



LEWESTON

SHERBORNE

DAILY TRANSPORT INFORMATION



TRAVEL INFORMATION

Leweston operates its own in-house minibus service with dedicated drivers, employed by the School all of whom have first aid training and have full DBS.

Departure Times

Monday to Thursday buses depart from School at approximately 6.00pm to allow pupils to complete after-school activities. On Fridays, at half term and end of term buses depart at 4.20pm at the end of the School Day.

Age Restrictions

Pupils from Reception upwards are welcome to use the service however, they must be able to be independent, including fitting of seat belts. We reserve the right to withdraw use of the service if we feel a pupil is not able to manage independently on the bus.

Pick up Procedure

Please ensure your child is at the pickup point in the morning in good time (5 minutes before designated time), as the bus will not wait for late arrivals.

Some of the stopping points whilst safe for a short halt would cause serious inconvenience to other road users

if the bus is waiting for more than the minimum time. If at the last minute your child will not be on the bus as booked you must contact the relevant driver by 7.00am, you will still be charged for the place.

Drop off Procedure

Pupils will be dropped at the designated stop. Senior School pupils will be allowed to walk home or wait for a parent unsupervised. Prep School pupils will only be dropped if there is a parent or nominated adult to meet them. In the event that a Prep School child is not met the driver will continue the journey and attempt to drop the child on the return. If there is still no one to meet the bus the driver will return the child to the School.

When using any of the bus services offered it is the parents' responsibility to ensure that their child is safe and secure in their transit between meeting the bus and home.

Pricing

Buses are charged per trip to allow for parent flexibility. Prices are zoned according to distance from the School.





BUS PASSENGER CODE OF CONDUCT

Pupils travelling on the buses represent Leweston School and must act responsibly and respect the following rules:

1. Remain seated with seat belts fastened from boarding the bus until the bus has come to a complete stop at school/drop off points
2. Do not take other pupils' belongings, throw anything on the bus, call out or deliberately distract other pupils or the driver
3. Be courteous and considerate to the driver and other pupils on the bus, unkind behaviour is not acceptable
4. Obey all instructions given by the driver
5. Keep noise level low to avoid distracting the driver
6. Older pupils are expected to take some responsibility for younger pupils, helping if there are any difficulties and alerting the driver to any concerns
7. Pupils should be courteous and considerate to members of the public
8. Place all rubbish into the bins/bags provided before leaving the bus
9. All students on the minibus should wear a face covering, due to the time in the bus and close proximity of other students
10. Upon arrival at school, students should walk around the outside of the building to the correct entrance and wash their hands
11. Where possible students should sit in their years groups on the bus

Failure to follow these rules may jeopardise the safety of all concerned. Any incidents or allegations regarding poor or unsafe conduct will be investigated. Pupils who abuse the code of conduct may lose their right to travel on the School bus.



GENERAL TERMS AND CONDITIONS

1. Leweston School runs this in-house service to assist parents in getting their children to and from School. The service is run on a day to day basis by the Transport Manager.
2. The service, including overheads, is paid for by parents using the service and is subsidised by the School. Payment for each journey made is collected via the School website. In the event that a child does not use the booking for a day or period of days no refunds are given as the place has been taken.
3. The timetable is designed to allow pupils to arrive at School in good time for the start of the day. Normally buses arrive on time but can be subject to traffic delays. Parents should take this into account when their child has an early start for a public examination.
4. The pick-up and drop off points are published to parents along with the bus timetable. Drivers are only permitted to stop at these points and are forbidden from deviating from this schedule. It is the responsibility of parents to ensure their child arrives at the pick-up point in good time and that they are adequately supervised until the bus arrives.
5. There are no supervisory staff on the buses. It is to the credit of the pupils that incidents are rare but drivers have instructions to report any examples of poor discipline to the Transport Manager. Normally a warning will be given and any repeated occurrence may lead to the pupil's use of the bus being withdrawn either temporarily or permanently.
6. When the bus arrives on campus pupils must remain seated until instructions are given. Parents are asked to impress on their children the importance of using the seat belt.
7. Buses depart promptly and it is important that your child appreciates the need to be ready to leave at the correct time.
8. During the Autumn and Spring Terms all pupils must wear suitable outer clothing for the journey. These must be uniform items.
9. In order to run a cost effective, useful and punctual service the School may, from time to time, alter the bus arrangements. We reserve the right to alter routes, pick up points and times. We will endeavour to keep these changes to a minimum and provide as much warning as possible.
10. If a child is hosting a visitor or wishes to bring a friend home the parent must book a place for both pupils.
11. In the event of an emergency the School will endeavour to pass information to parents as quickly as possible.

For more information call us on: **01963 210691**
or email: **admin@leweston.dorset.sch.uk**

Leweston School, Sherborne, Dorset, DT9 6EN

