

## Terms & Conditions

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1. This agreement is made between all those who travel on the School Bus Service, their parents and Thomas's London Day Schools in order 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 Thomas's London Day Schools provides a School Bus Service.
3. Transport on the School Bus Service must be arranged in advance and paid for via the online booking system. Payment is made on booking the seat and paid at time of booking by Direct Debit or with a Debit or Credit Card. A seat is not booked until a payment has been made. If annual charges are not paid in full at time of booking and elected to pay per term this can only be by direct debit agreement on the initial booking.
4. Bookings on the School Bus Service are non-refundable in the event of a pupil failing to travel.
5. Bookings are to be made online via the online booking system at [thomass-fulham.vectare.co.uk](http://thomass-fulham.vectare.co.uk).
6. Each pupil for whom an online booking has been made will be added to a passenger manifest detailing the service they are travelling on and their bus stop.
7. It is the parents' responsibility to inform Vectare, via the Contact Us form on the website, if they no longer wish for their child to use the School Bus Service. One full term's notice must be given by a parent prior to the removal of a pupil from the School Bus Service.
8. If you wish for your child to use the School Bus Service on an ad hoc basis, or to vary the details of their travel as a one-off, you should book travel via the website.
9. No pupil is permitted to travel on the School Bus Service if they are not pre-booked for the bus that they wish to travel on.
10. The School Bus Service is for students from Reception upwards.
11. Parents of students in Year 6 and below must be present at the bus stop to meet their children off the bus. In cases where a parent is not present, the student will remain on the service for the rest of the route and will be returned to School if no contact with the parent is made. The parent is liable for any resulting charge levied by the coach operator.
12. Year 7 and above are permitted to walk home from a bus stop unless specific request from a parent on booking does not want this. In this case conditions will be as a year 6 listed at point 11.
13. Pupils must travel to and from Thomas's London Day Schools in full school uniform or a full school tracksuit, unless advised otherwise by the school.
14. Good conduct is required at all times. Bullying, shouting, use of foul language, dropping litter, playing loud music, or any other misbehaviour is not permitted. No eating or drinking (other than water) is permitted on a school minibus.
15. Except when embarking or disembarking, or when asked to move to a different seat in accordance with condition 15, all passengers must remain seated with their seatbelts fastened correctly.
16. Whilst on a school bus, all passengers must accept without question the authority of a member of Thomas's London Day Schools staff or transport company official, who may require them to obey any reasonable instruction such as to pick up litter, desist from certain actions or to move to a different seat.
17. Failure to comply with these conditions may result in disciplinary action, including temporary or permanent withdrawal of permission to use the School Bus Service.
18. Thomas's London Day Schools aims for 95% of journeys to operate within the industry window of tolerance on 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 at any bus stop. Please ensure in the mornings that your son/daughter is at the requested stop in plenty of time, we suggest 2-5 minutes before the scheduled departure time.
19. Parents to ensure any required emergency medicine is available when travelling to and from school.
20. The school reserves the right to modify, suspend or cancel school bus routes and stops. This includes but is not limited to, changes in student numbers, operational efficiency or safety concerns

**I have read and agree to the Terms & Conditions and give permission for my son/daughter to travel on either Thomas's London Day Schools minibuses or with other coach companies that are being used for this specific task and that minibuses/coaches will be UNCHAPERONED unless otherwise specified.**

**I have read and agreed these Terms & Conditions with my son/daughter.**