

Ringshall School Bus & Taxi Policy

May 2008

Suffolk County Council's policy is to provide free transport only when children Live more than 2 miles (for children aged 8 and under) or 3 miles (for children aged 8 and over) away from their catchment area school. However, a unique arrangement exists whereby a bus is provided for children from Wattisham Airfield. This is 50% funded by the LEA. The remainder of the cost is met by the Army at Wattisham Airfield and they also provide a bus escort. Our procedure is as follows:

Teachers

- The duty teacher supervises children in the playground from the arrival of the bus, at approximately 8.45 a.m.
- Teacher and children complete bus register at morning registration and return it to the school office in the class Every Day Box.

Secretary

- Prepares a weekly bus register for each class teacher to complete each day.
- Checks bus registers and keeps them in her office until 2.30 p.m. in case of emergency changes, in which case it is her duty, or the duty of the person receiving the notification of change, to inform the child and teacher and say who is picking the child up.
- Returns all bus registers to the classes in the Every Day Boxes.

Teachers

- At 3.15 p.m. ask for Bus children to line up.
- Check against the number on the register and if all is well lead the line to the bus. Children who are collected by car or who walk home, go to the playground to be met at 3.15 p.m..

Bus Escort

- The first child in each bus line tells the bus escort which class they are from.
- The escort has a list of the class names and will know when all classes are on the bus.

NB Wattisham bus children are put on the bus daily. Parents of children who stay for after school clubs need to write a letter each term to the secretary and she will indicate 'car' on the bus register for that day each week throughout the term. Similarly, parents of bus children, should write termly/yearly to the school secretary to indicate whether their child should travel on the bus or not on "Time to Share" days. Dates of "Time to Share" are published on the School Diary Dates & Newsletters. Telephone calls to change arrangements are for emergencies only. Any other changes which need to be made on occasions, must be notified in writing.

The Bus Run

The bus collects and drops off the children from two stops in Wattisham.

Stop One is at the entrance to Chestnut Avenue and Stop two is at the NAAFI/SPAR.

Morning Collections are at 8.30am at Chestnut Avenue, and 8.35am at The NAAFI.

Afternoon drop offs are at 3.25pm at Chestnut Avenue and 3.30pm at the NAAFI.

If parents normally allow their child/children to walk home from the bus stop alone, they should make the Army Welfare Service and bus escort aware of this at the outset.

Responsibility

- Suffolk County Council is responsible for the bus (with shared finance from Wattisham)
- The school is responsible for the children until they are seen on to the bus.
- The escort (provided by Wattisham) is responsible for the children whilst on the bus. If a child is not met by anyone at the bus stop, she will ensure he/she is taken to the relevant family's Welfare Officer.
- Parents are responsible for their children on their arrival at the Wattisham bus stop at the published time.
- Parents are responsible for giving the school advance written notice when they need to make changes to their child's normal home-time arrangements.

Problems and Enquiries

Any problems or enquiries should be addressed to the most appropriate body:

Suffolk County Council Education Transport	01473 265064
Linda Armstrong, Army Welfare Service	01449 728281
Ringshall School	01473 658307

Taxi children are asked to wait just outside the office. The taxi driver has been asked to come into school to fetch the children. They are not allowed to go out to the taxi. They must be fetched.