



**Hartpury University’s School and College Transport Support  
Terms and Conditions 2024-2025**

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## Introduction

We are pleased to offer state schools and colleges from our contact lists, transport support when visiting Hartpury's campus for outreach activity, such as our university subject experience days. The support covers the cost of transport to and from Hartpury's campus up to £500 per school or college from a limited fund. The funds are available on a first come first served basis and once the fund has been exhausted, no further applications will be considered that academic year.

## Section one: Eligibility

For schools and colleges to be eligible to receive the school and college transport support:

1.1 The school and college must be one of our schools or colleges we have a relationship with.

Please see the full list in the Appendix 1.

1.2 A school must be state funded.

1.3 Schools and colleges must apply for the School and College Transport Support through the online application form. Please [click here](#).

1.4 The visiting students must be in school Years 9, 10, 11, 12 or 13.

1.5 Schools and colleges can only receive one amount of School and College Transport Support per academic year. Any additional applications will not be reviewed.

1.6 The outreach activity must be confirmed by both Hartpury and the school or college, and all relevant data forms completed in advance of the transport application being completed. Please see Appendix 2 for data form information.

1.7 The School and College Transport Support form must be completed, reviewed, and accepted at least two weeks in advance of the outreach activity.

## Section two: Mode of transport

The one mode of transport will be coaches or minibuses provided by an external company. Schools and colleges will be responsible for finding a suitable coach provider to accommodate the travel for the outreach activity planned for their students.

3.1 *Coach travel:* External coach or minibus provider to offer return travel from the school/college site to Hartpury and back.

3.2 The final quote for the price of the coach should be emailed to [outreach@hartpury.ac.uk](mailto:outreach@hartpury.ac.uk) with the application.

3.2 If a school or college have their own mini-buses and they plan to use them for the visit, they will not be able to claim for the bursary.

## Section three: Bursary amount

Transport bursaries will vary up to the value of £500 and are awarded on a first come first served basis for those schools and colleges who meet the eligibility criteria. There is a limited fund for this travel bursary.

3.1 A school or college will be entitled to one transport bursary per academic year.

3.2 The limited transport fund will run from September to August in an academic year.

3.3 The amount of the bursary to be awarded to a school or college will be emailed in the approval of the application to the careers lead.

#### **Section four: Application process**

Schools and colleges will need to complete the Travel bursary application form in advance of the outreach activity.

4.1 Applications to help with funding transport costs must be made through the online form located [here](#)

4.2 Applications should be made at least three weeks in advance of the outreach activity to allow sufficient time for planning and organising of the event.

4.3 Schools and colleges will be notified if their application has been approved within five working days by a member of the outreach team at Hartpury University. This email will include the amount of the transport bursary being awarded.

#### **Section five: Invoicing and payment**

Schools and colleges will pay directly to the external bus/coach provider for their return travel to Hartpury's campus. After the completion of the outreach activity, schools and colleges will need to email their invoice to Hartpury University using [outreach@hartpury.ac.uk](mailto:outreach@hartpury.ac.uk). The amount on the invoice would have been confirmed within the approval of the application. The bursary will then be a one-off payment to the school or college from Hartpury University.

**Appendix:****1.0 List of widening participation and contact schools and colleges**

<b>Widening Participation</b> Andrew Graham	<b>Contact Schools</b> Freya Heath	<b>Contact Colleges</b> Freya Heath
All Saints' Academy	Cirencester Deer Park School	Berkshire College of Agriculture
Archway School	Cirencester Kingshill School	Bishop Burton College
Barnwood Park School	Cleeve School	Bridgend College
Cheltenham Bournside School	John Kyrle High School	Bridgewater & Taunton College
Chosen Hill School	John Masefield High School	Brooksby Melton
Churchdown School	Katharine Lady Berkeleys	Cirencester College
Dean Academy	Malmesbury School	Coleg Gwent
Dene Magna School	Monmouth Comprehensive	Coleg Sir Gar
Five Acres School	Newent Community School	Cornwall college
Forest High School	Prince Henrys High School	Exeter College
Gloucester Academy	The Castle School	Halesowen College
Henley Bank School	The Chantry	Moreton Morrell (WCG)
Holmleigh Park High School	The Chase	Moulton College
Maidenhill School	The Cotswolds School	Myerscough College
Pershore High School	Wyedean school	Reaseheath College
Pittville School		South Gloucestershire Stroud
Rednock School		Sparsholt College
Severn Vale School		Writtle College
Sir William Romney School		
St Peters RC High School		
Tewkesbury School		
The Hereford Academy		
The Crypt School		
Tudor Grange Academy		
Whitecross High School		

**2.0 Data form information**

At Hartpury University, we are constantly striving to raise aspirations and widen participation (WP) to higher education. Therefore, we need the support of schools and colleges by providing data and information where we can record our engagements for WP purposes for the HE sector.

We always ask for the register of the students in attendance for health and safety reasons.

For widening participation data, this would include information on;

- Students who receive Free School Meals (FSM)
- Ethnic diversity
- Index of Multiple Deprivation (IMD) - Measure of deprivation based on home postcode of student – most deprived area (1) to the least deprived (10).

For more information, please see our data permission webpage [here](#).