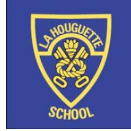


La Houquette School

School Bus Policy



1. Aim

Equity, safety and inclusivity: *Ensuring that the protective measures in place to safeguard and keep learners safe are of the highest standard in all settings (Education Strategy)*

This policy aims to provide clear guidance on the expectations and procedures around use of school transport. The expectations included in this document have been agreed amongst primary schools to ensure a consistent approach.

2. Introduction

At La Houquette School, we aim to promote safe and courteous travel on school transport (buses and taxis) at all times and encourage our parents and carers to support us in doing so.

Whether using school transport to travel to and from school or during school hours for school trips, children are expected to follow our La Houquette School Values, which are:

- **We show respect**
- **We are kind**
- **We are honest**
- **We try to do our best**
- **We are proud of who we are**

Our La Houquette values underpin all that we do. They can help pupils understand right from wrong and they can also help to shape the mind-sets and behaviour of future adults.

3. Travelling to and from school

La Houquette has a number of buses to help children get to/from school - routes can be seen as Appendix 2 to this policy.

It should be understood that the service provided depends on the resources available and in some circumstances it might not be possible to accommodate all children whose parents/carers might want them to use the bus.

3.1 Requesting to use the school bus

For regular bus use

Parents/carers who wish for their child/ren to use the school bus service on a regular basis should complete the application/consent form at Appendix 1.

If the schedule of days/times requested on the form changes (for example, if a child needs to travel on the bus on an extra occasion, or does not need to use the bus at a time when they normally would), parents/carers need to let the school office know as early as possible, so that

children can be told and arrangements adjusted, etc. If this does not happen or only happens at short notice it cannot be guaranteed that the changes will be able to be accommodated (for example, children may not be able to travel on the school bus service that day / time.)

For 'one off' or occasional school bus use

If a child does not usually use the school bus service but their parent/carer would like them to use it on a particular day or on an occasional basis, the parent/carer should contact the school office as far in advance as possible. If not enough notice is received, it might not be possible to make arrangements to allow the child to travel.

3.2 Procedures at the start of the school day

Children travelling to school using the school bus service should wait at a bus stop along the relevant route. It is the responsibility of the parents/carers to ensure their child/ren are at the bus stop for the scheduled pick-up time.

3.3 Procedures at the end of the school day

Transportation by school bus involves school staff placing children onto the bus safely and the driver transporting the children along the bus stops on the route.

Infant children will meet in the foyer at the end of the day, where a teacher will take the register and escort them onto the bus. Junior children meet in the hall where they will be registered and taken to the buses.

Parents/carers should make sure that their child knows where to get off the bus. **Once a child has got off the bus, it is the responsibility of their parents/carers to ensure they arrive home safely.** It is the expectation that children who have limited understanding and ability to deal with road or other safety situations will be met at the bus stop by parents/carers (or other responsible adult that they have arranged.) This is likely to be the case for young children, but the expectation extends to any child who might find it difficult to reach home safely on their own.

4. Travelling for school trips during the day

Staff will complete risk assessments for trips. In particular:

- Staff will ensure that all children have boarded the bus safely and are sitting appropriately with seat belts secured, where fitted, before the bus begins its journey
- Staff will ensure that children are positioned appropriately and distributed evenly between buses if there is more than one
- Staff will ensure there are enough adults to supervise the children
- Staff will ensure children have any possessions needed with them

5. Conduct expectations

All children who use school transport, whether to get to/from school or for a school trip, are expected to act as follows. These expectations have been agreed with the bus providers.

