



*A holy place of safety to  
love, learn and grow*

## **St Robert's Catholic Primary School Bus Policy**

The school bus provides daily transport to and from St Robert's Catholic Primary School Harrogate for primary aged children attending St Robert's and living within the school catchment area. This service is organised and run by parents/carers of children attending St Robert's Catholic Primary School, Harrogate.

The service is currently operated by York Pullman Coaches under contact.

The School Bus Parent Organiser is Mrs Barbara Dowling.

All eligible children must be registered with the parent organiser of St Robert's School Bus. Only registered school children are permitted to travel. Parents/Carers must register children with the School Bus Parent Organiser and also inform the school in writing or by telephone.

The service currently provides the following pick up / drop off times:

### **Morning**

Ashville College – departs 8.10am

Rossett Acre – 8.15am

So Bar Otley Road – 8.17am

St Marks Church Leeds Road – 8.20am

Sainsburys Leeds Road – 8.22am

St John Fisher, Hookstone Drive – 8.30am

Woodlands Corner – 8.35am

St Robert's Catholic Primary School – arrives: 08.45am

### **Afternoon:**

St Robert's Catholic Primary School – departs 3.30pm

Woodlands Corner – 3.40pm

St John Fisher, Hookstone Drive – 3.45pm

Hornbeam Park – 3.47pm

Leeds Road – 3.50pm

So Bar Otley Road – 3.55pm

Ashville College – 4.00pm



Other stops on this route eg Wetherby Road, can be arranged when required.

### **Morning School Bus Procedure**

The Driver and parents will ensure that all children are wearing seats belt before departure from each stop.

Upon arrival at the school, children walk round to the school playground and are supervised in the school playground by a member of staff from 8.50am. After this time the back doors are open and the children enter school to go straight to class.

A register of children travelling home on the bus each day is prepared weekly by the parent co-ordinator. Parents/Carers only must advise the School Bus Parent Organiser and also the school in writing, in person or by telephone if there are any changes in arrangements for using the school bus. (Please note that children themselves will not be allowed to advise school of any changes to arrangements in bus use).

### **Afternoon Bus Procedure:**

Children gather in the school library promptly at the end of the day. A nominated member of school staff supervises children boarding the bus, checks the children travelling against the Bus Register and ensures all seat belts are secure.

Any changes to travel arrangements received by the School Office during the school day by telephone or email will be informed to the class teacher and an amendment made to the Bus Register.

### **Changes to Bus Service:**

**Bad weather** - changes & cancellation of School bus service (Eg snow) will be advised by the Parent Organiser.

### **Emergency Procedures**

Should an emergency occur during the bus journey (breakdown/accident/child unwell) the Driver follows company emergency procedures.

### **Medical Emergencies during the School Day**

If a child becomes unwell during the course of the school day and the school is unable to contact the child's parents/emergency contact, the child will not travel on the school bus and will remain at school under supervision. A message will be sent with the Bus Driver to the waiting collecting Adult requesting them to come to the school to collect the child.



### **Parental responsibility and pupil safety**

Parents are responsible for the safety of their children whilst they wait at the collection points and immediately prior to boarding school transport vehicles each morning.

### **Bus driver responsibility**

The driver's primary job is to operate the bus safely. All pupils are required to respect and obey the driver's instructions at all times. The driver has sole responsibility of all the pupils in the bus during the journey.

### **Pupil responsibility**

Pupils should understand and adhere to the bus rules

Children's behaviour should be in line with the expected school behaviour code/policy.

Persistent misbehaviour may result in children not being allowed to use the school bus service.

*Any changes to the school bus policy will be made in consultation with other parents/carers.*

*This policy will be reviewed annually*

## **Further Information**

The running of the school bus is generally very smooth and there are rarely any problems. However from time to time there may be delays due to traffic accidents and roadworks, or a parents schedule can change at short notice. The following information advises the correct action to take.

### What happens if the bus is late?

The driver will have reported in by 8am if they expect to be more than 5 minutes late. Barbara will endeavour to contact all parents by phone call or text message. Please always have your mobile phone with you, and ring Barbara on 07973 831456 for progress reports if necessary. In the event of the bus running more than 10 minutes late, you may be advised to take your child to school yourself (if this is possible) and would be entitled to a refund for that journey. However this very rarely happens, and the driver will always visit every bus stop, however late.

### What happens if plans change?

Morning - if you decide to take your child into school yourself, the best people to inform are other parents at your bus stop. They can then make sure the driver knows you are not expected. Otherwise please text Barbara between 7.30am and 8am.

Afternoon – Ahead of the journey day – please inform Barbara or school by text, phone call or email if you are not using your seat on the bus – the daily register on the bus can then be



amended. The registers for the week ahead are prepared by Sunday evening, so it is best if any amendments for the following week are received by then. If your child is going to after school club, tea with friends etc, please try and provide this information to make it easier for school to account for your child.

On the journey day – please inform the school office by telephone, email or in person if your child will not be travelling on the bus. You must do this, as when the register is checked the school staff will think your child has gone missing, and the bus will be delayed leaving school while they contact you. **A child is not allowed to remove themselves from the register, it must be done by their parents.** The school bus does not leave until every child expected to be travelling is accounted for. For safeguarding purposes this policy is very strict, and there are no exceptions.

When emailing the school office please send your message to **both addresses** [admin@st-roberts.n-yorks.sch.uk](mailto:admin@st-roberts.n-yorks.sch.uk) and [office@st-roberts.n-yorks.sch.uk](mailto:office@st-roberts.n-yorks.sch.uk).

Changes to bus stops – you are welcome to change the stop your child disembarks at if they are meeting friends, siblings etc. However this must be done by a parent ahead of the journey, so the driver can be informed of any changes. Children themselves are not allowed to change their own journeys, and mobile phone numbers of those who are meeting must be provided.

#### What happens if I am running late?

Morning - The timescales involved in getting the bus to school on time are very tight, and unfortunately the bus cannot be held for latecomers. If you are in traffic very close to your stop, please contact a parent who is already there to let them know.

Afternoon – the driver will not leave any child unattended unless specifically told to do so by their parents. In the event of an emergency your child will be kept on the bus and the driver will contact Barbara. You will then be expected to collect your child as the bus terminates at Ashville College. If you are happy for another parent at your stop to wait with your child if you are late, please inform Barbara of your arrangement and make sure you have your mobile phone with you at all times. We also need to be informed if you are happy for your older child to leave the bus unattended.

#### Getting on the bus from school in the afternoon

All children are to go to the school library promptly at the end of the school day, where the bus register is taken. The children are then escorted by a member of staff from the main school doors onto the bus, where a further headcount is done and seatbelts are checked. The bus does not leave until school is happy every child is correct.

#### Extra journeys

You are welcome to utilise the bus for additional journeys if there are available seats. Please contact Barbara by text or email ahead of the journey day – she will make sure your child is on the register and advise with regards to additional payment. Occasionally siblings and



parents of St Roberts children may use the bus to travel with them, for example, to get to school for a morning assembly, or to go home with them after school events. This is fine but must be agreed and paid for in advance.

#### Changes to the school times and days

The bus accommodates all changes in the school calendar, eg teacher training days, bank holidays.

#### Behaviour

All children are expected to behave in an exemplary manner at all times, showing courtesy and respect to other children and all adults involved in running the bus. They must always wear their seat belts, be aware of their stop and be ready to leave the bus promptly with all their belongings. No food or drink is to be consumed on the bus, and nothing should be done to distract the driver. Any incidents are always referred to the Head Teacher.

THANK YOU FOR SUPPORTING OUR SCHOOL BUS

