



NORTON CANES HIGH SCHOOL

SCHOOL TRANSPORT 2020/21

STUDENT NAME: _____

ALLOCATED PICKUP / DROP OFF POINT:

Great Wyrley – Station Road	Hednesford – Tesco/Bus Station
Heath Hayes – Robins Croft Layby	Hednesford – Opposite Cross Keys
Heath Hayes – Heath Way/Sidon Hill, nr Tesco	Heath Hayes – Hednesford Road
Hednesford – Stafford Lane, outside shops	Five Ways Island – Spar layby



Norton Canes High School, Burntwood Road, Norton Canes, Cannock, WS11 9SP
Tel: 01543 622600 • Email: office@nortoncanes-high.staffs.sch.uk

INTRODUCTION

Welcome to our School Transport Service, delivered in conjunction with Crusade Travel. This booklet aims to provide you with all the information you require for using our service to travel to and from Norton Canes High School. If you need any additional information or have any questions at any time, please do not hesitate to get in contact with us.

By using the school bus service, you and your child are agreeing to comply with our Code of Conduct. Please also make a note of the dates each termly payment is required by, as failure to pay by the given dates may jeopardise your child's place on the vehicle.

OUR RESPONSIBILITIES:

- We aim to ensure an efficient and cost-effective school bus service.
- We will deal with parents/carers queries and requests promptly.
- We will issue bus passes promptly upon receipt of the payment.
- We will regularly monitor the safety and quality of school transport.
- We will work in partnership with our transport provider, Crusade Travel.
- We will consult with, and advise parents of, any changes to the service.

For your peace of mind, Crusade Travel and Norton Canes High School will also ensure:

- All Drivers have a valid DBS Check.
- The vehicle used will have an active tracking device fitted to it.
- All Drivers will have completed SCC Level 1 Safeguarding.

SCHEDULED ROUTE & TIMINGS

THE JOURNEY TO SCHOOL:

Great Wyrley / Heath Hayes / Hednesford / Norton Canes High School

07.45 Station Road Great Wyrley

07.55 Robins Croft Lay-by Heath Hayes

07.58 Heath Way / Sidon Hill (Near Tesco's)

08.03 Stafford Lane Hednesford (Outside Shops)

08.07 Tesco's Superstore Bus Stop Hednesford

08.13 Cross Keys Bus Stop Hednesford

08.15 Hednesford Road Heath Hayes (opposite Medical Centre)

08.18 Spar/Costcutter Shop Lay-by Heath Hayes

THE JOURNEY HOME:

Norton Canes High School / Great Wyrley / Heath Hayes / Hednesford /

15.20 Depart Norton Canes High School

15.30 Station Road Great Wyrley

15.40 Spar/Costcutter, Heath Hayes

15.42 Hednesford Road, Heath Hayes (opposite Medical Centre)

15.44 Heath Way / Sidon Hill (Near Tesco's)

15.46 Tesco's Heath Hayes

15.47 Robins Croft Lay-by Heath Hayes

15.51 Cross Keys Bus Stop Hednesford

15.54 Stafford Lane Hednesford (Outside Shops)

15.58 Tesco's Superstore Bus Stop Hednesford

Students are responsible for getting themselves on to the afternoon bus.

If students are attending extracurricular activities or are issued with after school detentions, parents/carers are responsible for finding alternative transport home.

OUR CODE OF CONDUCT FOR STUDENTS

AS NORTON CANES HIGH SCHOOL STUDENTS YOU ARE EXPECTED TO:

- Be at your stop 5 minutes before the bus is due to arrive.
- Queue and board the bus in a sensible manner.
- Carry your pass at all times. It must be shown on request from the driver or school.
- Give your name if it is asked for by the driver or school.
- Find a seat quickly and ensure you are seated before the vehicle moves off, remaining seated until you reach your stop.
- Ensure that seat belts are worn. This is now a legal requirement on all coaches; it is not necessarily the driver's responsibility.
- Ensure that your school bags are not put on the seats. These are to be stored under your seat, in the luggage rack, or on your lap.
- Not damage the vehicle in any way. Students/parents will be asked to pay for the full cost of any damages.
- Sit quietly on the vehicle. Distracting the driver is forbidden as it may cause an accident.
- Take care if you have to cross the road. Never cross in front of, or close behind the vehicle.
- Follow your parent/carers' instructions at all times about where to go and what to do if the transport does not arrive, or if travel is refused.