Children are expected to:	Children are not expected to:
<ul style="list-style-type: none"> ▪ Follow La Houquette School Values:- <ul style="list-style-type: none"> ▪ show respect ▪ be kind ▪ are honest ▪ try to do our best ▪ proud of who we are ▪ Sit/line up quietly during the checking of the school bus register at the end of the day ▪ Walk sensibly [under staff guidance] to the bus / buses ▪ Board the bus sensibly ▪ Sit properly on a seat ▪ Wear the seat belt properly adjusted and fastened, where fitted ▪ Speak quietly and not create unnecessary noise that may distract the driver ▪ Remain seated at all times until the bus has stopped, when they leave the bus ▪ Leave the bus in a safe and courteous manner 	<ul style="list-style-type: none"> ▪ Be rude or unkind-swearing will NOT be tolerated and result in being removed from the bus for a specified time ▪ Unbuckle the seat belt, where fitted or move around on the bus while it is in motion ▪ Place feet on the seats ▪ Fight, shout or use offensive language. ▪ Consume food or drink ▪ Leave rubbish on the bus ▪ Play audible music or use mobile phones in a manner that is disturbing to the driver or other passengers ▪ Distract the driver except in an emergency ▪ Cause damage to the bus itself e.g. graffiti, spillages, seat or window damage ▪ Smoke or vape ▪ Act in any way that is a danger to themselves or others

The bus providers will liaise with schools about children whose behaviour is a cause for concern. Some of the bus providers have begun to use CCTV on their journeys, with appropriate signage where this is in use. This may be used where conduct expectations have been (or are suspected to have been) contravened.

Parents/carers will be informed if their child does not meet these expectations on school transport. Possible consequences will be in line with La Houquette Primary School's Behaviour and Conduct Policy (which can be found on the school website). Where appropriate, and in partnership with parents/carers, it may be required that alternative arrangements be made for a child to get to and from school for a set period of time. (School will share relevant detail with

bus providers in such situations.)

6. Feedback

If parents/carers have any comments or concerns about school transport provided, they should contact the bus provider and / or school (as appropriate) as soon as possible, rather than raise them with the driver.



Appendix 1 - School Bus Application Form and Parent/Carer Consent

Please complete this form if you would like your child to use school transport on a regular basis. Please ensure that you have read the School Bus policy.

[If you only want your child to catch the bus as a 'one off' or 'occasionally', please contact the school office, giving as much notice as possible, instead of completing this form.]

I/we request and give permission for our child (name)in Year to use the school bus service on the days and times indicated below:

Route	Before School	(Tick)	After School	(Tick)
..... (See Appendix 2 for routes)	Monday		Monday	
	Tuesday		Tuesday	
	Wednesday		Wednesday	
	Thursday		Thursday	
	Friday		Friday	

[Please insert the route number, and tick the appropriate boxes to show days/times]

By signing below you confirm that you have read and accept the School Bus policy, including that:

- Transport depends on the resources available. In some circumstances it might not be possible to grant all requests to use the bus
- Parents/carers need to give the school office as much notice as possible of any changes to the schedule requested in the table above
- There are clear conduct expectations. If these are not met there is potential for bus transport to be withdrawn for a period of time
- Parents/carers are responsible for the safety of their child once they have got off the bus. It is the expectation that children who have limited understanding of and ability to deal with road or other safety situations will be met at the bus stop by parents/carers (or other responsible adult that they have arranged.) This is likely to be the case for young children, but the expectation extends to any child who might find it difficult to reach home safely on their own.

Signed

Name (Print):

Relationship to child Date:

Please return this form to the school office as soon as you have made the decision to request transport
"We process your personal data in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. If you would like further information about how and why we process your data, please see our Fair Processing Notice by visiting our website <https://lahouquetteschool.com/>. If you do not have access to a computer, please contact us on 01481 226020 for a hard copy of

Appendix 2-La Houquette Primary School Bus Routes

A.M.

<u>Route</u>	<u>Operator</u>	<u>First pick-up</u>	<u>Arrival at school</u>
HOUGUETTE 1A	ISLAND TAXIS	08.00	08.30
HOUGUETTE 2A	ISLAND COACHWAYS	08.30	08.40
HOUGUETTE 3A	EXECUTIVE CAR SERVICES	07.50	08.20

P.M.

