



WESTHOLME SCHOOL

COACH SERVICE

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Introduction

Thank you for your enquiry regarding the school coach service. This pack contains important information regarding the service offered by the school.

Westholme School coach service is currently available to pupils from Junior School – Sixth Form. We do not encourage Infant Children to travel on the coach. However if there is a specific requirement for an Infant pupil to take the journey with a sibling, this should be discussed with us in advance. This is an unsupervised facility. In line with Westholme's ethos of care and respect we would encourage older pupils to support younger coach users but this should not be relied upon.

Included in the pack is a coach booking agreement to travel form (this is also available on our website). Please complete and return to Mrs Walker-Smith, Accounts Administrator, in order to reserve a seat on the coach. Details of all current stops are included in on the website and should be referred to for current pick up and drop off times.

General Information

We constantly strive to improve the service offered to parents including the removal of coach stops that have become obsolete and the addition of new stops for families new to school, or existing families where there is a change of circumstances. Generally this is done as part of our annual review of the coach service which is carried out during the Spring & Summer Terms.

At the start of the School Year, or if you are a new family, you will not necessarily know what after School activities your child will wish to be involved with. We understand this and are very flexible with coach bookings for the first term your child is in School. Please contact Mrs Walker-Smith in the Accounts Team to discuss this matter further.

When waiting for the coach in the morning, should the coach not have arrived 10 minutes after the appointed time, the most senior pupil at the stop should ring school and report its non-arrival. We will contact Cranberry's who will investigate and will then contact the pupil at the stop and let her/him know what is happening.

School Contact number: 01254 506070 (after 8am)
Cranberry Coaches contact number: 01254 875758

In order to optimise traffic conditions, coaches will not stop if there are no pupils waiting at the nominated stopping place. It is our normal procedure to request that pupils do not wait in cars until the coach arrives but stand at the allocated stop. Whilst we hope that the timings are accurate, there may be occasions when traffic is light and the coach arrives early. To cover for this we ask that your son or daughter is at the stop five minutes before the departure time.

The provision of coach services can be subject to events beyond our control, such as traffic conditions, road works and adverse weather. Cranberry's and Westholme do work hard to maintain an excellent service for you and your children.

Pupil Conditions of Travel and Code of Conduct

All Westholme School coach users must comply with the following conditions at all times of travel.

PARENTS ARE ASKED TO SIGN AND RETURN THE AGREEMENT TO TRAVEL FORM TO THE SCHOOL OFFICE AND BY DOING SO ACCEPT THESE CONDITIONS

Responsibilities

- Westholme School is responsible for all pupils using the school coach once pupils disembark the coach at school in the morning and until the coach leaves the school grounds in the evening.
- Cranberry Coaches are responsible for all pupil passengers whilst on the coach.
- Parents/Guardians are responsible for their child/children until their child/children embark the coach in the morning and disembark the coach in the evening. Parents must make arrangements for the safe and timely collection of their child/children from the bus stop. Unfortunately the coach driver cannot wait due to the collective responsibility for every child on the coach and the implications of a delay.
- There is NO adult supervision on the vehicles other than the driver. Children **MUST** remain seated at all times for their own comfort and safety, and the safety of their fellow passengers. All vehicles are fitted with seatbelts. Pupils are required to wear seatbelts at all times while the vehicle is in motion. **This is a legal requirement.** Failure to do so is not the responsibility of the driver or vehicle operators.
- Pupils are to remain in their seats whilst the vehicle is in motion. The actions and behaviour of the children on the vehicle, or the consequences thereof, shall not be the responsibility of the operating company.
- The driver is not to be distracted whilst the vehicle is in motion.
- All pupils are expected to behave in a proper manner and to have regard to common courtesy to the driver, fellow passengers and the vehicle.
- Incidents of unruly or disruptive behaviour will NOT be tolerated and will be firmly dealt with.
- Prefects and senior pupils do have seniority over ALL children on the coach and will report unacceptable language or behaviour to the appropriate school authorities.
- Parents are asked to ensure their children know exactly what is expected of them on the coach journey.

Logistics

- Pupils must be at the stop **five minutes before** the timetabled time.
- Pupils must not dismount the vehicle at any other bus stop than their booked stop without prior notice to School from parents.
- The School reserves the right to amend the routes, pick up points (and times) along with occupants of the coach at any time in order to make best use of the vehicles.
- Seats may not be reserved or occupied with bags. Any passenger is entitled to remove bags from a seat and occupy it. Bags and/or any other items must not obstruct the aisles at any time. It is the children's responsibility to look after their own belongings.
- In cases of extreme weather, most notably snowfall, parents are advised to check the Westholme website which will be updated by 7am.



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AGREEMENT TO TRAVEL

I/We agree that my child/children will abide by the Pupil Conditions of Travel and Code of Conduct. I understand that failure of my child/children to do so, may result in travel being suspended or cancelled without refund.

SIGNATURE.....DATE.....

PARENT'S NAME(please print).....

NAME OF PUPIL(S)(please print).....

ADDRESS.....

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WESTHOLME SCHOOL

SCHOOL COACH

I wish to reserve a place on the school coach for my child in accordance with the details given below and those contained in the Coach Service booklet. I understand that with the exception of sixth form pupils who are learning to drive, my booking is for the whole academic year.

NAME OF PUPIL

FORM **DATE OF BIRTH**

	MORNING		AFTERNOON	
	Coach Number	Name of Stop	Coach Number	Name of Stop
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

Signed _____ Print _____

Address _____

Date _____

IMPORTANT

Please note that all previous instructions will be cancelled – only the details given above will apply.