

# **SCHOOL TRANSPORT POLICY**

## **LEIGHTERTON PRIMARY SCHOOL**

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Signed:	Name:	Date:
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Ratified by:	Next review:	

### **Leighterton Primary School SCHOOL TRANSPORT POLICY**

This policy sets out the arrangements for families whose children use school transport.

Children who have been awarded a school bus pass will be entitled to use the school bus from Didmarton to Leighterton Primary School and back each day. Please see the Gloucestershire Home to School Transport Policy – Education Transport for Children Aged 4 – 16 Years published policy for information about how to apply for a bus pass.

#### **Start of Day**

When children arrive at Leighterton Primary School, the bus driver will help them get off the bus and will see them through the school gate and onto the school site.

#### **End of Day**

At the end of the school day, children who are using school transport will line up in the school corridor. A member of the office team will escort them to the bus and they will be handed over to the bus driver.

Parents and carers should collect their child from the bus stop in Didmarton at the appropriate time. If a child is not collected, Gloucestershire County Council's policy is that if they are unable to contact the parent, they would contact the school to inform us that a child is waiting on the bus. They would then look into whether the driver could return the child to school so that the child could be looked after until the parent could be contacted and collect the child.

#### **Communication**

In order for the school to know which children will need to go home on the bus, parents and carers should contact the school on a Friday to let us know of any days during the following week that their child should not go home on the bus. If a child should go home on the bus every day, then there is no need for the parent to let school know.

If parents have signed their child up for a club or booked them into After School Club, they will not be put on to the bus. Parents will not need to let the office team know that their child will not need to be put on the bus if clubs are booked.

If last minute changes are made, the school will try to accommodate them and will acknowledge these changes by email. Parents and carers should be aware that there are times when the school office is not manned so last minute messages may not be read.

