

## School Bus Procedures and Guidelines

Our school buses are managed through the school office. Please contact the school office for details of bus costs and timetables [bus@boundaryoak.co.uk](mailto:bus@boundaryoak.co.uk).

### **Our bus service:**

We currently operate 8 bus routes in the mornings and 7 bus routes in the evenings to and from the surrounding area. Mornings buses arrive at school in good time before registration. Afternoon buses leave school at 17.30 to allow pupils to attend clubs and return from sports fixtures.

### **Transport hubs:**

We are unable to offer a personalised service to pupils' homes and instead ask parents to transport their children to and from our transport hubs. Drivers should not be asked to amend their route to accommodate specific requests or make additional stops along registered bus routes.

### **Seat allocation:**

Places on the bus are allocated in order of receipt of the online Bus Registration Form on the school parent portal.

If a seat is not available at the time of registration, pupil names will be added to a waiting list and parents will be informed when a seat becomes available.

Once a seat has been allocated to a pupil, we ask that pupils use the bus on all the days booked as non-use of the seat results in other pupils missing out. We are not able to reserve seats for any period of time without them being used.

We understand that pupils have occasional out-of-school commitments so if there is an ad hoc change to the use of the bus, we ask that parents **inform the school office 01329 280955 by 16.00 latest on the day of travel.**

### **Absences:**

If your child is unwell in the morning and will not be coming to school, you do not need to inform the bus driver. The driver will wait at the stop until the timetabled departure time and then continue on their journey.

Please always report school absences using the school absence line via the school office 01329 280955.

### **Timetable:**

Buses operate to a strict timetable. Pupils are asked to arrive at their stop a full five minutes before the bus departure time. Buses will not be able to wait for late arrivals, instead parents will be required to find alternative transport to school.

**Age restrictions:**

As this is an out-of-hours transport service only pupils in Year 4 and upwards can use the school bus. Consideration may be given to pupils with a sibling in Pre-Prep where the older child is in Year 6 or above and sufficiently able to support the younger sibling in the event of an emergency.

**Routes:**

Routes are subject to change dependent on usage.

We may be able to consider new routes however we do require at least 3 pupils to use the bus consistently to be able to accommodate a new request.