

COACH PROCEDURE

Our coach services are operated by Studentsafe. Bookings are managed via the Studentsafe Parent Portal and routes can be viewed here. Studentsafe can be contacted on 01254 946877 or by email at westholme@studentsafe.com

Morning Journeys

- Arrive at coach stop 5 minutes before stated departure time. Please do not wait in cars – if the coach driver cannot see you stood at the stop, they will not slow down.
- If the coach has not arrived by 10 minutes after the due departure time, the oldest pupil at the coach stop should ring school or Studentsafe 01254 946877 to find out what the situation is.
- Upon boarding the coach, scan the coach fob or for an adhoc journey provide your name for the driver for them to board you on the system. (please note it is not possible to pay the driver for single journey coach passes – these need to be purchased in advance of the journey).
- Coach fobs will be handed to all pupils who have booked a Termly seat on a coach soon after the start of term – do not worry if you do not have a fob on the first day or two.
- Once you have boarded the coach, find a seat, put your seatbelt on, sit back and enjoy the ride to school. Please keep all bags with you.
- Upon arrival at school, depart the coach; in line with Studentsafe's Risk Assessment, pupils will leave the coach starting from the front of the vehicle and make your way to registration, following the pupil access route.
- If for any reason the coach is late to school, please go straight to Reception to sign in.

Evening Journeys

- At the end of school day, please collect belongings that are going home with you and make your way to the car park. Members of staff will be around to help you if you are unsure which coach you need to look for.
- Each coach will have a sign in the window indicating the coach route – please find your coach and get your coach fob ready to show the driver upon boarding the coach.
- Coaches are due to leave the school grounds at 4:10pm to allow for safe boarding and all procedures to be followed.

As per the coach code of conduct, any student who does not adhere to the coach rules may have their travel permissions suspended.