



Sorrento Primary School

Dear Parents of Bus Travellers

I am writing to you to outline the process for bus related emergencies (eg: your child gets off at the wrong stop).

Step One: Contact the school. If the school phone goes to message bank proceed to Step Two.

Step Two: Contact Portsea Passenger Service on 5986 5666. If they are unable to resolve the issue they will proceed to Step Three.

Step Three: Portsea Passenger Service will contact one of the schools emergency contacts via their mobile number. The emergency contacts are Sue Wearne, Sandra James and me. One of us will then contact you to assist with resolving the issue. Portsea Passenger Service will not be able to give out the mobile details, as these are confidential.

Please do not hesitate to contact me if you require further information in relation to these details.

Yours sincerely

A handwritten signature in cursive script that reads "M. Dallas".

Meg Dallas

Principal