<u>Route</u>	<u>Operator</u>	<u>Collection from school</u>
HOUGUETTE 2B	ISLAND COACHWAYS	15.15
HOUGUETTE 3B	ISLAND TAXIS	15.15
HOUGUETTE 1B /	ISLAND TAXIS	15.15
HOUG 4 (infants)		14.45

MORNING ROUTES

Houquette 1A – ISLAND TAXIS

Rue Des Landes - Route de Farras - Rue des Heches – Rue des Marchez – Rue des Menages – Route de la Palloterie – Route des Laurens – Route de Pleinmont – Rue des Portelettes – Rue des Villains – Rue de la Vitole – Route de la Lague – Route de Rocquaine - Route du Coudre – Route des Sages – Route de Lihou – Route du Longfrie – Route des Paysans.

Houquette 2A – ISLAND COACHWAYS

Les Prevosts Road – Route des Houquets – Route des Bas Courtils – Rue du Gron – Route des Frances – Rue de la Tourelle – Route de Plaisance – Rue des Brehauts - Route du Longfrie – Route des Paysans.

Houquette 3A – EXECUTIVE CAR SERVICES

Rue du Mont Saint – - Rue du Rignet – Rue de la Maladerie - La Route des Jenemie – Longue Rue – La Grande Rue – Route des Rouvets – Fief la Comte - Rue du Felconte – Route des Adams - Route de la Rocque Poisson – Route du Grand Port – Rue du Douit du Moulin – Rue des Vinaires (Coach House Gallery) – Route des Paysans.

AFTERNOON ROUTES

Houquette 2B – ISLAND COACHWAYS

La Houquette School – La Route des Paysans (first drop-of Les Islets Estate) – La Route de Longfrie – La Route de la Tourelle – La Route des Frances – La Rue du Gron – La Route des Bas Courtils –

Hougue Fouque – Route des Houguets – Les Prevosts Road – Les Buttes – Route des Bordages – Route des Picques – Route de Bas Courtils - Route de L'Issue – Bouillon Road (last drop-off point).

Houquette 4 (enfants) & 1B Junior = same vehicle, ISLAND TAXIS

Run1: Houquette 4 (Infant Bus) – ISLAND TAXIS

La Houquette School – La Route des Paysans – La Route de Longfrie – La Route de la Tourelle – Route des Frances – La Rue du Gron – Route des Bas Courtils – Route des Houguets – Les Prevosts Road – Route des Bordages – Route des Picques.

Run 2: Houquette 1B – ISLAND TAXIS

Route des Paysans – Route du Longfrie – Route de Lihou – Route des Sages – Route du Coudre – Route de Rocquaine - Route de la Lague – Rue de La Viltole – Rue des Villains – Rue des Portelettes – Route de Pleinmont – Route des Laurens – Route de La Palloterie – Rue des Menages – Rue des Marchez - Rue des Heches – Route des Farras

Houquette 3B – ISLAND TAXIS

La Houquette School – Route des Adams – Route de La Rocque Poisson (turn around at grass triangle by the old fish factory) – Route de la Rocque Poisson – Route des Sablons (turn at grass triangle opposite old L'Eree Aerodrome) – Route des Adams – Rue du Felconte – Grande Rue – Longue Rue — Rue de La Maladerie – La Rue des Jenemies – Rue du Mont Saint.

Appendix 3

La Houquette Primary School Bus Agreement



Child's Name	
Class	

I agree that I will:-

- Follow La Houquette School Values:-
 - **show respect**
 - **be kind**
 - **are honest**
 - **try to do our best**
 - **be proud of who we are**
- Sit/line up quietly during the checking of the school bus register at the end of the day
- Walk sensibly to the bus
- Board the bus sensibly
- Sit properly on a seat
- Wear the seat belt at all times
- Speak quietly and not create unnecessary noise that may distract the driver
- Use kind and polite words
- Remain seated at all times until the bus has stopped
- Leave the bus in a safe and polite manner

Signed (child): _____

I agree to support my child in following this agreement

Signed (parent): _____ Date: _____