

Thetford/Hockham/Shropham to Old Buckenham High School Daily Transport Agreement

Allocation of Places

If there are more requests for places on the bus than places available, the school will allocate places in the following order of priority

- 1) Students currently using the bus – (if on a part time basis, they must commit to a full-time place)
- 2) Students who have an older brother or sister using the bus on a daily basis
- 3) Students who attend Old Buckenham High School
- 4) Students who attend Old Buckenham Primary School
- 5) The school will allocate the remaining places from the waiting list

Payment

Invoices will be sent out termly in advance and payment must be made within two weeks. If a child is absent from school regardless of reason their bus fare is still due, as the school does not subsidise the Thetford/Hockham/Shropham bus. Failure to pay within the two-week period may result in the withdrawal of an allocated place under the discretion of the Headteacher.

Travel Passes

Travel passes are issued by the school and students must show their pass when boarding the vehicle. There is a charge of £5 for a replacement pass to cover the administration costs.

Behaviour whilst travelling

Whilst travelling on home to school transport, young people must behave in an appropriate manner. We expect our students to comply with any instructions from the vehicle driver, particularly in the event of a breakdown or a road incident. Non-compliance with driver instructions will be regarded as unacceptable behaviour.

Any unacceptable behaviour may result in a temporary or permanent withdrawal of transport arrangements, during which time it will be the responsibility of parents/carers to make alternative transport arrangements to and from school.

Transport will only be reinstated for banned students when they have demonstrated, to the satisfaction of the school that they are willing to behave appropriately. In cases of gross or persistent misconduct a permanent ban from school transport may be imposed.

Please note that CCTV is now in operation on many vehicles.

Behaviour during school

The school may in certain circumstances withdraw the place allocated on the Thetford/Hockham bus for behaviour concerns in school as the school needs to be satisfied that students are able to conduct themselves appropriately when unsupervised. In-school behaviour that may lead to this include:

- One off serious incident leading to a fixed term or internal exclusion
- Persistent refusal to follow instructions
- Dangerous or inappropriate conduct during social times

Disciplinary Procedure

There are three stages to the procedure:

1. Initial warning – usually a verbal instruction or warning
2. Written warning – usually an initial then final warning
3. Exclusion from transport

The Headteacher and contractor have discretion to override earlier stages in the procedure if the seriousness of the incident warrants this.

Initial Warning

For minor incidents of misbehaviour, the driver or escort should identify the student(s) and report the incident to the school for any action considered necessary, which will often prevent escalation to stages 2 and 3 of the procedure. The driver must also report these instances to his/her employer to record for future reference.

Written Warning

For repeated unacceptable behaviour or any single serious incident:

- The driver or escort (if any) will report the details and name(s) of the student(s) as soon as possible to the school and contractor
- The contractor will send a written report, including any recorded details of the initial warning, to the school, and will copy the letter to the Headteacher
- A further warning letter will be issued if problems continue, the consequence of which will be the issue of an after-school detention

Final Warning/Exclusion from Transport

In general, exclusion from transport is used following completion of the written warning stage if further incidents of bad behaviour have occurred:

- The driver is to report the details and name(s) of the student(s) as soon as possible to the school and contractor
- The contractor must advise the school of the details by telephone and then confirm it in writing, referring to the previous written warnings
- The school will write to parent/carer(s) notifying them that their child will be excluded from the transport for a specified period (normally up to five school days on the first exclusion) giving them five days' notice to make alternative arrangements.

Immediate Exclusion from transport

Exceptionally there may be an incident of such seriousness (e.g. dangerous or violent behaviour or vandalism of the vehicle) that warrants immediate exclusion. In such cases:

- The contractor must immediately telephone details to the school. After consultation with the Headteacher, Student Reception will issue verbal instruction for the commencement and duration of the exclusion to the contractor, the student and the parent/carer(s)
- The exclusion should commence as soon as possible after the incident, preferably from the next journey but not partway through an existing journey, unless the student has been arrested by the police. If the exclusion has already commenced, the school is to confirm details in a letter to the parent/carer(s) with copies to the contractor and Headteacher.

Vandalism

Parents/Carer(s) may be invoiced by the school to recover the cost of repair to vandalism.

Smoking

For incidents of smoking on transport there will be a mandatory minimum travel ban of one week.

Attendance

Students **must** be at the bus stop at least 5 minutes before departure time, as absences as a result of missing the bus will be unauthorised.