

# LAURENCE JACKSON SCHOOL



# HOME TO SCHOOL TRANSPORT 2023-2024

HANDBOOK FOR PARENTS/CARERS

## **Introduction**

Laurence Jackson School is continuing to provide a transport service for the Eston/Normanby area for the academic year 2023-24. This guide provides information on the transport service we have put in place and outlines parent/student expectations whilst using this provision. Please note transport to school will now fall under the management of LJS, and any bus related questions should be referred to Miss Sarginson at school.

**The guide is divided in to 5 sections:**

- Section 1: General Information
- Section 2: School Transport Code of Conduct
- Section 3: Parent/Carer/student school agreement -to be retained by parent/carer
- Section 4: Payment terms and conditions
- Section 5: Parent/Carer/student school agreement -to be returned to school

The application form is a separate Word document.

## **Section 1: General Information**

This year 2 routes and coaches will be used to provide our home to school transport service. The routes are based on numbers of students and home locations of the students wishing to use this service.

Timetables for the academic year 2023-24 are below:

<b>Bus 1</b>	<b>AM</b>	<b>PM</b>
South Bank Golden Boy Green		
Eston Baths		
Normanby Rd/Fabian Rd		
Fabian Rd Eston Hotel		
Fabian Rd Eston Labour Club		
Fabian Rd Clynes Rd		
Whale Hill Shops		
Laurence Jackson School		

<b>Bus 2</b>	<b>AM</b>	<b>PM</b>
Lazenby Village		
Eston Square		
Bankfields Sainsburys		
Normanby Primary		
Norman Conquest		
Laurence Jackson School		

## Cost of Travel:

For academic year 2023-24 the cost of travel will be as per below. The annual cost of a standard bus pass is £925.00. For Year 11 students, the cost of their pass is less than other year groups as they end their academic year in June.

BUS PASS COST 2023-2024							
YEAR 7 - 10							
Pass Type	Discount	Full/Half Pass	Journey Type	Annual Cost	Lump Sum	Termly	Monthly x 10
Standard	0%	Full Pass	AM And PM	925.00	925.00	308.33	92.50
Standard	0%	Half Pass	AM OR PM	462.50	462.50	154.17	46.25
Sibling 1	15%	Full Pass	AM And PM	786.25	786.25	262.08	78.63
Sibling 1	15%	Half Pass	AM OR PM	393.13	393.13	131.04	39.31
Sibling 2	40%	Full Pass	AM And PM	555.00	555.00	185.00	55.50
Sibling 2	40%	Half Pass	AM OR PM	277.50	277.50	92.50	27.75
Sibling 3	45%	Full Pass	AM And PM	508.75	508.75	169.58	50.88
Sibling 3	45%	Half Pass	AM And PM	254.38	254.38	84.79	25.44
YEAR 11							
Pass Type	Discount	Full/Half Pass	Journey Type	Annual Cost	Lump Sum	Termly	Monthly x 10
Standard	0%	Full Pass	AM And PM	827.63	827.63	275.88	82.76
Standard	0%	Half Pass	AM OR PM	413.82	413.82	137.94	41.38
Sibling 1	15%	Full Pass	AM And PM	703.49	726.75	242.25	72.675

The following passes are available:

- Full pass – am and pm travel every day
- Half pass 1 – am only every day
- Half pass 2 – pm only every day

We also offer discounted prices for siblings and these are outlined in the table at the end of the document.

### Parents will be able to pay for their child's pass in one of the following ways:

- **Option 1:** On Gateway via a single lump sum.
- **Option 2:** Termly on Gateway in 3 equal amounts
- **Option 3:** In 10 equal instalments on Gateway

Please refer to the table at the end of this guide for the cost of different payment options, and to the attached payment terms and conditions.

