



BUS PROCEDURE AND SCHOOL MINIBUS PROCEDURE

Date Policy Reviewed:	12 March 2024
Date of Next Review:	12 March 2026
Person(s) Responsible for Review:	SLT - DFO

JBS (Joint Bus Service) 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 drop children off at the layby outside The Manor. A member of The Manor staff will be there to greet them and register their arrival.

If a bus has not arrived by 8.45am, contact the Bus Coordinator for the Joint Bus Service to establish if the bus in question is delayed.

If a Bus is going to be delayed for an extensive period of time, the Bus Supervisor and any pupils must return to The Manor.

JBS PROCEDURE - AFTER SCHOOL

- 1) Staff on duty collects the daily bus list and the school mobile phone (in case of last minute changes of plan for individual pupils) from the School Office.
- 2) The children come to the main school office at 4:00pm.
- 3) The children are checked on the bus register. Children along with the member of staff on duty take the bus from our layby to St Helen and St Katharine (SHSK).
- 4) The children are then supervised and directed to the appropriate buses at SHSK . Staff should remain at SHSK until all Manor children have got on to the appropriate bus (which will usually be by 4:15pm).
- 5) On the rare occasion that a bus is late the member of staff must wait with the children. If a bus is running extremely late (classified as hours late) the children should be brought back to The Manor and should attend Homework Club, the parents will then be called. This would only happen after a discussion with the member of staff from SHSK and a member of SLT .

If there is any doubt about whether a child should travel on or off the bus the member of staff on duty should either bring the child back to the school, or



leave the child in Homework Club then subsequently Extended Day. The School secretary should then contact the parents.

THE MANOR - SCHOOL MINIBUS PROCEDURE

There are two members of Manor staff on each minibus – the driver and an accompanying adult to supervise the children. The children do not travel in the front seats of the bus, unless the bus is full, in which case, a Year 6 or Year 5 child may use the front seats. Parents are informed this may happen. The supervising adult sits in the back of the minibus with the children, unless the bus is full, in which case the adult sits in the front next to the driver.

A mobile phone is taken on each journey with the telephone contacts of all of the parents of minibus users on it. A file with contact details of all of the children in the school is also taken on each journey in case any other children use the service on an ad hoc basis.

In the morning

A daily register is kept. The member of staff responsible for supervising the children marks each child as present when they get on the bus and, at the same time, confirms the going home arrangements and makes a note on the list. Before departure, the seat belts are checked.

Once at school, all children are escorted through the school gates and children from Reception to Year 2 are escorted to their classrooms by the Minibus Supervisor. When the children arrive in their classrooms they are asked again by their form teachers to confirm if they are on or off the minibus at the end of the day. If there are any anomalies a member of the office staff telephones one of the parents to double check and the correct arrangement is confirmed.

At the end of the day

At 3.45pm children from Reception to Year 2 are taken to the Dining Room by a member of staff, where they wait with the minibus team until the bus is ready to leave. Children in Years 3-6 join the minibus team in the Dining Room.

Names are checked by the minibus supervisor and once everyone is present, the children are escorted to the correct minibus.

Children are only allowed to get off the minibus at their stop when their parent or designated responsible adult is there to meet them.

If there is no parent/adult to meet a child at their bus stop

In the event that a parent is late arriving at the stop the minibus will wait 5 minutes to give them time to arrive. The minibus team will attempt to make telephone contact with the parent/s. If possible an arrangement will be made to meet the bus at the next stop or a later stop along the route. If this is not possible, the child will stay on the minibus and return to The Manor and the



The Manor

Preparatory School

parents will be contacted to make arrangements to collect their child from Extended Day.

BUS CONTACTS

Please contact The Manor in the first instance

THE MANOR PREPARATORY SCHOOL

School Office: 01235 858458
Louise Dench 01235 858470

School mobile (SHSK): 07983 885651
Taxi Service: 07525 755090

SHSK

Main Office: 01235 520173
Joint Bus Admin: 01235 546514