



# ST PETER'S

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## PREPARATORY SCHOOL

### School Transport Policy

Reviewed 26 November 2024

by Mrs Emma Morrison

(Transport Manager)

Approved by Head: *Charlotte P. Jones*

Date: 4th December 2024

*This policy refers to the transportation of school pupils on the St Peter's Bus Service to and from school on school buses.*

- St Peter's School will transport Reception-age pupils and above on the school bus. Nursery children will only be transported in exceptional circumstances, as arranged on a case by case basis.
- Where i-size rear facing car seats are required for transportation, this will be supplied by the parent and should meet the safety requirements for the child's height and weight; it will be utilised with the consent of St Peter's School, and stored at school at the parent's risk.
- All pre-prep children (Y2 and below) are to be transported (both for trips as well as pick-up/drop-off) using booster seats unless specifically asked **not** to by parents.
- All School Bus Drivers have current DBS Checks and are fully trained with the School's policies and protocols for Safeguarding.
- The School Bus must arrive and leave the designated pick up location at the agreed time, and is not able to wait for a pupil to arrive in the mornings.
- The School Bus will arrive and leave the designated drop off location at the specified time for a parent/guardian to collect their child from the school bus in the afternoon.
- If a parent/guardian is not home or at the bus stop to receive the child, the school bus driver will alert the school that there is no one home, and then will continue to the next stop until the route is completed.
- The school will make every effort to contact the parent/guardian and the child will be returned to the school where they can be looked after. For an additional charge they can be given Boarders Tea before being collected from school.
- Under no circumstances is a school bus driver allowed to leave the vehicle unattended to escort a child to their door.
- Children in Year 7 or Year 8 only will be allowed to be left at home or dropped at a bus stop if a parent / guardian is not there to receive them. The parent must give us written permission for this to happen.
- Under no circumstances will a school bus driver leave a child below Year 7 at home or at a bus stop if the parent/guardian is not there to receive them.
- Non-emergency communication regarding new transport requirements/arrangements will be made directly with the Transport Manager through the School Office with at least 24

hours notice and must not be made with the school bus driver via text message or mobile phone calls.

- The school reserves the right to cancel the service due to inclement weather which might make the journey dangerous to both staff and pupils eg. heavy snow and ice. In the event of the Met Office issuing a Red or Amber weather warning, all bus runs will be cancelled. In the event of the Met Office issuing a **Yellow** weather warning, SLT will make a decision (based on content and location of weather warning) on bus runs in collaboration with the Transport Manager and Drivers. Parents will be contacted in all circumstances as soon as possible. We will always communicate with bus users in the event of any weather warning affecting our geography.

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## St Peter's School Transport Code of Conduct 2024-25

In signing up to use the School Bus Service you are accepting St. Peter's School Transport Code of Conduct

- I will ensure that my child is ready for the school bus prior to the time allocated and if applicable my child will be waiting outside and ready to board as soon as the school bus arrives.
- I will ensure that my child uses the bus on the journeys agreed and immediately inform the School of any alterations. Any changes made within 24 hours of travel will be charged.
- Any required changes to the service must be agreed in advance by the school.
- Changes to the journey must NOT be made with the bus driver, but through the transport manager via the school office, with 24 hours notice, wherever possible.
- Any change should be for exceptional reasons as routes are pre-planned and programmed for each day at each time.
- Wherever possible, I will inform the transport manager via the school office if my child is not travelling on any of the days specified e.g. through illness or appointments, etc.
- I will ensure my child understands how to behave on and around vehicles.
- I understand that mobile phones are not allowed on school buses, and that in line with other school policies - if my child needs to travel with a phone that is given to the driver on boarding the bus and returned at the point of disembarking.
- I will ensure my child understands the importance of wearing a seat belt while on the school bus.
- Upon the school receiving written authorisation from parents, pupils in Y7 and above may be dropped off at designated points, unaccompanied. This exception does not apply if a younger sibling is also present, in which case, the pupils must be met by a responsible adult.
- I will meet my child at the designated stop.
- I understand that the school bus driver will not escort my child from the school bus to the door. I understand that the privilege of using St. Peter's Transport may be taken away from my child if any of the terms and conditions are broken.

Child name:.....

Parent/Guardian signature: .....

Date: .....