Please note, the provision of this transport service and these low passenger rates are **only sustainable based on high uptake and good behaviour.**

### **Safeguarding/ Health and Safety:**

The bus company contracted for the school's home to school transport service is Coatham Coaches. The company only use approved drivers and where possible it will be the same driver each day. All drivers are subject to an enhanced Disclosure and Barring Service (DBS) check. All buses have CCTV and seat belts installed as standard. The companies will provide buses that are clean, road worthy and fit for purpose. Buses will be driven in a safe manner and in accordance with the Highway Code and speed limits at all times. Drivers will be polite and respectful at all times. Once dropped off inside the school gates via this transport provision students must then remain on school site. Parents/Students must adhere to the transport code of conduct to ensure the safety of all users. Any concerns about the transport provision must be referred immediately to Miss Sarginson at LJS.

### **Allocation of passes:**

Passes will be given to students or posted home before the end of August, provided the full or first payment has been received, and there are no payment arrears from the previous year. Students **must only travel on the bus to which they have been allocated**. This is to ensure the maximum number of passengers is not exceeded so that all students can travel safely. It will therefore not always be possible for students to travel with friends. If parents/carers wish to change their child's allocation for any reason please contact Miss Sarginson.

Please note, there is a strict NO PASS – NO TRAVEL policy which will be enforced by all bus drivers and by the school.

Once issued, passes must be looked after by students and replacements will be charged at £5. Lost passes must be reported to the Finance office immediately so that the replacement charge can be added to the student's Gateway account.

### **Change of Address/ transport need:**

If you are planning to move house and will require your child to travel on a different bus, please let school know as soon as possible. If you move out of area and your child will no longer be attending Laurence Jackson School, a refund can be issued for any amount pre-paid relating to the remainder of the academic year after moving.

### **Flexible arrangements:**

We are unable to offer ad-hoc passes for our transport service. If the passes available do not meet the needs of your family, for example where students are living between two homes, please contact the finance office at [transport@laurencejacskon.org](mailto:transport@laurencejacskon.org)

### **Bad Weather:**

In the event of bad weather, the bus service may need to be withdrawn or sent early. Laurence Jackson School will make decisions based on local information and there will be times for safety reason when we may need to with draw certain services. Regular updates are posted on the school's social media and website [laurencejackson.org](http://laurencejackson.org). There may be times when the school needs to close early, in this event the buses will be brought in as soon as possible. Laurence Jackson School will make every effort to contact

parent/carers, by text, phone or email when this happens. Please note the driver has the discretion to alter routes in accordance with prevailing road conditions and will attempt, where safe, to drop the children at the usual drop off points.

**Time keeping:**

The bus companies need to keep to their published timetable. This means that students must be on time at their allocated stop. Buses will not wait for those students who are late nor shall they pick up/drop off at non-designated stops. If students miss their bus, it will be the responsibility of the parent/carers to ensure their child gets to/from school.

**Help with the cost of home to school transport:**

Parents/Carers in receipt of certain benefits may be entitled to free home to school transport depending on personal circumstances and distance to nearest available school. If you think that you may be eligible for free transport, you must make an application to the Local Authority. Forms are available to download from the Local Authority's website.

If applying for help with transport costs you must still complete the application form in this pack.

**Complaints Procedure:**

We appreciate feedback from students and parent/carers on the level of service that is provided. If you have any feedback please let Miss Sarginson know as soon as possible on 01287 636361, [sarginsonl@laurencejackson.org](mailto:sarginsonl@laurencejackson.org).

## **Section 2: School Transport Code of Conduct**

To ensure the safety of all students there will be a consistent consequence process to ensure good behaviour on the buses. LJS expects students to behave as though they were on the school site. The journey to and from school is regarded as part of the school day, and as such all school rules must be followed. LJS will work with bus companies to manage standards of behaviour on the buses. Buses are fitted with CCTV. Recorded images may be used to identify any student who is displaying poor behaviour or causing damage to the bus.

The following consequence process WILL be applied to support good behaviour on school transport. Please note that the process below will be dependent on the severity of an incident i.e. endangering the safety of students will result in a permanent transport ban. If transport is withdrawn it is parent/carers responsibility to get their child to school and refunds may not be given.

