

BRADBURY SCHOOL PTA LIMITED

BUS SERVICE

RULES AND CONDITIONS

In the interest of safety and efficiency parents and children are asked to comply with the following rules. Please read and discuss the rules with your child(ren):

Expectations for student behaviour on the school bus

Students must:

- remain seated, with seatbelts fastened, throughout the journey
- wait until the bus comes to a complete stop before alighting
- be courteous and respectful to drivers, bus escorts and fellow students
- not to eat or drink on the bus
- board their bus immediately after school and remain on the bus
- not shout and yell

The following behaviour will not be tolerated:

- use of bad language or obscene gestures
- fighting or bullying.

Safety rules for parents and carers

- An adult must accompany students in Y1, Y2 and Y3 to the bus stop in the morning and an adult must meet them in the afternoon at the bus stop. In the unusual event of Y1-Y3 child not being met at the bus stop, the Bus Escort will keep the child(ren) on the bus to the end of the route and inform the PTA Administrator so that arrangements can be made for the collection of the child(ren).
- Parents of students using the Bus Service are responsible for the safety and conduct of their child(ren) whilst waiting for buses and after alighting from buses.

Enforcement of bus rules

1. There will be two warnings given to students who do not follow the *expectations for student behaviour*. Incidents will be reported to the school's Senior Leadership Team.
2. If a third incident occurs, the school's Senior Leadership Team will be involved and the student will be suspended from using the school bus service for two days.
3. A student may be suspended from using the bus service immediately after an incident, without following the above steps, if the behavior is of a severe nature. The length of suspension will be determined by a member of the school's Senior Leadership Team.
4. The PTA reserves the right of the bus escorts to allocate a specific seat to a student if the behaviour of the student merits this.

5. Y1-Y3 Walkers

- a) If your child will not be going home on the bus remember to write a **WALKERS NOTE IN THE SCHOOL DIARY** for your child to give to his/her teacher. **Please ensure you date this note.**
- b) If your plans change during the school day and you come to school to collect your child instead of them going home on the bus, please telephone the school's front office and also inform the bus escort when you collect your child.
- c) Repeated non-compliance with the above procedures will result in a suspension from the bus service, with refund at the discretion of the PTA.

6. **Bus swapping is not allowed**

Since we have more than 630 children using our bus service it is impossible to ensure children are on the correct buses if they swap routes for social events. Students in Y4, Y5 and Y6 are generally permitted to get on or off their normal bus at different stops, with the permission of the bus escort. Students in Y1, Y2 and Y3 and the Learning Support Centre are not permitted to get on or off their normal bus at different stops, without a written note to the Class Teacher/bus escort.

7. **Student belongings**

Please note that students are responsible for their own belongings at all times.

Bus Fee

1. Bus fees are to be paid **yearly in advance**, but payment by postdated cheques for the Winter and Spring Terms will be accepted. Please see **bus application instructions** for detail.
2. No reduction of bus fees is offered for partial use of the service.
3. In the event of a child leaving the school, or ceasing to use the Bus Service, parents may apply in writing for a refund in respect of full calendar months for which the Bus Service is not required.
4. If parents fail to pay the bus fees, the PTA shall reserve the right to terminate service without notice.

Home address/telephone number change

Please notify the PTA Administrator if you are moving to a new address and need to change buses, so that a seat on the new bus can be allocated, if available. Also please advise if you will no longer be using the bus service for any reason.

The Parent Teacher Association reserves the right to alter and amend these terms and conditions as required to meet circumstances.