



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 the total number of nursery age children on a bus.

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 two minutes, but cannot hold up the bus route for any child that is not ready. After the two minutes have elapsed, the driver will proceed to the next pick up and you will need to bring your child in to school yourself. Out of respect for local residents, drivers are not permitted to beep the horn to alert parents of their arrival.

At the end of the school day, the bus leaves school at 17:40.

If you would prefer your child not to leave the school bus unaccompanied at the elected drop-off, please inform us via transport@westonbirtschool.uk. You will then need to ensure you, or a nominated adult, are present at the bus stop at the correct time.

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 driver and the school office ideally before 3pm. 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.



If a pupil is ill during the night/in the morning, it is requested that parents message 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 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' evenings, performances, or to collect your 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.

Yearly – during the spring term, parents are asked to complete an Online Form to advise the school of the bus journeys required for their child for the following school year. We ask that this form is completed even if the requirements remain the same as the previous year, to avoid any assumptions being made.

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.



Westonbirt School Bus – Code of Conduct

Westonbirt School expects pupils to display the same high standards of behaviour outside of the premises that it has come to expect inside school. When pupils are using minibuses and coaches, the school is keen to ensure that pupils can relax, while remaining positive ambassadors for the school.

Parents are expected to instruct their child as to how to behave on the bus and to respect the driver and any rules. Pupils must be aware that the driver is in charge and they should always listen to the driver's instructions.

1. The driver's instructions will be followed at all times.
2. Pupils will respect others and their property.
3. Equipment, signs and the bus itself will not be tampered with.

Whilst boarding the bus, pupils will:

- Find their seat quickly without pushing other pupils;
- Keep the aisles clear and stow bags safely (with help from the driver);

5. Whilst on the bus, pupils will:

- Sit in their individual seats with their seatbelts fastened;
- Remain seated with their seatbelts fastened at all times until asked to alight the bus by the driver.

6. Whilst on the bus, pupils will not:

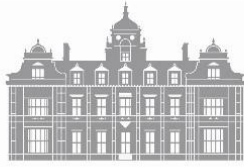
- Change seats during the journey;
- Block the aisles or seats with personal objects;
- Eat;
- Distract the driver;
- Place their feet on the seats or backs of seats;
- Put their arms or heads out of the windows;
- Bully or fight;
- Use inappropriate or abusive language towards each other or the driver;
- Vandalize or litter;
- Throw objects.

7. Pupils will only board or leave the bus as advised by the driver.

8. When leaving the bus, pupils will:

- Wait for the bus to come to a complete halt before removing their seatbelt;
- Ensure they have all their belongings with them;
- Disembark the bus in an orderly manner.
- Wait for the bus to pull away and ensure they have a clear view, before crossing the road. Do not cross in front of or behind the bus.

9. In the case of an emergency, pupils will wait in the area as indicated by the driver, ensuring they do not interfere with any emergency equipment



WESTONBIRT
— SCHOOLS —

