

Gad's Hill School – School Bus Service – Terms and Conditions – effective 11 October 2023

In choosing to use the bus service made available by the School, parents accept the following terms and conditions:

1. Use of the school bus service is restricted to pupils in Year J3 and above.
2. The school will use reasonable endeavours to operate the bus service on each day the School is open but on occasion this will not be possible for reasons including, but not limited to, staff absence, vehicle breakdown, adverse weather and road traffic issues.
3. In circumstances where the School cannot operate a service, the School undertakes to contact parents as soon as possible. In the event that a morning service cannot operate, contact will be attempted by telephone numbers held for parents and pupils, and this could be as early as 6am.
4. In the mornings, parents agree to ensure their children are at the nominated bus stop at least two minutes before the published departure time so that children can board the bus and secure their seat belts, allowing for departure at the published time.
5. The School makes every effort to be at each stop before the published departure time but sometimes road traffic and other conditions may cause delay. Buses never leave the stops before the published departure times so if your child is at the stop at least two minutes before the departure time they cannot have missed the bus.
6. The School aims to keep reviews of bus routes and timings to an annual event so that all concerned have certainty however in some circumstances it may be necessary to alter bus routes, stops and/or timings mid-term. In these circumstances the School endeavours to give parents at least one calendar week's notice of the change however this may not always be possible. The definitive route map and times at any point is available on the School website, and supersedes any paper version.
7. Parents accept that the School may, in its absolute discretion, refuse to convey a pupil on the bus service if at any time it determines that their behaviour or any other factor, whether on the bus or in school generally, is considered to be a risk which it is inappropriate for the driver to manage. Less serious failures to meet the expected behaviours will be dealt with as follows:
 - a. The driver will inform the school of all incidents. They will be recorded on the school's system and parents will be informed by email. The relevant form tutor will also be informed of the incident.
 - b. A second incident within the same half term will result in a final written warning; parents will receive this via email.
 - c. Should a pupil be reported for poor conduct for a third time in any one half-term, they will not be permitted to travel on the school bus service for a period of one week. Parents will be emailed to advise the relevant dates.
 - d. Further incidents following a one-week ban may result in longer term or permanent restrictions on the use of the service.
8. Use of the bus is charged at £4.50 per pupil per journey so if a child uses the service full-time the cost will be £45 per week. These charges are added to your disbursements bill at the end of each term and are due for payment by the date stated on the invoice. The School reserves the right to refuse to convey a pupil on the bus service while any charges from the School (whether in relation to the bus service or otherwise) are overdue for payment.
9. A pupil is only guaranteed a space on a bus service if a booking for the pupil has been accepted for the pupil, for the term in question, by the School. Some ad-hoc use may be possible at times, but priority is given to those pupils who have reserved, and been offered, a space before the start of the relevant School Term. In the event that applications for spaces on the bus service are in excess of the number of spaces available, applications will be processed in the sequence they were received by email to transport@gadshillschool.org
10. All bookings (whether regular or ad-hoc) and any queries or concerns must be sent by email to transport@gadshillschool.org
11. The School may at any time and for any reason revise these terms and conditions giving parents not less than one calendar week's notice of the change of terms and conditions.

Bursar 11 October 2023

