

# TERMS & CONDITIONS

1. This agreement is made between all school bus passengers, their parents and Sir William Perkins's School in order to provide safe, comfortable and civilised journeys for all passengers.
2. Arrangements for pupils' journeys to and from the school are the responsibility of their parents. To assist with discharging this responsibility, Sir William Perkins's School provides a transport service.
3. Transport on the school bus service must be arranged in advance. If you wish to use the school bus service on an ad hoc basis, or to vary the details of your bus travel as a one-off, you should book travel via the website prior to travel. Bookings are to be made online via [swps.vectare.co.uk](http://swps.vectare.co.uk). Payment for the service is added to the school bill.
4. Bookings on the school bus service are nonrefundable in the event of a pupil failing to travel.
5. It will be the parents' responsibility to inform the school via the 'Contact Us' form on the website if they no longer wish to use the school bus service. A full term's notice must be given by a parent prior to the removal of a pupil from the school bus service (apart from an ad-hoc journey). If an ad hoc journey is cancelled with more than 24 hours' notice the booking can be transferred to another journey.
6. No pupil is permitted to travel on the school bus service if not pre-booked for that bus. Other arrangements for journeys to and from school must be made by them or their parents. Pupils must travel to and from Sir William Perkins's School in full school uniform or a full school PE kit (except on approved non-uniform days).
7. Pupils should be at the bus stop five minutes before the scheduled time of departure to ensure they don't miss the service. In the evening, parents should be at the bus stop five minutes before the estimated time of arrival to collect a passenger.
8. Good conduct is required at all times. Bullying, shouting, use of foul language, dropping litter, eating, playing music, or any other misbehaviour is strictly forbidden.
9. Except when embarking or disembarking, all passengers must remain seated with their seatbelts fastened correctly.
10. Whilst on a school bus, all passengers must accept without question the authority of a transport company official or school member of staff who may ask them to obey any reasonable instruction such as to pick up litter, desist from certain actions or to move to a different seat.
11. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the school bus service.
12. Sir William Perkins's 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. Drivers will not wait past the scheduled departure time. This will not apply to the afternoon journeys due to having estimated journey times that will change on a daily basis.