



## Home to School Transport Policy - Appendix 1

# Home to School Transport Agreement

The information below outlines the conditions that parents/carers are accepting when making a payment on Wisepay for school transport. These conditions relate to the payments that need to be made, the process for collecting unpaid payments, behaviour when using transport and the process for dealing with unacceptable behaviour.

### Payments for transport

The price of transport and parent dates, are agreed annually and shared with parents/carers when allocations are confirmed.

In the event that a parent/carer misses a payment deadline, the following steps will take place:

- A reminder email will be sent to the parent/carer within 3 days of the initial payment deadline and a member of staff will attempt to make phone contact with the parent/carer.
- If after one week there has been no communication, a failed payment letter will be sent to the parent/carer.
- If payment has not been made after another week, a final failed payment letter will be sent to the parent/carer.
- If three weeks pass from the deadline without communication to the school, or payment being made, the school reserves the right to refuse the student to travel on the transport service.

In the event of any financial difficulty, parents/carers should contact the school to discuss the situation and make any alternative arrangements where possible.

The price of transport is calculated on an annual basis, covering transport from Term 1 through until the end of Term 6. The full cost of transport must be paid to be eligible for transport provision. This includes any study leave that students may have in Years 11-13.

### Behaviour when using school transport

The following expectations apply when using school transport, and when waiting at collection points.

- Seat belts must be worn at all times. It is the responsibility of the students to wear their seatbelts, and a legal requirement to do so.
- Students must follow any instructions from drivers, or warning signs on the bus and follow these as required.
- Students must remain seated for the duration of the journey.
- Noise should be kept to a reasonable level throughout the journey. No use of Bluetooth or loudspeakers is permitted.

- All sports bags and equipment must be stored in such a way that they do not obstruct the gangway.
- Students must respect each other and the driver with respect at all times, ensuring that they do not behave in a manner that may cause the driver to become distracted from his driving.

### **Managing unacceptable behaviour**

Where student's behaviour is deemed unacceptable, dangerous or causes damage to the vehicles, the following behaviour procedures will apply. If it is deemed necessary following an investigation, the school and Carter's Travel reserve the right to withdraw transport provision for short periods of time, or permanently. If a student is removed from transport permanently due to unacceptable behaviour, it remains the responsibility of the parents to fulfil any outstanding payments for that academic year and future provision will not be guaranteed.

Minor incidents are reported to the school by the driver. These will be investigated and dealt with as outlined below:

1 <sup>st</sup> incident	<ul style="list-style-type: none"> <li>• Student receives their first warning.</li> <li>• Parent/carer will be contacted via email/letter to inform them of this warning.</li> </ul>
2 <sup>nd</sup> incident	<ul style="list-style-type: none"> <li>• Student receives their second warning.</li> <li>• A short term ban from transport may be instigated by the Assistant Principal responsible for Transport.</li> <li>• Parent/carer will be contacted via email/letter to inform them of this warning.</li> <li>• If a short term ban is appropriate, the parent/carer will be invited into school with the student to sign a transport behaviour contract before they access transport again.</li> </ul>
3 <sup>rd</sup> incident	<ul style="list-style-type: none"> <li>• Student receives their third warning.</li> <li>• A longer ban from transport may be instigated by the Assistant Principal responsible for Transport.</li> <li>• Parent/carer will be contacted via email/letter to inform them of this warning.</li> <li>• The parent/carer will be invited into school with the student to sign a transport behaviour contract before they access transport again.</li> </ul>
4 <sup>th</sup> incident	<ul style="list-style-type: none"> <li>• The Assistant Principal with responsibility for Transport may instigate a permanent ban for the student from using transport.</li> <li>• Parent/carer will be invited into school to discuss this incident.</li> </ul>

In the event that a major incident of behaviour (as determined by Carter's Travel and the Assistant Principal with responsibility for transport), the school will investigate the incident fully and may treat the incident as a 3<sup>rd</sup> or 4<sup>th</sup> incident as outlined above. Incidents that will be classed as a major incident would include vandalism to the vehicles, abusive behaviour towards the driver, tampering with the safety equipment on the bus, carrying illegal weapons or substances, fighting or any other behaviour that is likely to seriously endanger the student or others.



MANOR SCHOOL  
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**Home to School Transport Agreement**

I confirm that I have read the Home to School Transport Agreement with my child and we understand the contents, the behaviour expectations and the payment deadlines that must be met.

Student name: .....

Student tutor group: .....

Student signature: .....

Parent name: .....

Parent signature: .....

Date: .....

Please return this form for the attention of Mrs N Bannard, Operations Administrator, via Student Services before Monday 15 July.