



CASTERTON  
SEDBERGH PREPARATORY  
SCHOOL

<b>CSPS BUS POLICY</b>	
Version	2019 - 1
Effective from	September 2019
Extent of Policy	Casterton Sedbergh Prep School
Policy Owner	Prep School Senior Master
Governor	Mrs Claire Hensman
Review by	August 2020
Frequency of Audit	Annual
Circulation	Parents and Staff
Publication	Website

1. The bus service is an optional service of convenience available to parents of day pupils on clear conditions. The charge for this service is listed in the current fees schedule.
2. On the bus, the School rules and Code of Conduct will apply. The School is responsible for pupils while they are on the bus only. Drivers are instructed not to leave the bus unattended while there are pupils on board.
3. At their parents' discretion and having completed the appropriate form available from the School Office, pupils may bring a device, such as a phone or tablet, onto the bus but must hand that device into the School Office immediately upon arrival. They should collect their device only at the end of the School day and should not otherwise have it on their person.
4. The School is under no obligation to deposit pupils at home, etc., but to drop off at pre-arranged collection/drop off points on main thoroughfares.
5. It is the responsibility of the parent to organise collection. If the individual collecting the child is not the parent, then the School must be notified in writing.
6. A parent should be present at the collection point two minutes before scheduled arrival.
6. The bus will not wait for more than two minutes, since delays will be inconvenient and cause alarm to other parents waiting along the route, as well as being unfair to the pupils who have furthest to go, and who set out earliest.
7. If a parent is unavailable at the point of collection, then the child will be retained on board and returned to the School at the expense of the parent. The parent will then be contacted to collect their child on return.
8. The School reserves the right to withdraw the bus service from a parent if repeated delayed collections are impairing the service to other parents.
9. If parents would like their children to walk home unescorted or unsupervised, then the parents must provide a written authorisation and statement to the School to this effect. However, the School reserves the right to judge each authorisation on a case by case basis before agreement.
10. The service is primarily for day pupils; weekly boarders may travel only if there is space available.

## **SCHOOL WORKING POLICY – BUS CODE**

### **The School**

- Is committed to providing a safe and secure environment for pupils travelling to and from the Prep School.
- Will ensure that drivers are police checked and approved.
- Expects pupils to understand that normal school expectations and standards of behaviour apply throughout the journey.
- Will impose sanctions on pupils whose behaviour distracts the driver or places others at risk, or is disruptive to other pupils.
- Reserves the right to refuse access to pupils whose parents are unable to meet their obligations for delivery/collection.
- Will wait for a maximum of two minutes at a collection drop off point for either the pupil or the parent collector. In the event of failure to connect with the normal collector, the child will be retained on the bus, and returned to the School. The parent will be contacted as soon as possible.
- Will assess requests for children to walk home unaccompanied on a case by case basis.

### **Pupils**

- Will travel in full School uniform and adhere to School rules concerning behaviour.
- Will sit in allotted seats and wear safety belts.
- Will remain seated throughout the journey.
- Will not make excessive or undue noise.
- Will behave courteously towards the driver, other passengers, parents, other members of the public outside the bus, and to fellow pupils.
- Will obey instructions given to them by a member of staff or the driver.

Failure of a pupil to adhere to these codes may result in the School not allowing the pupil to use the service.

### **Parents**

- Will advise the School before the end of the preceding term if they wish to utilise the bus service the following term.
- Should be ready at the collection/drop off point on the relevant route for at least two minutes before scheduled arrival. The Driver needs to see the parent before letting the pupil off the bus.
- Are responsible for any group collection/delivery from drop off point.
- Can only engage for a full or half term, not by the day.
- Will be responsible for the collection of their child from the School in the event of non-pick up.
- Will notify the School office and the relevant driver if the arrangements for their child using the bus service change from the norm on any particular occasion.

## APPENDIX IV: UNACCOMPANIED WALKING PERMISSION FORM

In certain circumstances, parents may request permission for their child to walk home or to their place of work unaccompanied. However, we ask that you carefully consider the points made below and, if in agreement, sign and return the permission slip to the School Office for entry onto our records. The School will acknowledge permission by email.

Criteria for permission from the School:

1. If walking as an individual, the pupil must be at least Year 6 in age. Pupils wishing to walk without an adult in Year 5 or below must be accompanied by a sibling in Year 7 or above.
2. Parents must be satisfied that their children are competent at crossing and walking alongside all necessary roads, at all times of the year and in all weather and light conditions.
3. Parents must be satisfied that their children can access their house or place of work and potentially be unaccompanied until such time as the responsible adult returns.
4. No permission will be granted where the destination is further than 1.5 miles from the Prep School.
5. Parents must be satisfied that their children are competent to de-register themselves with the member of staff on duty and accept that the staff will not question this, even if parents have separately instructed their children to wait at School.
6. The School will not be held responsible for any accident or misadventure which might occur to the child as a direct result of their walking alone to their home or their parents' place of work.

### CSPS UNACCOMPANIED WALKING PERMISSION FORM

I hereby request permission for my child(ren) to walk home or to my place of work unaccompanied during their time at Sedbergh Prep School.

I understand the criteria for this permission to be granted as set out in this document.

Child(ren):

Parent name:

Signed:

Date:

Nigel Moss  
Senior Master