

# ST PAUL'S SCHOOL COACH PROCEDURE

In order to ensure the safety of the children and to provide staff with the necessary safeguards to carry out their duties with assurance and responsibility, the following systems and procedures have been put in place:

## Travelling by coach

Only children who have been given a coach pass are able to travel on the coach identified.

In the event of a breakdown, the driver will contact the School Office, who will in turn contact Passenger Transport Group for further instructions. The School will endeavour to contact all parents to advise them of the situation and any contingency plans. Parents should ensure that the School Office has up to date contact details.

## Safety whilst travelling on the coach

The School expects a high level of behaviour from the children who travel to and from school by coach. Any incident causing concern to the driver must be reported to the Headteacher who will take any action she deems necessary.

Children will be required to wear seat belts throughout the journey.

Further guidance for parents regarding coach travel is provided by passenger Transport Services when a child's ticket is issued.

## Systems for children being dropped off at school in the morning

The coaches will drop and collect the children from the rear school entrance in Embercourt Road.

- At 8.45a.m., two members of staff (wearing high visibility jackets) will be in position ready to collect the children from the coach.
- Which ever coach has arrived first (Cobham or Claygate) will be greeted, the children will be reminded to collect all their belongings and disembark.
- With one adult at the front of line and the other the rear, the children will walk into the playground. Should a child need extra support their hand will be held.
- As they reach the gate, the third person on coach duty will be waiting to greet them. They will lead the Reception children to their playground and hand them to the member of staff on duty.
- Once all children from the first coach are safely in their playground, the first two members of staff will return and repeat this procedure with the second coach.
- When all children are safely in the playground all staff on coach duty will remain in the playground in a supervisory role.
- If either/both coaches have not arrived by 9am the staff will inform the school office. A member of the admin team will contact the coach company and ask that they contact their driver to ascertain why they are late and their expected arrival time.
- Two members of the admin team (wearing high visibility jackets) will be at the collection point on Embercourt Road at the agreed arrival time. They will collect the children, follow procedure and enter the school using the external door by the art room.

### **Internal procedure:**

It is the responsibility of each child's parents to inform the school in writing of their child's travel arrangements, by completing the relevant pro-forma:

APPENDIX 1 - indicating the days their child will be travelling from school by coach.

APPENDIX 2 - it is thus also the responsibility of the parents to inform the school using the relevant pro forma, issuing one form for each family member, if arrangements change. Permanent changes must be detailed using APPENDIX 1. In extreme emergencies only will direct telephone contact be accepted, messages left on the school ansaphone cannot be guaranteed and are therefore unacceptable.

- If for any reason a child is not travelling on the coach on their usual day then a completed APPENDIX 2 confirming this should have been received from their parent. It is the teacher's responsibility to ensure that a copy is kept in the classroom and the original form should be put inside the coach register as a confirmation for the person who will be on coach duty that day.
- If a child who would normally use the coach is absent from school it is the teacher's responsibility to ensure this has been noted in the coach register.
- The school will adhere to written instructions from parents. Oral messages from children cannot be accepted.
- The responsible person ensures the coach registers are completed by 12noon each day.
- The coach register is then systematically checked by a second checker.

### **Arrangements for the end of the day:**

- Coach register is taken, children will then be lined up in twos and lead out into the junior playground and along the passageway to the coaches.
- A final register check will be made as the children board the relevant coach and take their seats. The members of staff do not leave until the coach has departed.
- In the event of the coach being delayed in the afternoon the driver must telephone the School Office. The staff will wait for a reasonable length of time, up to a maximum of 15 minutes before returning the children to school. The children will wait in the Infant Library under the supervision of the two members of staff on coach duty. The School Office will arrange to contact the coach company and subsequently Passenger Transport Group for advice.
- Parents should always contact the School if they are concerned.

Queries relating to coach travel generally, or coach companies themselves should be made to Passenger Transport Services on either:

0208 541 9482 or 0208 541 9618