

# SAINT NICHOLAS SCHOOL

Hobbs Cross Road  
Old Harlow  
Essex CM17 0NJ  
01279 429910



Headmaster: Mr T Ayres BA(Hons) PGCE

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Dear Parents

School Minibus

## Bus charges for the Summer Term 2024

The cost for the bus is **£8 per pupil per day** (including homework club). This amount will be added to your autumn term invoice.

As our buses are now full, we **can only accept full-time places** except for the Chelmsford bus where part-time applications will be considered.

To enable pupils to participate in clubs and fixtures after school the bus will leave school at 17.10. If pupils are not participating in a club or fixture, they may attend homework club **free of charge**. Please note that on the last day of term when school finishes around lunchtime the bus will leave at that designated time. If a pupil must arrive at school earlier than the normal starting time or must be collected later for any reason parents will be responsible for their child's transport.

A full term's fare will be due prior to your child travelling on the bus. A complete half term's notice is required if you no longer wish your child to travel on the school bus.

## Supervision

The bus will be run for pupils aged 7+.

A member of staff will be on duty to supervise pupils during the arrival and departure of the school bus at school. Parents/guardians are responsible for transporting their children to and from designated bus stops and for their safety at the bus stop while waiting for the bus. The bus will not be able to wait for latecomers in the morning or for parents who arrive late to pick up their child from the bus stop in the evening.

If you would like to confirm a place on our school bus, please read the attached Code of Conduct and complete the following Form by the **5<sup>th</sup> April 2024**. ([Press CTRL and click on link](#))

<https://forms.office.com/e/kuaYYA3uVN>

If you have any queries about the school buses, please do not hesitate in contacting me.

Yours sincerely

**Mrs Y Mardel**

Bursar

Mobile (07966094854)

## **School Bus Code of Conduct**

### **Conditions of Bus Travel – Safety Requirements**

**To ensure safe travel on school buses, parents are required to read and discuss with their child the following conditions and sign and return one copy of the form:**

- Stay in your seat at all times until the bus has come to a complete standstill
- Wear your seat belt at all times
- No improper use of any electrical devices
- Make sure you and your belongings are inside the bus at all times
- Do not throw anything from a bus window or have anything hanging out of a window
- Place bags and other belongings in the allocated storage areas
- Get on and off the bus quietly and in an orderly manner
- Do not distract the driver with screaming, shouting or unruly behaviour
- When you get off the bus only cross the road when the bus has left and it is safe to do so – never cross the road in front of the bus.

**To ensure passengers are considerate to one another and their bus driver, they must agree to:**

- In the morning, arrive at the bus-stop at least 3 minutes prior to advertised departure time – the bus will not wait
- Do not eat or drink while on the school bus
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people
- Listen to the bus driver. They are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism.

**Non-compliance with any of the above conditions may result in the following:**

- The driver will stop the bus
- The offender's name and full details of the breach will be recorded
- The offender will be carried to school or to their normal drop-off
- The breach will be reported to the Headmaster
- The Headmaster will take disciplinary measures in accordance with the guidelines below.

**Following the report of a relevant incident, the Headmaster who may take the disciplinary action below:**

- First offence – verbal warning to pupil
- Second offence – written warning to parent/guardian
- Third offence – one week suspension of pupil from school bus travel
- Fourth offence – the pupil will not be allowed to travel on the school bus for the remainder of the year
- Multiple offences or a serious offence that endangers other pupils, bus staff or property may result in internal or external exclusion.

### **Responsibilities of Parents/Guardians**

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and for their child's safety at the bus stop while waiting for the bus
- Parents/guardians must ensure prompt arrival at the bus stop in the morning and evening. Delays will impact on other pupils
- It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus, to prevent accidents
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions
- I agree to pay the costs of repairs or damage to the bus, caused by the vandalism or deliberate act of my child.