



Cundall Manor School

# School Bus Behaviour Policy

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Reviewed	August 2023
Next Review	August 2024

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Deputy Head Pastoral	Clare Stovin
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# School Bus Behaviour Policy

## Parent Rules

Notice to change arrangements must be made in writing to the School Office at least half a term in advance. Failure to do so will incur transport fees in lieu of notice.

Pupils may only board and alight at the bus stops allocated.

If changes are made to the timings or stop, parents will be notified in advance.

Pupils must arrive at their pick up point 5 minutes **before** the departure time.

Parents are reminded that drivers will only collect and drop off at the designated stops.

Pupils remain the responsibility of the parent/guardian until they are placed on the bus.

Parents should provide school with an appropriate child booster seat for pupils from Reception up to their 12<sup>th</sup> birthday, who are under 1.35m in height.

The parent/guardian is responsible for meeting the pupil off the bus. When the bus driver sees the adult who is responsible for meeting the pupil off the bus they are then allowed to let the child off the bus.

Bus drivers cannot wait for parents who are late. If there is no parent/guardian at the bus stop, the bus driver must telephone the parents saying the pupil is being taken back to school.

## Pupil Rules

Pupils must sit in their designated seats with their seatbelts on throughout the journey.

Gangways and emergency exits must be kept clear at all times.

Noise should be kept to a minimum and nothing done to distract the driver.

Food and drink should NOT be consumed on the bus.

Pupils travelling by school bus are representing the school and as such are expected to behave in an exemplary fashion. Any behaviour which falls short, will be dealt with in accordance with our school's behaviour policy and could result in suspension or exclusion from travelling on the school bus.

If parents have any questions or concerns regarding the school buses, they should contact the School Office or email [bus@cundallmanor.org.uk](mailto:bus@cundallmanor.org.uk)

Please confirm your consent to this policy on the Management Information System to confirm agreement to the above guidelines and rules