



## **BUS PROCEDURE**

### **BEFORE SCHOOL**

**Parents must inform the School Secretary before 8:15am if their child/ren is/are not travelling by bus on that day to School.**

#### **Buses arriving at The Manor**

- 1) All buses coming from the direction of Shippon and Dalton Barracks will stop outside The Manor, where there will be a member of staff to greet them and register their arrival and open the gate to the school.
- 2) If the bus driver does not see a member of staff at this bus stop, or there is an obstruction within the bus lay-by, they should NOT drop any of The Manor children off at this stop and continue to St Helen's School, where they should be registered on their arrival.

#### **Buses arriving at St Helen's School**

- 1) All buses coming from the direction of Abingdon School will stop at St Helen's School and a member of The Manor staff will be there to greet them and register their arrival.
- 2) There will be a taxi/minibus to take the children from St Helen's School to The Manor.
- 3) This taxi will come into the main school grounds and drop the children at the 'drop-off point' where a member of The Manor Staff will assist the girls in getting out of the taxi/minibus.

**Both members of The Manor staff will have a mobile phone with them to communicate with each other and the Transport Coordinator, at St Helen's School.**

### **AFTER SCHOOL**

- 1) The children gather by the gate at the entrance to the main (Years 1-4) playground at 4:00pm. Children in Pre-Prep will be brought there by a member of staff or an older sibling where appropriate.



- 2) The children are checked on the bus register, escorted to the bus and accompanied on the bus to St Helen's by the two bus supervisors. All children **MUST** wear a seat belt or lap belt on the bus.
- 3) The children are directed to the appropriate buses at St. Helen's.
- 4) On the rare occasion when a bus is late and the members of staff cannot stay beyond 4:15pm due to other commitments they should ring the school office and a member of the office staff will come to relieve them. If a bus is running extremely late the children should be brought back to The Manor and put into Extended Day.

If there is any doubt about whether a child should travel on or off the bus the school will always retain the child at the school in Extended Day in the interests of the child's safety and the office will inform the parents.

## **STAFF BUS PROCEDURE**

### **BEFORE SCHOOL**

#### **Bus Supervisors (St Helen's)**

- 8.00am** Pick-up the Bus Register from the School Secretary.
- 8.05am** Walk to St Helen's School.
- 8.15-8.50am** Register The Manor girls and record the bus arrivals.
- 8.50am** If all girls have arrived, call the Bus Supervisor at The Manor to confirm the arrival of all of the 'Bus girls'. Then return to The Manor.

If a bus has not arrived by 8.50, contact the Bus Coordinator for the Joint Bus Service to establish if the bus in question is delayed. The Bus Supervisor will then remain at St Helen's until the bus arrives.

If a Bus is going to be delayed for an extensive period of time (i.e. an excess of 30 minutes), the Bus Supervisor must return to The Manor and the girls are expected to report to the Reception at St Helen's School.

#### **Bus Supervisor (The Manor)**

- 8.00am** Pick-up the Bus Register from the School Secretary.
- 8.05am** Open up the bus gate at the top of the steps.

School Bus Procedure - Reviewed November 2010



**8.15-8.50am** Register The Manor girls.

**8.50am** If all girls have arrived, call the Bus Supervisor at St Helen's to confirm the arrival of all of the 'Bus girls'. Then return to the School Office.

If a bus has not arrived by 8.50, contact the Bus Supervisor at St Helen's School.

If the bus has not arrived at St Helen's, contact the Bus Coordinator for the Joint Bus Service to determine if the bus in question is delayed.

One of the Bus Supervisors will then contact the School Secretary to request cover for the front gate until the Bus arrives.

#### **AFTER SCHOOL**

- 1) Two members of staff on duty collect the daily bus list and the school mobile phone (in case of last minute changes of plan for individual pupils) from the School Secretary.
- 2) The children gather by the gate at the entrance to the main (Years 1-4) playground at 4:00pm. Children in Pre-Prep will be brought there by a member of staff or an older sibling where appropriate.
- 3) The children are checked on the bus register, escorted to the bus and accompanied on the bus to St Helen's by the two members of staff. All children **MUST** wear a seat belt on the bus.
- 4) The children are directed to the appropriate buses at St. Helen's. Staff should remain at St Helen's until all Manor children have got on to the appropriate bus (which will usually be by 4:15pm).
- 5) On the rare occasion when a bus is late and the members of staff cannot stay beyond 4:15pm due to other commitments they should ring the school office and a member of the office staff will come to relieve them. If a bus is running extremely late the children should be brought back to The Manor and put into extended day and the parents rung. This would only happen after a discussion with the member of staff from St. Helen's who is on bus duty.

If there is any doubt about whether a child should travel on or off the bus the school will always retain the child at the school in Extended Day in the interests of the child's safety and the office will inform the parents.



## **BUS CONTACTS**

### **THE MANOR PREPARATORY SCHOOL**

Reception: 01235 858458  
David Ramm: 01235 858470  
School mobile (Manor): 07866820410  
School mobile (SHSK): 07561083639  
Taxi Service: 07525755090

### **TAPPINS**

Traffic Department: 01235 819393 (extension 418/9)

### **SHSK**

Reception: 01235 520173  
Tom Peeke: 01235 546514

### **ABINGDON SCHOOL**

Mrs Clare Butcher: 01235 849028  
Sue Campbell: 01235 849012

### **ABINGDON PREP**

Reception: 01865 391570



## **Coach Operators 2010/2011**

### **Tappins Coaches Ltd**

<http://www.tappins.co.uk/>

Collett Road

Southmead Park

Didcot

OX11 7ET

Traffic/Lost Property: 01869 355418/419

Ian Hemsall (Traffic Manager) 07836 593963

Tony 07850 564324

### **Pearces Private Hire Ltd**

<http://www.coachhireoxford.com/>

Tower Road Industrial Estate

Berinsfield

Wallingford

Oxon

OX10 7LN

Tel 01865 340560

Fax 01865 341582

Email: [pearcescoaches@btconnect.com](mailto:pearcescoaches@btconnect.com)

Out of Hours Martin Pearce: 07779 122530 or 07889 862807

### **Weavaway Travel**

<http://www.weavaway.co.uk/>

169, Main St

New Greenham Park

Thatcham, Berkshire

RG19 6HN

Tel 01635 820028

Fax 01635 821128

Email: [info@weavaway.co.uk](mailto:info@weavaway.co.uk)

Out of Hours 07782 351128

### **OK Corporate Cars**

(Witney 4.20pm route & Manor AM Shuttle)

Eyston Barn

Church Street

Appleford

Oxon, OX14 4YA

Tel 01235 848001

Mobile: 07525 755090

Email: [r-king11@sky.com](mailto:r-king11@sky.com)



<b>Date Policy Reviewed:</b>	November 2010
<b>Date of Next Review:</b>	November 2012
<b>Person(s) Responsible for Review:</b>	SLT
<b>Signature of Reviewer(s)</b>	