

# TERMS & CONDITIONS

---

1. This agreement is made between all school bus passengers, their parents and Shrewsbury High School in order to provide safe, comfortable and civilised journeys for all passengers.
2. Arrangements for pupils' journeys to and from school are the responsibility of their parents. To assist with discharging this responsibility, Shrewsbury High School provides a School Bus Service. Parents are responsible for their child at all times including both prior to and after boarding and alighting.
3. Transport on the School Bus Service must be arranged in advance and is paid for through the online booking system.
4. Bookings are to be made via [shrewsburyhighschool.vectare.co.uk](http://shrewsburyhighschool.vectare.co.uk).
5. Bookings are non-refundable in the event of a pupil failing to travel.
6. If a pupil is ill, has a medical appointment or a parent chooses to take a pupil to school, it will not result in a refund. Similarly, family holidays, pupil work experience and examination periods will not result in a refund.
7. For the avoidance of doubt, a refund will not be due if the bus is late or unable to run, due to an event beyond the school's reasonable control, including (without limitation) acts of God, natural disaster, any form of Government intervention, war, hostilities, rebellion, terrorist, activity, local or national emergency, sabotage or riots, and floods, snow, inclement weather, fires, explosions or other catastrophes, power shortages and computer viruses.
8. Each pupil for whom an online form has been submitted will be added to a bus list detailing the service they travel on, their bus stop and what travel has been paid for. Their name will appear on a list which will be checked by the driver.
9. It will be the parent's responsibility to inform the school via the Contact Us form on the website if they no longer wish for their child to use the School Bus Service. Notice of a full school term must be given by a parent prior to the removal of a pupil from the School Bus Service.
10. No pupil is permitted to travel on the School Bus Service if not pre-booked for that bus.
11. Changes during the academic year to routes or pick up and drop off points will be communicated via SchoolPost or email to parents and arrangements to affected pupils will be discussed with parents. The school reserves the right to amend the minibus routes at one month's notice for operational reasons and to ensure their viability.
12. During the afternoon run, buses will leave senior school from outside St Chad's no later than 16:15. If a child misses the departure time for any reason they must report to reception and go to the dining hall to await pick up or agree upon an alternative pick up solution.
13. It is the parents' responsibility to mark their daughter as 'Not Travelling' should they not require the service.
14. The bus will not make any unscheduled stops and not stop at places which are not designated drop off points. Personal stops are not permitted.
15. Other arrangements for journeys to and from school must be made by the pupil or their parents.
16. Pupils should be at the bus stop 5 minutes before the scheduled time of departure to ensure they do not miss the bus. Drivers will not wait past the scheduled departure time.
17. Good conduct is required at all times. Shouting, use of inappropriate language, dropping litter, playing loud music or any other misbehaviour is strictly forbidden, as is eating on the bus.
18. Students in Y7 & above may use their mobile phones and smart technology for personal use whilst travelling on transport arranged by the school, so long as they adhere to the Acceptable Use Agreements, Online Safety Policy and Behaviour and Good Conduct Policy. If sound is required, students must use personal headphones and they must also ensure that no pictures, video or audio recordings are taken during the journey. **Junior pupils** are not permitted to use their mobile phones whilst travelling on the school minibuses to and from school. Juniors must hand their mobile phones and smart technology to the bus driver when they board the bus.
19. Parents will be notified of any damage to buses caused by their child and expected to reimburse the school for any such damage.
20. Except when embarking or disembarking, all passengers must remain seated with their seat belts fastened correctly.
21. If a parent wishes for their child to travel on a car or booster seat, this must be provided by the parent and the fitting suitability agreed between parent and the driver prior to the first journey departing.
22. Whilst on a school bus, all passengers must, without question, accept the authority and instructions of a member of staff or driver, who may ask them to obey any reasonable instruction such as pick up litter, cease from certain actions or to move to a different seat.
23. Pupils must travel to and from School in full school uniform. In exceptional circumstances this may be waived or amended to reflect a particular activity or circumstance (i.e. Non uniform days or for school trips where uniform is not required).
24. Pupils must comply with the School's Code of conduct at all times on the bus. Any pupils reported to have acted in breach of the School's Code of Conduct will be disciplined in accordance with the same.
25. Failure to comply with these conditions may result in the matter being referred to the pupil's form teacher and may result in disciplinary action, including temporary or permanent withdrawal of permission to use the School Bus Service.
26. Shrewsbury High School aims for 95% of journeys to operate within the transport industry window of tolerance of one minute early to five minutes late, however timings may vary due to traffic conditions or unforeseen circumstances.