



Minibus Service Guide

Summer Term 2025



The Manor
Preparatory School

Welcome

Dear Parents/ Guardians,

The Manor is now partnering with Vectare, a specialist school transport management company, to improve our transport offering.

Starting from the Summer Term 2025, the way bookings and payments are made, as well as communication between the school, the minibuses, and parents, will be streamlined.

All bookings for the school minibus routes are made via our online booking system, which can be viewed at manorprep.vectare.co.uk. The system also incorporates an interactive journey planner, allowing you to enter your postcode and find your closest stop.

Other amendments and changes can also be made via the 'My Account' section of the website.

This guide provides an overview of the school minibus service network and contains further details including timetable information.

If you need any further assistance, or you would like to discuss travel options from areas not currently served by our network, please contact us via the bookings website and we will be pleased to assist.

The Manor and Vectare

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Route Map 2024 / 2025

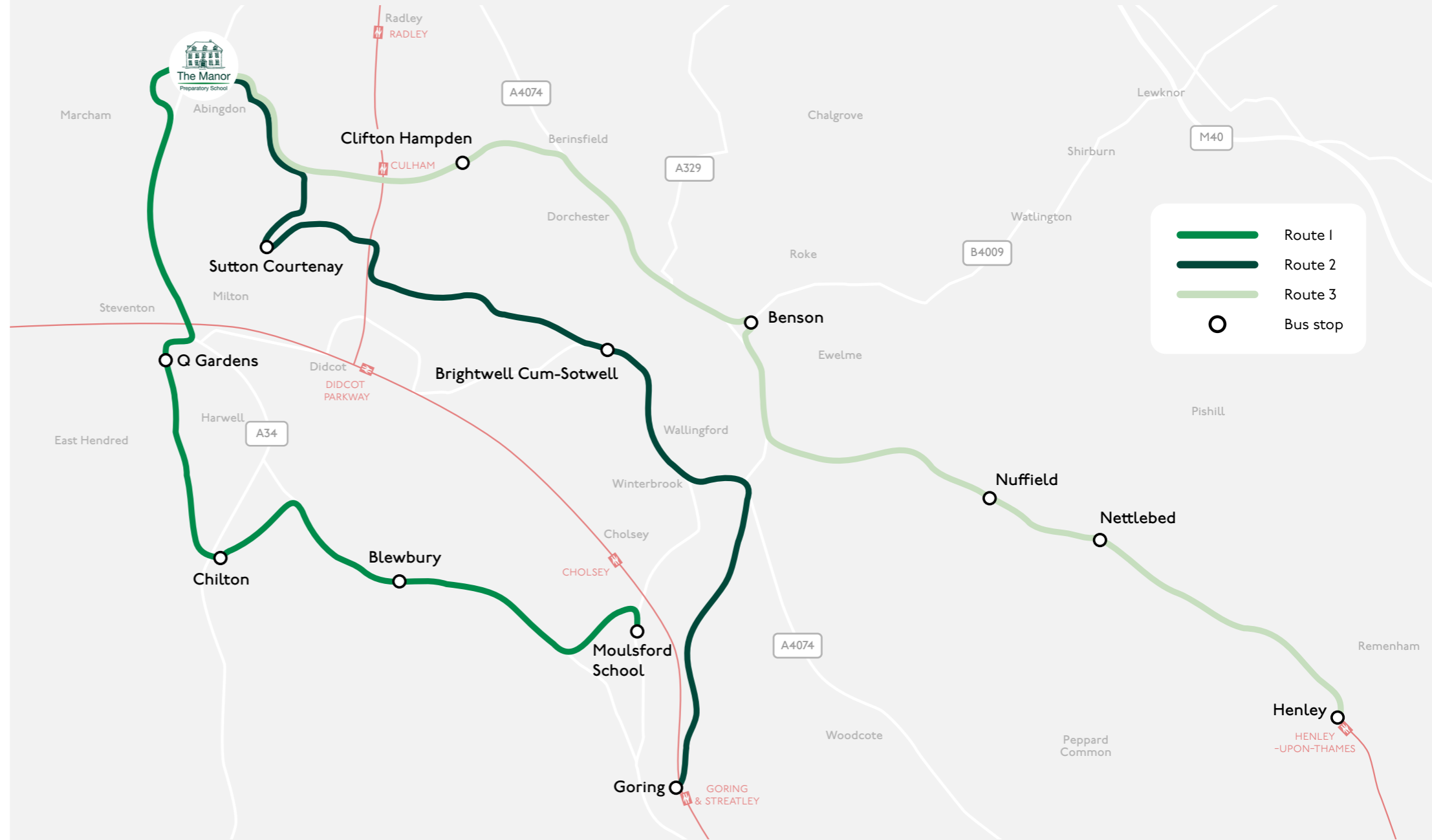
How to book

Scan the QR code or go to manorprep.vectare.co.uk to locate your nearest stop and make a booking



Make your booking and get instant confirmation.