STUDENTS MUST ALSO NOTE:

- No eating, drinking or smoking is allowed on the vehicle.
- Bus passes must be intact, legible and not defaced, broken or damaged in anyway. Students may be refused travel if they cannot produce a valid intact and legible pass for the transport they are attempting to board. If the pass is damaged, broken or defaced in any way the driver may confiscate or refuse to accept it.

BUS PASSES:

Each term you will be issued with a Bus Pass. You must keep this safe as you will need to present this to the driver at every journey. **There is a £5 charge for replacement passes so PLEASE keep your passes safe.** Where a pass has been issued it must be carried at all times. Failure to produce a pass may result in travel being refused.

The pass issued is only valid on the transport journey for which a student has been allocated. The pass is not transferable and may be confiscated if a student misuses it, i.e. allows another child to use it. If the pass is damaged, broken or defaced in any way the driver may confiscate or refuse to accept it. Pupils may be refused travel if they cannot produce a valid intact and legible pass for the transport they are attempting to board. Should a replacement pass be required, please contact the school.

PARENTS/CARERS RESPONSIBILITIES

You are entirely responsible for the safety of your child between home and the pick-up point. Although we will always try to be accommodating, pick-up points and times are determined by the school and transport provider using the most efficient running order for the journey. Please be aware that throughout the year we may need to review and make alterations to transport which could result in a change of timings or pick-up point. We will always give as much notice as possible.

PARENTS/CARERS ARE RESPONSIBLE FOR ENSURING:

- Their child is fully aware of, and understands their responsibilities above.
- Their child fully understands what is expected of them whilst on the vehicle, particularly not displaying unacceptable behaviour as described.
- Their child knows they must wear a seat belt throughout the journey to and from school, and how to put on, fasten and undo a seat belt.
- The safety of their child between their home and the transport pick-up/drop-off point, for both morning and afternoon journeys.
- Their child is familiar with the route, and knows which pick-up point they leave from, and return to, and what to do if the transport is late, fails to arrive, or if travel is refused.
- Their child carries a valid pass at all times. Transport may be refused in the morning or afternoon if a child cannot show their pass, and parents should ensure that their child knows what to do in this event.
- Any payments due to school in respect of the provision of this transport are paid by the dates specified.

BEHAVIOUR:

Parents are reminded that they are responsible for the behaviour of their children whilst travelling. You should ensure that your child is aware of the expected standards of behaviour whilst travelling to school. In the interests of safety children must behave sensibly, wear their seatbelt where provided, and must always remain seated unless otherwise instructed by the driver. **Unacceptable behaviour, e.g. any disruptive, violent, distracting or dangerous incidents including bullying, bad language, vandalism, spitting, kicking or throwing objects, may lead to transport for your child being withdrawn.** Please be aware also if your child is misbehaving before boarding the school transport, the driver may refuse to carry them. Serious cases of unacceptable behaviour may also result in police involvement and/or civil claims for damages.

PICK UP TIMES:

Pick-up times are for guidance only and your child needs to be ready at the pick-up point at least 5 minutes before the scheduled time. The transport will not wait. The school advises that it is reasonable for a child to wait up to 20 minutes after the scheduled pick-up time (traffic problems etc), before making alternative arrangements, or returning home. If your child misses their pick-up, no alternative transport will be provided. If the school transport is repeatedly early or late please contact the school so that the problem can be investigated. For the avoidance of doubt, the precise times will be verified by the driver's tachograph.

PAYMENT SCHEDULE

Termly Payments		
TERM OF TRAVEL	AMOUNT DUE & PAYMENT METHOD	PAYMENT DUE DATE
Autumn Term	£170 New Students: Cheque or Cash Existing Students: ParentPay	Friday 3rd July 2020
Spring Term	£170 - Parent Pay	Friday 27th November 2020
Summer Term	£170 - Parent Pay	Friday 26th March 2021

DRIVERS RESPONSIBILITIES

- Ensuring they know and follow the correct route.
- Taking all reasonable steps to ensure the safety of children when boarding and getting off the vehicle, and whilst in transit.
- Checking passes on a regular basis and transporting only those pupils who can produce a valid, undamaged pass for the vehicle they are attempting to board.
- Ensuring that the tachograph is in use and correct.
- Drivers are not responsible for ensuring that a child gets off at the correct stop, or for disciplining children.
- Drivers are entitled to take action to ensure the safety and well being of all persons transported, which includes recommending to the school that a child should be withdrawn from the transport.

CONTACT INFORMATION:

Your main contacts for the School Transport service are:

Ms J Evans, Business Manager: bursar@nortoncanes-high.staffs.sch.uk

Mrs E Cartlidge, Administration: e.cartlidge@nortoncanes-high.staffs.sch.uk



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