

Dear [Parent Name]

Re: Taking Part in a Pilot Programme for Personal SEN Transport Budgets

Thank you for expressing an interest in taking part in the Council's Pilot Programme of Personal Transport Budgets (PTBs) for SEN Transport. I hope that you will find this new option more convenient and that it enables your child to make the most of the opportunities school provides.

We have calculated that your child, [Pupil Name], has a home-to-school distance of [A], which means that they fall into PTB Band [B]. Your PTB will therefore be [C].

The next step is for you to sign the attached Parents' Agreement, which sets out your rights and responsibilities, and also complete the attached Supplier Request Form, which will be used to process your payment. Please then send the documents back to us using the envelope provided so that it reaches us by Friday 5th April. We will then process your information and you will receive your first payment on or before Monday 13th May (which will include budgets for April and May), and on the 1st of the month thereafter.

If you have any questions in the meantime, please do not hesitate to contact the SEN team by email at xxx.xxxxxxxxxxxxxx@xxxx.xxx.xx or by phone on 0300 333 6470.