:

Note:

Please note: If you specify the other Bus User your child is dropped off with – you agree that your child is picked up by that child's authorised person.

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## 8. PICK UP CHANGE REQUEST (morning) – ONE OFF

Name & class:

Date dd/mm, (day of the week)

Date: dd/mm, (day of the week)

Regular bus:

Regular pick up address:

INTENDED pick up address:

Note:

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**9. PICK UP CHANGE REQUEST (morning) – REGULAR**

**Name & class:**

**Day of the week:**

**Start Date:**

**End date:**

**Regular bus:**

**Regular pick up address:**

**INTENDED pick up address:**

**NOTE:**

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**10. FOR NON-REGULAR BUS USERS:**

**ONE OFF BUS REQUEST**

**PRICE: 80 HKD/child/one way**

**Name & class:**

**Time: (morning, afternoon or return)**

**Date:** dd/mm, (day of the week)

**INTENDED BUS:**

**INTENDED Drop off address/dropped off with:**

**Picked up by:**

Please note:

You may ask for a regular service (certain day(s) of the week, or a certain period (from, till) – please advise accordingly

If you specify the other Bus User your child is dropped off with – you agree that your child is picked up by that child's authorised person.