

## Code of conduct

**The school minibus will operate both a pick up and drop of service which has a designated route, times and stops.**

### **We ask parents to:**

- Always remember that it is your responsibility to ensure your child is at the pickup point agreed.
- Always remember that if your child is late for the vehicle, it will not wait. If you miss the vehicle, for whatever reason, it is your responsibility to ensure your child's attendance at school.
- Please impress upon your child the need to wear the seatbelt provided. If pupils refuse to wear a seatbelt or consistently unfasten seatbelts, the provision of transport may be withdrawn.
- Please note that any persistent misbehaviour on the vehicle may result in your child being excluded from home to school transport.
- Should you observe anything (with regard to the vehicle or the driver) that you are unhappy about please report to the school, contact on 01484 710235.
- The school requires payment of £3 per day, payment can be made through the schools parentmail service and payment in instalments is acceptable, however, If payments fall in arrears this will result in the provision being withdrawn.
- Payment is still required even if your child is absent or late, considerations will be made for long term absence.
- If in the event that your child deliberately damages the minibus, parents will be liable for the cost of repair.
- Students must remember their ID pass for every journey, lost passes can be replaced with a charge via parentmail.

### **We would ask our students to:**

- Not approach the vehicle until it has stopped.

- Always have your ID pass to present to the bus driver when getting on the bus
- Always wear your seatbelt.
- When the vehicle is moving, stay in your seat at all times.
- Do not eat or drink in the vehicle. Do not leave any litter on the vehicle.
- Do not distract the driver at any time.
- Always set a good example to younger children on the vehicle.
- Never push children on or off a vehicle.
- Always do as you are told by the supervising adult on the vehicle.
- When getting on or off the vehicle, always make sure any loose clothing or bags are well away from the doors.
- Remember to take all belongings with you when you leave the vehicle.
- Do not cross the road immediately behind or in front of the vehicle.
- Always remember that persistent misbehaviour or bullying either at the pickup point or on the vehicle may result in you being excluded from home to school transport.