

14th September 2020

Dear parents/carers,

Your child currently uses one of the Local Authority buses or our school minibus service to travel to and from John O'Gaunt.

To ensure the journey to and from school is safe and efficient, there is a code of conduct that we ask both parents and students to accept. Unfortunately, we have had reports of misconduct from a small minority of students using these services. Therefore, I wanted to write to you to ask for your support to reinforce our code of conduct with your son/daughter once again.

Students are expected to display the same level of behaviour on the bus as they would in school, and behaviour issues will be addressed at school. This includes any requirements relating to COVID-19 guidelines, such as wearing face masks.

SCHOOL BUS CODE OF CONDUCT

At all times, the Behaviour Policy of the school will apply with use of reward and consequences, including additions made to the policy in consideration of COVID-19.

Parents agree to:

- Ensure that their child arrives at the bus stop in adequate time to allow the bus to keep to the stated timetable
- Inform the school of any changes to their child's use of the bus (ie: intermittently not using a return journey, change of bus stop, cessation of use of the bus)
- Work with the school to address any issues arising from their child's use of the school bus

Students agree to:

- Comply with any and all requirements, as set out by either John O'Gaunt School or the Local Authority Transport Service, relating to COVID-19. This may include but is not exclusive to; wearing face masks for the entire time students are on the bus, washing and/or sanitising upon entry/exit and social distancing. These requirements may need to be dynamic and may change without notice
- Arrive at the bus stop, both at school and on the route, in adequate time to allow the bus to keep to the stated timetable
- Remember that upon boarding the bus they are, in effect, on school grounds and all usual behaviour expectations apply
- Listen to and follow **all** instructions from the bus driver

- Ensure seat belts are worn at all times and not remove them until the bus has safely stopped in school grounds, or at the bus stop on the way home. This is both a safety and a legal requirement. It will be an instant S2 for anyone not complying
- Not to leave any litter on the bus
- Keep noise to a reasonable level to enable the driver to concentrate
- Not cause any interference or annoyance to other students using the bus
- Not interfere or distract the driver
- Not use aerosol sprays of any kind on the bus
- Use sensible road awareness when disembarking from the bus at all stops on the return journey
- Students should not cross the road until the bus has left the stop
- No football boots or other sports shoes to be worn on the bus

The school agrees to:

- Provide a reliable daily bus service
- Ensure that all vehicles used for the daily bus service are roadworthy and mechanically sound
- Ensure that parents and students are kept informed in the event of any delay to the service

Any student not following the code of conduct may face sanctions as laid out below:

Stage 1 – Verbal warning from staff driving or supervising the bus journey and the potential to be required to move seats

Stage 2 – Referral to Progress leader

Stage 3 – Referral to a member of the Senior Leadership Team for repeat or more serious offences with a temporary ban from using the school bus if appropriate

Stage 4 – Permanent ban from using the school bus

Please note that in the case of a temporary or permanent ban, it is the legal responsibility of the parent to ensure their child attends school.

I appreciate the frustration that letters such as this one can cause, especially to the majority of our students who behave impeccably. On a positive note, students can earn reward points, each term, for good behaviour on the school bus. However, I would appreciate your support in taking a little time to discuss this matter at home and remind your son/daughter of our joint expectations of them and the potential consequences of poor conduct especially relating to the public health requirements relating to COVID-19. We will be reminding students of our expectations through Tutor sessions over the next week.

If you have any questions or need any further information about the bus service, please contact Mrs Thorne on sthorne@johnogaunt.excalibur.org.uk or phone 01488 682400.

Yours sincerely,



Mr Hawthorne
Head of School