Contact Vectare via the website if you have any questions.



Timetables 2024 / 2025

Route 1

Stop	AM	PM
Moulsford School	07:45	17:05
Blewbury	07:55	16:50
Chilton	08:05	16:35
Q Gardens	08:15	16:25
Manor Prep	08:30	16:10

Route 2

Stop	AM	PM
Goring	07:30	17:05
Brightwell Cum-Sotwell	07:50	16:45
Sutton Courtenay	08:10	16:25
The Manor	08:30	16:10

Route 3

Stop	AM	PM
Henley	07:15	17:05
Nettlebed	07:25	16:55
Nuffield	07:30	16:50
Benson	07:40	16:40
Clifton Hampden	07:55	16:25
The Manor	08:30	16:10

Please note: The times listed are departure times.

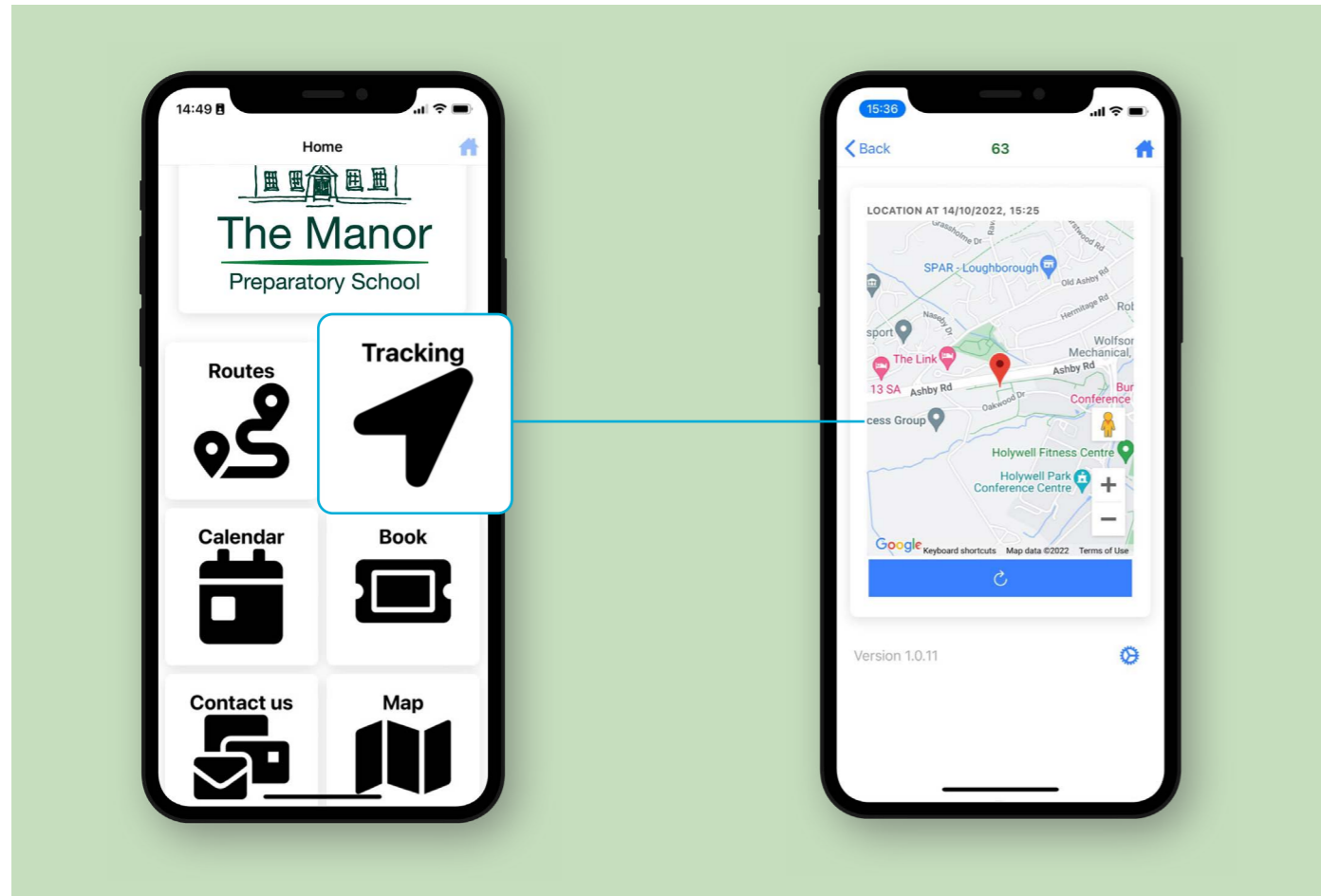


Scan to make a booking!

