

## Abinger

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## C of E Primary School

Head Teacher: Mrs Jennie Ratcliff

[www.surreyhill.primaryschool.org.uk](http://www.surreyhill.primaryschool.org.uk)

## Westcott

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*'Care, Achieve, Respect, Enjoy'*

## Code of Conduct for Children Travelling on School Transport

Dear Parents/ Carers,

We have had reports of unacceptable behaviour by a minority of pupils travelling on school transport. Whilst the school transport arrangements are **not** the responsibility of the school, we do expect the children to behave in the same way as we would expect them to behave at school. At Surrey Hills, we expect all children to abide by our CARE rules:

- |         |   |   |
|---------|---|---|
| Care    | - | to help and show kindness to others                                 |
| Achieve | - | listen carefully to others  |
| Respect | - | think of other people and their feelings and respect their property |
| Enjoy   | - | being safe together   |

For safety reasons and not to distract the driver, children must:

- remain seated and have their safety belts on at all times until the bus has stopped moving
- not shout out or make distracting noises
- not throw or kick objects
- not block the aisles with bags
- not dangle objects, clothes out of the windows (*A more detailed list can be found on the Surrey County Council Website*)

We anticipate that parents will support the school in making sure their children are in full knowledge of these expectations, so that the journey to and from school is enjoyable and safe.

If a child is reported to us for evidenced bad behaviour we will issue up to two warnings. If there is no improvement, we will talk to their parent/carer and agree a sanction for the child. If these steps do not result in an improvement of behaviour, the school will take the decision to suspend the child's right to travel on the school bus and will inform both the County and the parents. Initially this would be for a week.



The County offer the following guidance re behaviour on School Transport:

*“If your child misbehaves on school transport we can withdraw the transport we provide. If we ban your child, we will give you notice in writing beforehand and tell you how long your child is banned from travelling on the vehicle for. It will be your responsibility to ensure your child gets to and from school during that time. At the end of that period there must be assurances of improved behaviour if your child is to be allowed to travel on the vehicle again.”*

Call the contact centre on 0300 200 1004, or email them at [contact.centre@surreycc.gov.uk](mailto:contact.centre@surreycc.gov.uk) if you need information about what to do if your child is banned from using a school bus.

Unfortunately, Surrey County Council do not provide escorts and it is not practical for staff to travel on the bus on a regular basis. However, if any parent would like to be a voluntary escort, the school would be happy to set up a rota.

Also, we hold a bus register and do expect for **all** children to be travelling on the bus at the end of the school day, on a daily basis, unless they are attending a school club of which we are aware. We require notification in writing from the parent if a child is not travelling on the bus; please notify us of this at the beginning of each term for regular arrangements. If arrangements change on a one-off basis we require to be notified by lunchtime at the latest as we cannot guarantee messages about last minute changes of arrangement reaching your child.

Yours sincerely,

Mrs Ratcliff  
Headteacher

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## **Code of Conduct for Children Travelling on the School Bus**

### **Please complete and return to the School Office**

I have read and understood the ‘Code of Conduct for Children Travelling on the School Bus’ and have ensured that my child understands the details outlined and agrees to abide by them.

Child’s name \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Guardian      Date \_\_\_\_\_

