

BUS SERVICE PARENT TERMS AND CONDITIONS

School Bus Bookings

- The service is limited to children in Year 1 and above.
- Parents must register/re-register pupils each term for the bus service. Bookings will be processed using an online form.
- Parents consent to their contact numbers being added to their route's WhatsApp group. This will enable parents to track the minibus and receive updates from the driver.
- The School will do its utmost to accommodate all booking requests, but in the event of a route being over-subscribed, allocation of places will be prioritised for those booking the most journeys per week (i.e. the total number for all children in a family), and then on a first-come, first-served basis.

Bookings / Cancellations

- Journeys booked but not taken are non-refundable.
- A full half term's notice is required to withdraw from the bus service or amend a regular booking where this involves a decrease in the number of journeys. Notice must be provided to the school in writing to reception@st-hughs.co.uk.
- Additional journeys may be booked, subject to availability on enquiry.

Changes to Use of the Service

- To avoid unnecessary delays, parents are asked to communicate any last-minute changes to their child's journey requirements in good time
 - if a child not taking the bus on a particular day because they plan to be away, please inform the school receptionists: 01367 870700 or reception@st-hughs.co.uk
 - If there is an unforeseen last-minute change of plan, please notify the driver using the whatsapp group.
- The School reserves the right to make alterations to routes after these have been publicised, but will provide reasonable notice of changes.
- In the event of snow, parents are asked to check the school website for information on route cancellations or school closure before leaving home.
- The school will endeavour to inform parents of any unforeseen and unavoidable changes or cancellations to the bus service at the earliest possible opportunity. Communications will be made using the route WhatsApp.

Use of the Service

- Pupils must only travel on the route for which they are booked.
- Pupils must abide by the School's Behaviour for Learning Policy when using the bus service and parents are asked to remind their children of the expectations and consequences.
- Parents understand that at morning pick-up, the bus driver will not be able to delay departure for any pupils arriving late.
- Parents understand that failure to be present to collect their child promptly at afternoon drop-off will impact on other parents at subsequent stops. Children whose parents are not at the bus stop at drop-off will be returned to school. Repeated missed pick-ups may result in your child's place on the bus service being withdrawn.

Charges

- Charges may be adjusted according to the route and the specific bus stop on the route. Parents will be informed of any changes to routes and charges at the start of each term and information will be posted on the School's website.
- Termly use of the service is billed in advance by the school, based on journeys requested on the booking form. Additional journeys taken will be billed retrospectively.

Contact Details

If you have an urgent query about your child's bus route whilst it is running, please contact School Reception on 01367 870700 or reception@st-hughs.co.uk

Lost Property

Any items left on a school bus will be stored in lost property.

Student Code of Conduct

We expect our pupils to behave well on school transport. Everyone has the right to travel in comfort and safety, and the following guidelines set out what is expected:

Pupils must:

- Be ready to board at the allotted time. If late, the bus will be unable to wait.
- Travel on their designated bus only.
- Be always polite and respectful to the driver and all other passengers.
- Follow any instruction from the driver without question – this is for their safety and the safety of others.
- Stay in their seats with seat belts fastened.
- Keep noise to an acceptable level.
- Look after their belongings and keep them in a safe place where they do not present a hazard to others.
- Report any poor or inappropriate behaviour to the driver and/or the school office.

Pupils must not:

- Distract the driver, except in an emergency.
- Leave any items on the bus including any litter.
- Ask to be dropped off anywhere other than their agreed stop.
- Use bad language - this will not be tolerated.
- Cause damage to the vehicle: parents will be expected to pay for any intentional damage.
- Consume food and drink whilst on the minibus.

If a pupil's behaviour gives rise to continued concern, they will be unable to use the bus service.

17:30 departures:

Pupils taking a 17:30 bus from school must remain on the school site between the end of lessons and the bus departure time. They must go to a supervised club or to late-stay.