

## **ST POLYCARP'S CATHOLIC PRIMARY SCHOOL**

### **School Transport Terms and Conditions**

#### **1. OBLIGATIONS ON THE SCHOOL**

- 1.1 The school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need.
- 1.2 The school will endeavour to provide the agreed transport facilities for your child at the agreed times (subject to any day where the school is closed).
- 1.3 In exceptional circumstances the school may not be able to provide transport. On these occasions parents will be notified as soon as possible.
- 1.4 Minibus drivers will hold the appropriate driving license, will have received minibus driving and first aid training.
- 1.5 The Minibus will be checked in accordance with appendix 1.

#### **OBLIGATIONS ON PARENTS/CARERS**

#### **2. BOOKINGS**

- 2.1 Parents/carers may only apply for a school transport place for new starters once the school have offered a place at the school and this has been accepted.
- 2.2 Bookings must be made in advance via email to the school office.
- 2.3 Bookings are made on a first come, first served basis.
- 2.4 Payment is made via SCOPAY by either Debit/Credit card.
- 2.5 Bookings are made in advance for each half term. Once a booking is confirmed by email payment is expected for school transport within one week of receipt of confirmation email.
- 2.6 The school reserves the right to suspend a child's place on school transport if payment is outstanding.
- 2.7 All records will be kept in line with the school's Data Protection Policy.

#### **3. BOOKING CANCELLATIONS**

- 3.1 Confirmed spaces on the minibus may be cancelled by giving one months notice.
- 3.2 Parents/carers will still be charged if a cancellation is not made within these timeframes.
- 3.3 In the event of the school cancelling the minibus service, a credit will be applied to your child's scopay account to cover the missed session.

#### **4. ABSENCES**

- 4.1 Where a child is booked onto a transport service but is then absent from school on the day they are due to attend, because of illness, parents must report the absence via the school absence telephone system in the normal way. They should also specify that their child was

**Here in the St. Polycarp's Family we follow in the footsteps of Jesus through playing, praying, loving and learning together.**

### **Appendix 3**

due to utilise the minibus transport service, so that the driver can be informed not to expect them that day.

4.2 Refunds will not be given in the case of absence.

4.3 Credits will be given in the case of a school trip where the child is not able to use the transport service.

## **5 PAYMENT**

5.1 Fees must be paid within one week of receipt of booking confirmation.

5.2 The school reserves the right to suspend a child's place on the school transport service if payment is outstanding.

## **6 DROP OFFS AND COLLECTIONS**

### **Morning Transport Service**

6.1 The school transport service will collect children from Church Crookham Holy Trinity Church at 7.50am and will leave by 07.55am.

6.2 The school transport service will collect children from Hale Village Hall at 08.05am and will leave by 08.10am.

6.3 Parents must wait with their children until they have been collected by the minibus.

6.4 If the minibus is running more than 15 minutes late due to traffic, parents will be contacted by the school office.

6.5 The minibus will not wait at either pick up location and will leave as soon as all children are securely fastened in therefore it is essential that parents are punctual each morning.

### **Afternoon Transport Service**

6.6 The minibus will depart school at 3.25pm.

6.7 Children will be dropped off at Lower Hale at approximately 3.40pm. The driver will wait five minutes before leaving Lower Hale.

6.8 Children will be dropped at Hale Village Hall at approximately 3.50pm. The driver will wait five minutes before leaving Hale Village Hall

6.9 Children will be dropped at Church Crookham Holy Trinity Church at 4.05pm. The driver will wait five minutes before leaving Holy Trinity Church.

6.10 Children who are not collected by parents will return to St Polycarp's in the minibus. Parents will need to arrange for their child to be collected from school.

### **Late Collection Procedure**

7 If a parent/carer is going to be late collecting their child this procedure should be followed:

1. If a parent/carer is unexpectedly delayed and they are unable to collect the child by the end of the session, they must try and contact the school office on 01252 716307, as soon as possible, to explain the reason and advise of another person collecting and confirm the agreed password.
2. If no contact is made, and the child returns to school, the School Office will phone the parent/carer's contact numbers provided on the child's Registration Form.

**Here in the St. Polycarp's Family we follow in the footsteps of Jesus through playing, praying, loving and learning together.**

### **Appendix 3**

3. If there is no reply, the School Office will telephone any other Emergency Telephone Contact numbers on the Registration Form. Any person unknown to the club will be asked to provide the agreed password when collecting the child.
  4. If no contact has been made by 6:15pm the Headteacher will be contacted for further advice.
  5. A message will be left advising the parent of all action taken.
  6. The incident will be recorded and filed.
- 8 If a parent/carer is regularly late to collect their child a written warning will be issued by the school, encouraging them to collect their child on time. If late collections persist, bookings will not be accepted for the following half term.

### **9 GENERAL**

- 9.1 The School Transport service reserves the right to exclude a child if he or she consistently misbehaves or if any of the Terms and Conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent/carer and a member of the SLT in order to attempt to resolve the difficulties amicably. The transport service follows all relevant school policies, including the Behaviour Policy.
- 9.2 Any accident or incident and resulting action will be recorded on an accident and incident form and will be communicated to parents/carers when the child is collected.
- 9.3 By making a booking parents/carers give consent for a trained member of staff to administer first aid or to seek emergency medical advice or treatment for the child and on behalf of the parent/carer in the event of an accident.
- 9.4 The transport service does not accept responsibility for the loss or damage of any personal belongings.
- 9.5 The transport service forms part of St Polycarp's Catholic Primary School and will be inspected as part of the school's Ofsted inspection. They also follow the school's Child Protection and Safeguarding Procedures as laid out in the respective school policies.

**Registration Form and Declaration of Consent to the Terms and Conditions for  
St Polycarp’s Catholic Primary School Transport Service**

*Please complete and return this form to the school office*

Child’s Name ..... Class.....

Parents’ Name/s.....

Home Address.....

.....

Parent/carer name and contact number: (Home/Mobile).....

Parent/carer name and contact number: (Home/Mobile).....

*Emergency Contact Telephone Numbers:*

1: Name..... Telephone numbers .....

2: Name..... Telephone numbers .....

3: Name..... Telephone numbers .....

For security reasons, please provide a password. Authorised adults will be required to give the correct password before they will be allowed to collect your child. Please do not share the password with your child.

*Password:*

Please list any allergies or other medical information for your child. Health care plans should be emailed separately to [info@stpolycarps.surrey.sch.uk](mailto:info@stpolycarps.surrey.sch.uk):

I certify that the child I am enrolling is allowed to use the school transport service and in the event of an accident I hereby give my consent for a trained member of staff to administer first aid or to seek emergency medical advice or treatment on my behalf. Sessions can be booked via the school office and payment should be made using ScoPay. Please refer to Minibus Policy for full details of cancellation policies and payment terms.

**I confirm that I have read and will adhere to the Terms and Conditions relating to St Polycarp’s Catholic Primary Minibus and Transport Service.**

Signed..... Name ..... Date .....