



College Bus and Minibus Policy

Approved by:	PWG	Date: 24 th April 2020
Last reviewed on:	4 th October 2019	
Next review due by:	April 2021	
SLT Lead:	Sam Guyer	
Signed:		

COLLEGE BUS AND MINIBUS POLICY

1. INTRODUCTION

“An education in the fullness of humanity should be the defining feature of Catholic schools.” Pope Francis

1.1 St George Catholic College is in the Trusteeship of the Roman Catholic Diocese of Portsmouth and maintained by Southampton City Council Local Authority. Our school leaders and governors are entrusted by the Bishop with the ministry of school leadership and will always act in recognition of the love of Christ for all members of our college community and one another.

1.2 We share a vocation for the common good in our world and we are committed to working together as a family. All of our policies and procedures are formed to enable all members of our St George family to be safe and cherished, feel happy and fulfilled and be treated fairly in a positive environment founded on mutual respect and shared values. This policy is part of the foundation that enables everyone to **aspire to be all that God has created us to be.**

2. AIM

2.1 To create a safe environment for pupils to get to and from college. Parents/carers are encouraged to read this policy with their children which is available on the website under the transport section. Students will also be briefed in assembly and information will be in student planners from September 2020.

3. GENERAL INFORMATION

3.1 Saint George Catholic College contracts two transport companies ‘Xelabus’ and ‘Lucketts Travel’ to run four bus services on behalf of the college. The buses arrive at college at approximately 8:20 am every morning except for Year 7 induction day, college Inset days and Mentoring days. Buses will depart at approximately 15:15 each school day from the top of Leaside Way. The college also runs three mini bus services which collect pupils from the Chandler’s Ford, Bishopstoke and Hamble areas.

4. SERVICE DETAILS

4.1 The college bus service is offered to those who live more than 3 miles from the college. Priority is given according to age then distance, with youngest pupils first and then pupils living furthest away from the college. The same priorities are applied to the waiting list for all services. This will enable your son/daughter to have a trouble-free journey to and from college. The advantages of this transport are:-

- a) Cost-effective and ease of transport in all weathers
- b) Safety and convenience of one bus direct to the college gates with no changes
- c) Guaranteed no late mark should the bus be running late due to weather/traffic

- d) A dedicated number/email for help and complaints (printed on the reverse of your child's bus pass)
 - e) Generous discount for siblings: 10% for 2 siblings, 15% for 3 siblings 20% for 4 siblings.
- 4.2 Fees for the academic year 2020-2021 are £620. With 190 teaching days, that's a daily rate of £3.26 return.

5. PAYMENT PROCEDURE

- 5.1 Pay online at www.scopay.com/stgeorge-soton using the personal link code supplied by the college.
- 5.2 In full by Cash or Cheque, cheques payable to "St George Catholic College" and sent into the college Finance Office.
- 5.3 10 monthly payments of £62 by cash or cheque starting 4th September 2020 – 4th June 2021.
- 5.4 3 termly payments by cheque or cash due: 4th September 2020 of £220, 4th January 2021 of £200 and a final payment of £200 on 4th April 2021.
- 5.5 10 monthly post-dated cheques of £62 dated 4th September 2020 – 4th June 2021.
- 5.6 **2020-21 Discount for multiple students on the college service:**
2nd child = 10% for both students, £558 per student (saving of £62/child)
3rd child = 15% for all students, £527 per student (saving of £93/child)
- 5.7 Failure to keep up with payments will result in pupils having their seat removed and offered to other pupils on the waiting list. A written warning/reminder to pay within a certain time will be sent before this happens.

6. PUBLISHED ROUTES

- 6.1 Buses will pick pupils up and drop of at the pre-published bus stops. Buses will not wait for students that are late.

7. BEHAVIOUR TO AND FROM COLLEGE FOR STUDENTS

- 7.1 Students are expected to arrive and leave school in full school uniform. If the weather is poor then pupils can wear coats and jackets over the top of their school uniform. Hoodies and sweatshirts are not permitted.
- 7.2 Pupils must always act in a respectful manner to all people they may encounter on the journey to and from college.
- 7.3 If on a bus service pupils must:
- a) Sit on an individual seat
 - b) Pupils must not stand up (if a seat is available)

- c) Pupil must remain seated and not turn around.
- d) Pupils must not do anything that might distract the bus driver or put other pupils in danger, this includes turning around, shouting, swearing, fighting, throwing items, spraying drinks and aerosol cans, taking pictures or filming on mobile phones.

7.4 Concerns of bullying or inappropriate behaviour witnessed by students on the bus or complaints from parents/carers should be e-mailed to info@stgcc.co.uk for the attention of Mr S Guyer/Mrs C Corcoran or phone the bus complaints number on 07729 603455. Alternatively students can raise their concerns to their Progress Leader or a member of staff who is always on bus duty at the beginning and end of the day.

8. RULE VIOLATION PROCEDURE

8.1 Reports of rule violation will be investigated by either the Transport Manager or Progress Leader of the pupil of that year group. The college holds the right to withdraw bus passes from pupils who behave poorly on the school bus service. Persistent poor behaviour will result in a letter being sent home with details of the sanction. This can range from a permanent ban from all school services to a temporary ban lasting a number of weeks.

9. OTHER TERMS AND CONDITIONS

9.1 On rare occasions, the college withholds the right to take back a pupil's place once it has been offered. Oldest pupils i.e Year 11 & Year 10 will be approached first. An example of this will be a late arrival of a student who is:

- a) Looked after (in foster care)
- b) SEN disability – physical/emotional/cognitive