



Home to School Bus Procedures for Parents/Guardians and Pupils

The following Home to School Bus Procedures have been written to ensure that the Westonbirt transport service is punctual and safe. Parents making use of this service are requested to comply with these procedures and use of the service is subject to their acceptance.

Children under 6 years of age may only travel on the minibus if accompanied by an older sibling and the school reserves the right to manage to total number of nursery age children on a bus.

Communications

Routine communications relating to the bus service should be addressed to the Transport Manager, Clair Wilkinson via transport@westonbirtschool.uk (07919 235 410) so the office can ensure that the service runs smoothly. Short notice changes can sometimes impact other pupils using the service, so urgent information should be communicated to the school office ideally before 3pm. Parents should not give messages to the driver directly or ask their child to 'pass on' requests to the school office. If the school hasn't received direct communication from a parent, it will attempt to contact them to confirm arrangements. If the school is unable to make contact however, it will assume that the instruction previously received remains current.

The only exception to this would be if a pupil were to become ill during the night. In these circumstances, it is requested that parents text the driver on their school mobile before 7am to advise them not to collect their child. The school would also request that an email be sent to Miss Wilkinson and the School Office (Senior: office@westonbirtschool.uk; Prep: prep@westonbirtschool.uk) as official communication regarding your child's absence.

There are occasions when it is necessary for parents to come into school for meetings, parents' meetings, performances, or to collect their child for medical appointments. If this is the case, it is your responsibility to inform the office prior to 3pm on the day, so that the drivers can be made aware of the changes required to their routes.

Termly – towards the end of term parents are asked to complete an Online Form to advise the school of the bus journeys required for their child for the following term. We ask that this form is completed even if the requirements remain the same as the previous term in order to avoid any assumptions being made. Each school holiday, the Transport department plan the morning and evening routes for the next term, taking account of any changes to current arrangements, pupils that have left, and new pupils starting with the school. Before the start of term, you will receive an email advising you of relevant information pertinent to your child.



Collection and drop off procedures

If your child is using the school bus to travel to school in the morning, you will be given a collection time by the Transport Manager along with the name of the driver and their school mobile phone number. Children should be ready five minutes before the prescribed time and parents are required to walk their child to the vehicle, as drivers are not permitted to leave pupils on the bus unattended. At the allocated arrival time, please look out for the school bus; the driver will wait for three minutes, but cannot hold up the bus route for any child that is not ready. After the three minutes have elapsed, the driver will proceed to the next pick up and you will need to bring your child into school yourself. Out of respect for local residents, drivers are not permitted to beep the horn to alert parents on their arrival.

At the end of the school day, the bus will leave school at 17:40. On arrival at the allocated drop off location, unless consent has been given for an unaccompanied drop-off, the bus drivers will hand children over to the responsible adult previously nominated by the parents. Therefore, it is very important for a responsible adult to be present at the drop off location at the correct time.

If you are happy for your child to be dropped at the allocated location without a responsible adult present, and to walk to the school bus pick-up location in the morning, we will need permission in writing via transport@westonbirtschool.uk

Etiquette

If you have a question regarding the transport service please contact the Transport Manager in the first instance, please do not liaise with the driver.

The driver will ensure that your child is safely secured in a seat on the bus and that their belongings are safely stored for the onward journey. Please do not get onto the bus yourself.

Children are not permitted to eat on the bus so please ensure that your child has had their breakfast before they leave the house!

Your child is expected to remain securely seated and behave appropriately whilst travelling on the school bus; bad behaviour is a distraction for the driver and puts pupil safety at risk and will not be tolerated. If there is an instance of unacceptable behaviour on the bus the driver will complete an incident form which will be handed to your child's tutor who will address the issue with your child and a more senior member of staff if appropriate. If your child is found to be repeatedly disruptive she/he will no longer be able to make use of the school bus service.



Evening route passenger lists vary from day to day. This, combined with unpredictable traffic, means that we cannot guarantee exactly when your child will arrive home. Please do not attempt to contact the driver if your child is later home than you expect, unless it is after the school office closes at 6.00pm. The driver will not answer their phone whilst driving so you may not get an instant reply. They will check their phones when they are stationary at the next drop-off and get back to you. You will be advised by the school office if we are aware of any delays.