Accessing Tracking

You can track your child's bus by navigating to 'Tracking' on the VecTive Passenger App. Select your journey and then you will be able to see the live location of the bus.

Please note that tracking will be available only for journeys for which you have a booking, and only when the journey is in live operation.



Fares 2024 / 2025

	Five days a week	One day a week	Ad Hoc
One Way	£345	£69	£12.50
Both Ways	£690	£138	£25

Sibling Discount	
Discount for 2nd child	15%
Discount for 3rd child	75%

Please note: Fares are zero-rated for VAT.

Terms & Conditions

1. This agreement is made between all school minibus passengers, their parents and The Manor in order to provide safe, comfortable and civilised journeys for all passengers.
2. Arrangements for pupils' journeys to and from the school are the responsibility of their parents. To assist with discharging this responsibility, The Manor provides a transport service.
3. Transport on the school minibus service must be arranged in advance. If you wish to use the school minibus service on an ad hoc basis, or to vary the details of your minibus travel as a one-off, you should book travel via the website prior to travel. Payment for the service is made online at the time of booking and your child's name will automatically be added to the register. Bookings are to be made online via manorprep.vectare.co.uk
4. Morning journeys must be booked by the midnight of the day before travel and the deadline to book an afternoon journey for the same day of travel is 3:00 pm.
5. It will be the parents' responsibility to inform the school via the 'Contact Us' form on the website if they no longer wish to use the school minibus service. A half term's notice must be given by a parent prior to the removal of a pupil from the school minibus service (apart from an ad-hoc journey). If an ad hoc journey is cancelled with more than 24 hours' notice the booking can be transferred to another journey.
6. No pupil is permitted to travel on the school minibus service if not pre-booked for that minibus. Other arrangements for journeys to and from school must be made by them or their parents. Pupils must travel to and from The Manor in full school uniform or a full school PE kit (except on approved non-uniform days).
7. Pupils should be at the minibus stop five minutes before the scheduled time of departure and should be visible to the approaching driver at the bus stop.
8. The pupil is the responsibility of the parent/guardian until placed on the minibus.
9. In the afternoon, parents should be at the minibus stop five minutes before the estimated time of arrival to collect a passenger. If there is no one to meet the pupil they will not be dropped off at the bus stop and will be returned to school and placed into Extended Day. The parent/guardian will then be responsible for collecting the pupil from school.
10. If an adult other than the parent/guardians registered with the school will be collecting your child with any regularity, please complete the online form [here](#) so that the minibus team can be made aware.
11. If an adult other than the parent/guardians registered with the school will be collecting your child as a one-off arrangement, please contact the School Office, giving as much notice as possible, so that they can inform the minibus team. If we have not been informed of a change in pick-up arrangements and we are unable to contact you, we will not be able to dismiss your child for safeguarding reasons and they will be brought back to school.
12. Good conduct is required at all times. Bullying, shouting, use of foul language, dropping litter or any other misbehaviour is strictly forbidden. Noise should be kept to a minimum with nothing done to distract the driver's attention. The minibus supervisor will reinforce this.
13. In line with school policy, food not provided by The Manor must not be consumed on the minibus including breakfast on the morning routes.
14. The use of electronic devices (kindles, phones, computer games, tablets) are not permitted on the minibus. This policy applies schoolwide with the exception of Chromebooks.
15. Gangways and emergency exits must be kept clear at all times.
16. Except when embarking or disembarking, all passengers must remain seated with their seatbelts fastened correctly.
17. Whilst on a school minibus, all passengers must accept without question the authority of the minibus driver and/or supervisor.
18. Parents should resist the temptation to ask the minibus supervisor about other school-related issues, e.g. Lost property, as their full attention should be on getting the children on and off the minibus safely and any unnecessary delay can cause inconvenience to other minibus users. Enquiries should be directed to the school office.
19. Internal cameras are fitted on our buses. In line with our Data Protection Policy and GDPR guidelines these recordings will remain as property of the school.
20. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the school minibus service.
21. The Manor aims for 95% of journeys to operate within the transport industry window of tolerance of one minute early to five minutes late, however, timings may vary due to traffic conditions or unforeseen circumstances. The Manor reserves the right to adapt the stop locations and timings, for example to reflect changing demand or road conditions.



The Manor

Preparatory School

Produced by Vectare for School . © Vectare 2025. Timetable, route and fare information is correct as of March 2025.

This guide is produced for information only. We cannot be held liable for any errors or omissions or for any loss or damages caused, howsoever arising and including consequential losses, as a result of the use of this Guide. Please note that routes are subject to change.