

## Code of Conduct for Students

Every student has a personal responsibility for his or her own and others' safety during the journey to and from school. Please ensure that your child understands the code and stress its importance.

- Only children who have been allocated a seat will be allowed to travel on their designated vehicle.
- Students are not permitted to invite other students onto the transport as all seats are allocated.
- Students will be given a transport pass which they need to carry with them for presentation to the driver when requested.
- Children must remain seated at all times while travelling in the bus.
- Children should board and get off the bus one at a time in an orderly manner. They should not cross the road immediately in front of or behind the school bus.
- Children must keep luggage or bags out of the aisles.
- Children must not distract the driver's attention during the journey.
- Emergency doors or exits should only be used in a genuine emergency.
- Children who miss the afternoon bus home should return to main reception at school to report to a member of staff.

- Children must ensure that they are on the transport home by 3.15pm, to allow the transport to leave at 3.20pm.
- Children are to make their own transport arrangements when attending extra-curricular activities, or in case of attending a detention.

## Route

For the 2020/21 academic year our route covers:

- Great Wyrley x 1 pick-up point
- Hednesford x 3 pick-up points
- Heath Hayes x 4 pick-up points

Please contact us to discuss your transportation needs.

## Contacts

If you have any queries about your transport arrangements or if you need to report an incident that has occurred on the bus including operational irregularities, please contact:

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

**Mrs E Cartlidge, Clerical Assistant**  
e.cartlidge@nortoncanes-high.staffs.sch.uk

**If you would like this document in another language or format, e.g. large text, please contact us on 01543 622600**



## Norton Canes High School



## School Transport Service

## Travelling on the School Bus.

### Guidelines for Parents/Carers

#### Please remember

- You are responsible for your child's safety while getting to and from the pick-up point and whilst they are waiting to board the vehicle.
- You should encourage your child to behave responsibly while waiting for the bus to arrive and at all times during the journey to and from school.
- You will be held responsible for any damage to the bus caused by your child and you may be charged for it.
- Unruly behaviour, smoking, using bad language, fighting or bullying will not be tolerated on the bus and drivers are instructed to report the individuals concerned to Norton Canes High School. This could result in the withdrawal of transport.
- Drop off/pick up times may not coincide exactly with school start and finish times due to operational reasons, but will always enable the student to attend for the full standard school day.
- Drop off / pick up points will be agreed and no child will be dropped at an alternative address.
- Please ensure that the school has an up to date contact number for you during the day.
- The school reserve the right to revise the running of this service as and when necessary.

#### If there is a breakdown or accident

- The driver will seek help by telephone and the school will be advised of the expected length of the delay and any other relevant information.
- Students should stay on the bus, unless it is unsafe to do so. Alternative arrangements will be made to get your child to school or home as soon as possible.
- If your child's bus is involved in an accident you will be advised if your child has been taken to hospital. The school will pass on any information they have as quickly as they are able.
- Students should not make their own way home or to school. They should wait at the designated pick-up point until alternative transport can be arranged. We advise that the school telephone number is saved as a contact on students telephones.

#### Cancellation

- This must be reported in writing to school prior to the cancellation date. Please note one calendar months' notice will be charged.

#### Seat Belts

- All vehicles have seat belts fitted.
- Students must wear their seatbelts at all times during the journey.
- Parents should encourage their child to use the seatbelt provided.
- Drivers are not responsible for ensuring that your child uses the seat belt provided.
- With the fitting of seat belts, the carrying capacity of vehicles will be limited to one person per seat. This should ensure not only a safer journey but a more pleasant one too; hence the importance of your child carrying their school transport pass at all times.

#### Cost of the transport

- The charge for each student entitled to the transport to and from school is £510 per year. This is paid at a fixed rate of £170 each term, Autumn, Summer and Winter no matter which stop your child travels to/from.
- The school reserve the right to charge an administration fee for late payment.
- Non-payment of the fee will result in the withdrawal of the transport and parents/carers will be responsible for their own transport arrangements.