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Dear Parent/Carer

### **Exam Transport 2018**

As you may know, West Lothian Council provides additional exam transport where the normal school transport arrangements are not available. This is provided only for pupils entitled to free home to school transport.

Additional exam transport can only be provided under the following circumstances:

- Where an examination falls on a day when transport to and from school would not otherwise be provided (including local holidays and in-service days) the Public Transport unit will provide transport to school to arrive in time for the first examination of that day, and transport from school after the last examination of that day.
- Where an exam finishes after the normal school time.

For all other examinations, students should travel to school as normal.

We would like to make you aware that the application process has been changed from this year. Rather than schools collating the necessary information we now ask that each individual student apply for the additional transport themselves. We are aware from previous years that many students make alternative arrangements or prefer to make their own way home. This new process allows the Public Transport Unit to ensure that transport is provided for those students that wish to use it. Please be aware that transport will only be provided for those who apply.

Schools have been given the necessary information to pass to all students. Please ensure you discuss this with your child to ensure that applications are made where necessary. Once transport is arranged, details will be provided to the school to circulate to students. Applications should be received by April 15<sup>th</sup> 2018. Any applications received after that date cannot be guaranteed the additional transport requested.

For you information, further details including the application can be found at <https://www.westlothian.gov.uk/article/25671/Exam-Transport>.

If you have any questions regarding this process please do not hesitate to contact me.

Yours sincerely,



Keith Smith  
Public Transport Technical Officer