

Name of Policy:	Bus Guidance for Parents and Pupils
Applicable to:	Whole School
Written by:	Tracy Connor
Contributors:	N/A
Approved on behalf of the ELT	September 2018
Effective date:	September 2018
Date of next review:	September 2020

# Bus Guidance for Parents and Pupils

## NCBIS Mission Statement

*To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.*

## Purpose and Scope of Policy

### **Using the School Transport Service: Guidance for Pupils and Parents**

**The safety, comfort and well-being of our pupils and staff are of paramount importance to us. We expect the same high standards of behaviour on school transportation as we do here in school.**

**Please read the following guidance carefully:**

- Be on time for your bus. The bus will not wait for more than 3 minutes after your pick-up time.
- Remain in your seat, with your seat belt fastened, throughout the journey.
- Keep the bus clean and tidy at all times.
- Show respect and consideration for the driver, bus monitor and other passengers, and belongings.
- Listen to the instructions given by the bus monitor and driver and follow these carefully.
- Go to your bus immediately after school ends. Buses will leave promptly at 2.40pm. If you are late to your bus, you will be put on a later bus and supervised by staff until this time.
- If a student wishes a friend to travel home with them by bus, a request from the parent or guardian must be sent to the Transport Department by e-mail at least 24 hours in advance ( [transportation@ncbis.co.uk](mailto:transportation@ncbis.co.uk) ) .  
 Permission cannot be guaranteed and will depend on seat availability.
- Please contact the transportation department by e-mail ( [transportation@ncbis.co.uk](mailto:transportation@ncbis.co.uk) ) or telephone should there be any problems with your bus journey to school. Please do not telephone bus monitors directly.
- The school cannot be held liable for any loss of / damage to student possessions. These are carried at their own risk.
- If you need to alter your child's transport arrangements, please send an email to the primary or secondary office ( [primaryoffice@ncbis.co.uk](mailto:primaryoffice@ncbis.co.uk) or [secondaryoffice@ncbis.co.uk](mailto:secondaryoffice@ncbis.co.uk) , and the transportation department ( [transportation@ncbis.co.uk](mailto:transportation@ncbis.co.uk) ) at least 24hours in advance.
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**If any student fails to follow the above guidance, the school has the right to exclude students from school transportation.**

**Thank you for your support in helping make our school bus journeys a safe and comfortable experience for all.**

**Revised:** T Connor, September 2019