



**Swarland Primary School**  
**"The Best That We Can Be"**  
**Bus Policy.**



Approximately half of Swarland Primary School's pupils are entitled to travel by bus to and from school. This is an arrangement made by the School Transport Division between the parents of the pupils and the Bus Company. We do not accept any responsibility for the actions of the bus company nor the state of the bus and would expect any issues about these matters to be dealt with via the School Transport Division.

We do, however, expect our pupils to adhere to the code of conduct that is expected of them, within school, and we will follow up any poor or dangerous behaviour on the bus, in school. Behaviour on the school bus is a joint responsibility between the child, their parents and the school. A bus marshal, employed by the bus company will oversee the behaviour whilst children are on the bus. Any incident is to be reported to them in the first instance and this may be relayed to the parents and/or the school. Repeated misbehaviour on the bus will result in a warning letter from the bus company and could result in exclusion from the bus travel.

All parents wishing to place their child on the school bus must have already applied for a school bus pass. The School Transport System at Northumberland County Council provide a list of these children at the beginning of the year with pick up and drop off points.

At the start of the school year parents are required to indicate on their personal information sheets what their regular arrangements for collection will be for each day of the week.

However parents and carers at our school change their routines, including drop off points on a daily basis and inform the school by telephone or in person. Letter and communication from the child is not acceptable.

At the start of the year a bus seating plan is made so younger children can sit beside older children. Other factors including behaviour and siblings are also taken into account.

**Managing the bus within school.**

- 1.** On a morning, the front entrance to the school, is opened ready for the pupils to walk straight in from the bus. The pupils are met from the bus at the bus stop by a member of school staff and are directed into school.
- 2.** On an evening the children line up in a bus or home line and are escorted out to the bus by a member of staff, who checks that they are in the correct seat and makes sure that they have their seat belts securely fastened.
- 3.** All pupils are given a set seat on the bus and school draws a diagram for themselves and the bus driver - so that there are no issues of who wants to sit where. Older children may take the more forward seats and the aisle seats, to look after the younger children. Children who alight at the last stop or have medical needs, or require

closer supervision by the bus marshal are allocated seats at the front of the bus for safety reasons.

4. Parents are asked to inform us, in person or by telephone and not by letter, of any change in their status re the bus and these changes are put onto the school bus noticeboard so that staff are aware of which children are going on the bus, on a day to day basis.

## Appendix 1

### Procedures for the bus

#### Morning Procedure - Arrivals

- The bus driver picks up the children on his/her list and drops them off at the outside school gate at the bus stop by at approximately 8:45am. The bus driver ensures all children enter the school grounds through the gate before leaving. A member of school staff greets the children off the bus and escorts the children into school.
- The school door is opened by a member of staff at 8:45am promptly and a member of staff, usually the Headteacher, welcomes the children at the door.
- Registration of all children takes place at 8:55am. Any children not present are reported to the school office. Parents are asked to inform the school if their child is absent on the first day of absence before the start of the school day. The school administrator (when present otherwise Headteacher or senior teacher in absence) will contact parents at the earliest opportunity (before 9:05am) of all those children who are not present and for those whom no reason for absence has been given to follow up any issues. If parents or main carers cannot be contacted the emergency contact system will come into use.

#### Afternoon Procedure - Departure

- A school staff member will place all of the children in their seats and check their seat belts are securely fastened before departure.
- Children who are being dropped off at locations other than the main Longframlington bus stop in the village, are usually seated to the front of the bus so they are easily seen by the driver.
- The driver of the bus has a list of children that s/he is expecting from Northumberland Transport Team. However due to extra-curricular clubs or parental request there are changes to the list every day. The school will inform the driver of any changes on a daily basis that we are aware of (by school staff member placing children on the bus).

- If there is any doubt about a child being placed on the bus and parents cannot be contacted before-hand, the school will retain the child on the school premises until further arrangements can be made.

### Home time

- After 3:10pm all children in the school get their belongings ready to go home and return to their classroom.
- The school staff will do an extra-curricular clubs and bus line register and place the children in the appropriate line in the classroom.
- Wrap around care staff will come and collect their after school club attendees at 3:10pm.
- School support staff will collect the bus line children from the classrooms. Any amendments to a child's routine will be noted on a clipboard of home time arrangements kept in the school office.
- Permanent changes to routine will be typed and distributed.
- The class teacher will escort the home line to the front door, with extra-curricular club children remaining in their classrooms.
- The club host teacher will then collect the club children from their classrooms and complete another register check.
- All parents will be asked to inform the school of any changes to club list or home time arrangements by 2:45pm on that day at the latest.
- Bus line children will not leave the building until all parents and children in the yard have been accounted for.

<b>Revision Record of Issued Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
Louise Fletcher	20.10.14	1.0	Pending Governor consultation
<b>Changed by</b>	<b>Revision Date</b>		
School	26.3.14	2.0	Published and agreed by staff & Governors.
School	9.3.15	3.0	Revised and pending Governor consultation. Version 3.1 amends where notifications of changes to routines are held in school.
	16.11.15	3.1	
	Aut 15	3.0	Final version for publication.
School	19.7.16	3.1	Review with Governing Body
School	29.9.16	3.2	Seat allocation addressed.
School	19.9.18	3.3	Changes to timings only – 2:55pm
School	17.9.19	3.3	Reviewed no changes
L.Fletcher	21.7.2020	3.4	Addition to Covid-19 arrangements.
	21.9.21	3.5	Revised addition regarding masks on bus for staff.

	22.08.2022	3.6	Removal of requirement of Covid restrictions including seating and mask wearing. Addition of bus marshal and behaviour responsibilities and expectations.
	9.11.22	3.6	Agreed by Governors