**Email/Letter Text:**

**Parents/Carers S1-6**

(School Heading)

Dear Parent/Carer,

You may know that from 1st February 2022, all under 22s in Scotland are entitled to free bus travel. In order to take advantage of this, your child will need a new Junior National Entitlement Card (NEC). Your consent is needed for young people under 16 years of age. *Without completing this process, your child will not get free travel*. Over 12s also need to supply a photograph for this card. For information about the Junior NEC, please go to [www.entitlementcard.org.uk](http://www.entitlementcard.org.uk).

To apply for this card, either:

1. Apply online at [GetYourNEC.scot](https://getyournec.scot/nec/). You will need to upload proof of identity and address and to submit a photograph of your child**. This is the preferred and quickest way of applying.** *‘Tip’ – If you don’t have scanned copies of your documents, if you access getyournec.scot on a smartphone/tablet, you can take photos of your proofs during the application process.*

How to request a replacement card with free bus travel: [https://youtu.be/M7OgYZ3Fh5s](https://protect-eu.mimecast.com/s/g_miCXrGDHBVxDpfVw9Rj?domain=youtu.be)

1. Collect a printed copy of the application form from the School Office or download from the email/groupcall you have received, complete it and return it to the school. A recent digital passport style photograph is required. The school may have one on record, but, if not, a photograph may be requested. School staff will verify your identity and address from our Seemis records and submit for issue of the card.

We’ll be happy to help if you need support with completion of the form – please contact the School Office.

Yours Sincerely,

Head Teacher