Dear Parent/Carer

Following your application, your child has been allocated a space on school transport. This week they had the opportunity to collect their travel pass and were spoken to about the expectations regarding safe travel behaviour which our outlined in this letter.

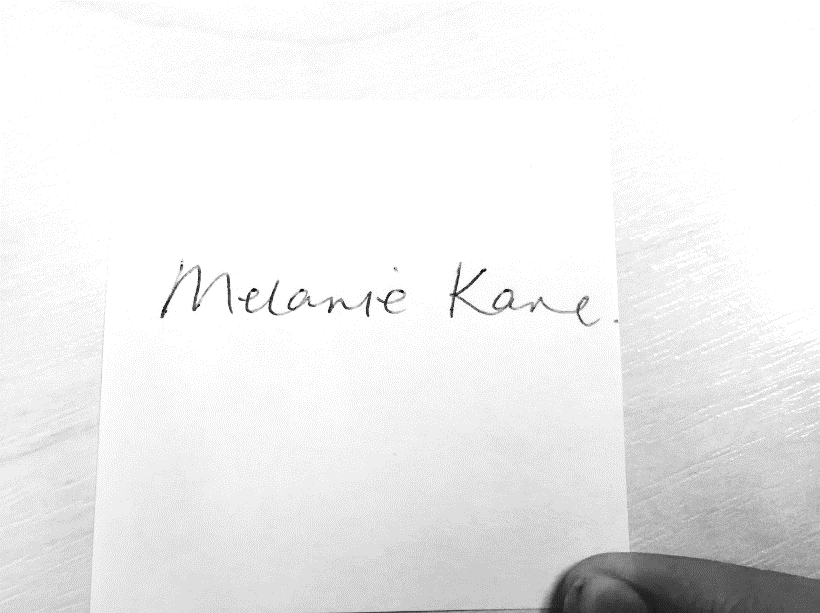
Please take the time to familiarise yourself and your child with the expectations regarding pupil behaviour whilst using school transport.

Please complete and sign the slip at the end of the Code of Conduct and return this to College. Return slips should be handed to Miss Saxton on Student Reception.

Should you have any queries relating to this document or school transport in general please contact School Transport on 01325 254525

Thank you as ever for your support

Yours sincerely



Melanie Kane

Principal

**A CODE OF CONDUCT FOR PUPILS AND PARENTS / CARERS FOR SAFER JOURNEYS**

**As a passenger on school transport your responsibilities are to:**

* Conduct yourself at all times in a safe, orderly, courteous and responsible manner.
* Respect the rights and feelings of others, including other passengers, drivers and passenger assistants, bystanders and other road users.
* Carry and show your bus pass at all times when using school transport.
* Inform the school office if you lose your bus pass in order to obtain a temporary bus pass.
* Comply with the travel rules whilst travelling on school transport

**Travel rules**

* Smoking/vaping is prohibited. Lighters, matches vapes etc are not to be brought onto vehicles.
* Passengers should remain seated whilst the school transport is in motion.
* Staff may impose a seating plan to support positive behaviour during transport. Where this is the case students will sit in their directed seat during travel.
* Where seatbelts or lap belts are fitted, they must be worn.
* Bullying[[1]](#footnote-1) is unacceptable and will not be tolerated
* Unsafe behaviour[[2]](#footnote-2) is unacceptable and will not be tolerated.
* A number of contracted vehicles are now fitted with CCTV which will be in operation on school runs. CCTV footage may be used to investigate instances of poor behaviour.
* Luggage should be stored in appropriate spaces or under seats. Bags should not be left in aisles or on seats.
* Eating and drinking are not permitted on school transport.
* Mobile devices are carried at students own risk and will not be replaced by school if lost or damaged.
* The use of any devices to record or photograph persons whilst travelling on school transport is strictly prohibited.
* Contracted vehicles may proceed to other private contracts following school runs. Pupils should leave the vehicle clean and tidy condition, taking all litter with them.

**The consequences of poor behaviour on School Transport can be:**

* A letter of complaint to your parents/carers from school.
* The range of normal school sanctions, which may include exclusion, detention, withdrawal of privileges, etc.
* Short and long term withdrawal of transport with no reimbursement or alternative provision made.
* The potential loss of travel if no pass is carried.
* Possible Police action in appropriate cases.
* The loss of transport privileges on a permanent basis in the most serious cases.

**As a Parent/ carer of a child using school transport your responsibilities are to:**

* Support the school and operator in applying the School Policies and Guidelines.
* Support the school when school sanctions or withdrawal of transport are imposed.
* Support a positive resolution where there are problems on School Transport which involve your child.
* Pay for the making good of damage caused by vandalism/criminal activity which involves your child.
* Ensure that your child conducts themselves in accordance with the expectations of the school Policy and Guidelines.
* Act as a good role model to your child thereby encouraging good positive behaviour.
* Ensure that your child always has their bus pass available for use on school transport and apply for a new pass if it is lost or damaged. (Replacement will may incur a charge of £5)
* Assume responsibility of your child up to the point of collection and following drop off by the appropriate transport.
* Ensure your child is at the correct pick up point at the appropriate time. If your child misses the transport, it is your responsibility to transport your child to school.

Please complete the form below and return it to school to demonstrate that you have read, understood and agree to the Travel Safety Code of Conduct as outlined above.

Thank you as ever for your support

Yours sincerely



Melanie Kane

Principal

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/carer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to confirm that I have read, understood and agree to follow the terms laid out in the Travel Safety Code of Conduct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Bullying – a type of harassment which involves criticism, personal abuse, an insidious or persistent action which humiliates, intimidates, frightens or demeans the individual being bullied. (STOP – Several Times On Purpose) [↑](#footnote-ref-1)
2. Unsafe Behaviour – any behaviour which potentially endangers fellow passengers, drivers, service users or members of the public. These could include but are not limited to, leaving seats, refusing to wear a seat built, throwing objects, unruly or aggressive behaviour and any behaviour which diverts the drivers attention from their duties [↑](#footnote-ref-2)