



## School Bus Service – Terms and Conditions – effective Autumn Term 2025

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

- Use of the school bus service is restricted to pupils in Year J3 and above.
- 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.
- 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.
- 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.
- The School will make 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 will not have missed the bus.**
- **All junior school pupils must be collected at their designated drop off stop in the evening by a parent or other nominated person. In the event that a parent is not at the stop the driver will follow the procedure set out in the "Out of hours policy" which can be found on the school website.**
- 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 weeks' 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.
- 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. Where practicable, parents will be given two school-days' notice of the decision not to convey a child so that parents have time to make alternative arrangements, however occasionally such a decision may have to be taken with immediate effect.
- Use of the bus is charged at £5.50 per pupil per journey so if a child uses the service full-time the cost will be £55 per week. Bookings for use of the bus are made on the School Money payment system and payment is due at the end of each month. 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.
- A pupil is only guaranteed a space on a bus service if a booking for the pupil has been made in School Money in advance. Spaces are limited and can be reserved up to a term in advance. Ad-hoc use may be possible at times and can be booked on School Money. All bookings need to be made before 6pm the day before the day of travel. Priority is given to those pupils who have reserved a space.
- **If your child uses the bus service but has not been booked on in advance, the driver will add the cost of travel to your School Money account but at a rate of £7.50 per trip. For safe transportation of your child, it is imperative that a booking is made in advance in order for the driver to be aware of who to expect on his route.**
- If your child is absent from school due to sickness the drivers will mark the bus register accordingly and you will not be charged for the trip. If you have already paid for this trip you will be credited within School Money and the funds made available for future bookings. If you wish to cancel a booking this can be done by 6pm the day before the booking.
- If you know your child will not be using the service due to another commitment or appointment, please make sure you remove your booking by 6pm the day before travel so that the driver does not wait unnecessarily.
- All queries or concerns should be sent by email to [transport@gadshillschool.org](mailto:transport@gadshillschool.org)
- The School may at any time and for any reason revise these terms and conditions giving parents not less than one calendar weeks' notice of the change of terms and conditions.