<b>First Offence:</b> Suspension from school if appropriate Billing for damage if appropriate Re-issuing and resigning of transport code of conduct by student/parent
<b>Second Offence:</b> Suspension from school if appropriate Billing for damage if appropriate Two-week transport ban Re-issuing and resigning of transport code of conduct by student/parent
<b>Third Offence or Serious Breach of Conduct:</b> Suspension or expulsion from school if appropriate Billing for damage if appropriate Permanent Transport Ban

### **Actions and behaviours that are treated as offences:**

- Intentionally causing a spillage on board
- Swearing
- Vandalism/intentional damage to any part of a vehicle
- Fighting on board or at a bus stop
- Smoking/vaping on board or at a bus stop
- Refusing to sit down/walking up and down whilst travelling
- Bullying of any form
- Being rude to a bus driver
- Failing to comply with the code of conduct on more than one occasion

CCTV is in place on the vehicles used to provide the school's service, and CCTV footage can and will be used to identify students who are causing, or witness to, offences on the vehicles.

Where a student is identified as being responsible for an offence, any costs for cleaning or damages will be passed to the parents/carers and the student will face a temporary or permanent ban.

## **Student Transport Code of Conduct**

Students must:

- wait well back from the road side and wait until the bus has stopped before approaching the bus.
- follow the driver's instructions at all times and must not distract the driver whilst he/she is driving.
- always carry their student bus pass and show it to the driver when getting on the bus.
- remain seated and wear seatbelts at all times.
- behave in a manner that is polite, courteous and safe – this applies to students waiting at bus stops also.
- respect other students and the driver.
- remain on school site after getting off the bus to school.
- ensure that all belongings are taken with them once they leave the bus. LJS is not liable for any loss/damage to students' property.
- leave the bus in a clean and tidy condition – any damages, vandalism, graffiti or intentional spillages will be the responsibility of parent/carers.
- not smoke, vape or bring any smoking materials on the bus – this is forbidden by law.
- wait for the bus to pull away before attempting to cross the road, and students must not attempt to cross the road either in front of or behind the bus.
- use pedestrian crossings where available and ensure that it is safe to cross the road.

### **Section 3: Parent/Carer/Student School Agreement – copy to retain**

Name of Student:	Form:	Bus NO:
<b>Students agree to:</b> <ul style="list-style-type: none"><li>• Arrive in good time</li><li>• Follow the driver's instructions at all times</li><li>• Take care of their school bus pass and have it on their person at all times when travelling on the school bus</li><li>• Behave sensibly and respectfully at all times and report any issues to Miss Sarginson</li><li>• Remain in their seats and wear their seat belts until they arrive at school/ their designated drop off point</li><li>• Leave the bus in a clean and tidy condition</li><li>• Not smoke, or vape or have any smoking materials on their person</li><li>• remain on school site once getting off the school bus</li><li>• Ensure it is safe to cross the road</li><li>• understand that if I do not meet expectations that my transport provision could be jeopardised as outlined in the consequence process.</li></ul>		
Signed:	Date:	
<b>Parent/Carers agree to:</b> <ul style="list-style-type: none"><li>• Ensure my child is aware of the all the information in this handbook</li><li>• Ensure my child is at the bus in good time</li><li>• Ensure my child follows the expectations outlined in code of conduct</li><li>• Pay for my child's annual pass either in a lump sum or instalments</li><li>• Be aware that I will be charged for any damage that my child causes on the bus</li><li>• Be aware that if my child fails to follow expectations that transport provision for my child could be jeopardised as outlined in the consequence process.</li><li>• Understand that if transport is withdrawn for my child, it is my responsibility to get my child to school, and refunds may not be given</li></ul>		
Signed:	Date:	
<b>Laurence Jackson School will:</b> <ul style="list-style-type: none"><li>• Issue bus passes to students wishing to access the bus service and collect payments from parents</li><li>• Deal with any concerns/complaints raised promptly</li><li>• Provide up to date information regarding the school bus service</li></ul>		
Signed:	Date:	

**Passes will only be issued once this agreement has been signed by all parties.**



## **Section 4: Payment terms and conditions**

### **Payment methods**

1. Lump sum via Gateway – Payable by 31st July 2023, and a pass for the full year will be provided.
2. Termly via Gateway – 3 equal instalments, payable by 31<sup>st</sup> July 2023, 30<sup>th</sup> November 2023 and 10<sup>th</sup> March 2024. No transactions fees will be applied. A new pass is provided each term.
3. 10 x monthly payments by Gateway.

### **Year 7 Pupils Only:**

To ensure you receive your bus pass, we require the first payment to be made direct to the Trust bank account. Please pay as follows:

- a. The bank account details for the school are: **Vision Academy Learning Trust**  
**Sort code 30-84-43**  
**Account number 33953560**
- b. Payments MUST use the reference 'BUS' followed by your child's name.
- c. Payments for multiple children can be combined.

Further payments can be made via school gateway.

Cash payments cannot be accepted.

Weekly payment plans can be set up on request, however please note a 50p per week transaction charge will be applied, and failure to keep up payments will result in the pass being revoked.

### **Payment terms and conditions**

1. Application forms must indicate the preferred payment method.
2. Signing the application form or returning via email constitutes acceptance of all terms and conditions associated with payment, and adherence with the code of conduct detailed within the Handbook.
3. Passes are either 'full' giving travel to and from school every day, or 'half' which allows travel AM OR PM every day.
4. Where family circumstances dictate that neither pass option meets the need of your son/daughter, please contact the Finance team as soon as possible to discuss. Flexibility cannot be guaranteed but we will seek to support families to provide safe and affordable travel outside of the standard passes, where possible.
5. Refunds will not be given for illness, holidays in term time, exclusions or extracurricular clubs attended.
6. The cost of a Y11 pass is already reduced to account for the shorter academic year.
7. Lost passes must be reported to the finance office immediately, and a £5 replacement charge paid before a replacement pass can be issued.
8. Temporary passes can only be granted, by the finance office, where a student is waiting for a replacement pass and payments are up to date.
9. Students must only travel on the route and journey permitted by their pass. This is critical to the health and safety of all students as well as ensuring correct journeys are paid for.

## Section 5: Parent/Carer/Student School Agreement – copy to return to school

Name of Student:	Form:	Bus NO:
<b>Students agree to:</b> <ul style="list-style-type: none"><li>• Arrive in good time</li><li>• Follow the driver's instructions at all times</li><li>• Take care of their school bus pass and have it on their person at all times when travelling on the school bus</li><li>• Behave sensibly and respectfully at all times and report any issues to Miss Sarginson</li><li>• Remain in their seats and wear their seat belts until they arrive at school/ their designated drop off point</li><li>• Leave the bus in a clean and tidy condition</li><li>• Not smoke, or vape or have any smoking materials on their person</li><li>• remain on school site once getting off the school bus</li><li>• Ensure it is safe to cross the road</li><li>• understand that if I do not meet expectations that my transport provision could be jeopardised as outlined in the consequence process.</li></ul>		
Signed:	Date:	
<b>Parent/Carers agree to:</b> <ul style="list-style-type: none"><li>• Ensure my child is aware of the all the information in this handbook</li><li>• Ensure my child is at the bus in good time</li><li>• Ensure my child follows the expectations outlined in code of conduct</li><li>• Pay for my child's annual pass either in a lump sum or instalments</li><li>• Be aware that I will be charged for any damage that my child causes on the bus</li><li>• Be aware that if my child fails to follow expectations that transport provision for my child could be jeopardised as outlined in the consequence process.</li><li>• Understand that if transport is withdrawn for my child, it is my responsibility to get my child to school, and refunds may not be given</li></ul>		
Signed:	Date:	
<b>Laurence Jackson School will:</b> <ul style="list-style-type: none"><li>• Issue bus passes to students wishing to access the bus service and collect payments from parents</li><li>• Deal with any concerns/complaints raised promptly</li><li>• Provide up to date information regarding the school bus service</li></ul>		
Signed:	Date:	

**Passes will only be issued once this agreement has been signed by all parties.**