



LAURENCE JACKSON SCHOOL

HOME TO SCHOOL TRANSPORT SERVICE
SOUTH MIDDLESBROUGH
HANDBOOK 2026-2027



Introduction

Laurence Jackson School provides a transport service to south Middlesbrough. This guide provides information on what is in place and outlines to parents/students the expectations whilst using this provision.

Section 1: General Information & Routes

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 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 by the coach, students must remain on school site. Parents/carers and 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 school.

Students must only travel on the bus that they have been allocated. This is to ensure the maximum number of passengers is not exceeded and all students can travel safely. It will therefore not always be possible for students to travel with friends. Additionally, buses will only pick up/drop off from/to the designated stops.

Bus routes and times:

Bus 1			Bus 2		
Stop	Time (AM)	Time (PM)	Stop	Time (AM)	Time (PM)
Eston Leisure Centre	7.31	15.32	Lazenby Village	7.34	15.30
Eston Labour Club	7.38	15.25	Barnaby House (opposite Police Station, old Eston Square)	7.40	15.23
Whale Hill Shops	7.42	15.20	Woodcock Close (Bankfields/Sainsburys)	7.42	15.18
Laurence Jackson School	Arrive 8.00	Leave 15.00	Norman Conquest	7.45	15.12
			Laurence Jackson School	Arrive 8.00	Leave 15.00

Change of address/transport need:

If you are planning to move house and 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 pre-paid amount relating to the remainder of the academic year after moving, provided a month's notice has been given that your child no longer needs to use the service.

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 withdraw certain services. Regular updates are posted on the school's social media and website 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 class charts and a message on social media 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/carer to ensure their child gets to/from school.

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. The school has the same expectation of student conduct on the home school transport service as they do of students 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.

The school will work with bus companies to manage standards of behaviour on the buses. All buses that provide the home school service are fitted with CCTV and recorded images may be used to identify any student who is displaying poor behaviour or causing damage to the bus.

Students must:

- arrive in good time;
- 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;
- 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 until they arrive at school/their designated drop off point
- behave in a manner that is polite, courteous and safe;
- respect other students;
- not smoke, vape or bring any smoking materials on the bus;
- 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;
- 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;
- leave the bus in a clean and tidy condition.

Actions and behaviours that are treated as offences:

- intentionally causing a spillage on board;
- 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 or refusing to wear a seat belt;
- peer on peer abuse;
- bullying;
- being rude to a bus driver.

As in school, sanctions will be put in place where students do not meet expectations on the buses and, as in school, these sanctions escalate if the behaviour is repeated. Where poor behaviour leads to damage to the vehicle, the parent/carer will be billed for this damage.

Repeated poor behaviour on the bus is considered to be persistently disruptive and sanctions will be issued as they would be in school and will include both external and internal suspension where this is merited. In addition to this, students whose behaviour continues to be poor will be banned from using the home school transport service. Where there is serious misbehaviour, an immediate and permanent ban may be issued. If transport is withdrawn it is the parent/carer responsibility to get their child to school and refunds may not be given.

Misbehaviour	School Sanction	Charge to parent/carer	Ban from transport service
First Offence	Appropriate school sanction; up to and including suspension	Billing for damage if appropriate	
Second Offence	Appropriate school sanction; up to and including suspension	Billing for damage if appropriate	Two-week transport ban
Third Offence or serious misbehaviour	Appropriate school sanction; up to and including permanent exclusion	Billing for damage if appropriate	Permanent Transport Ban

Section 3: Parent/Carer and Student School Agreement

Students agree to:

- arrive in good time;
- follow the driver’s instructions at all times;
- take care of their school bus pass and have it on their person at all times when travelling on the school bus;
- behave sensibly and respectfully at all times and report any issues to Miss Sarginson at school;
- remain in their seats and wear their seat belts until they arrive at school/designated drop off point;
- leave the bus in a clean and tidy condition;
- not smoke, or vape on the bus or at the bus stop or have any smoking materials on their person;
- remain on school site once getting off the school bus;
- ensure it is safe to cross the road;
- understand that if they do not meet expectations that their transport provision could be jeopardised as outlined in the consequence process.

Parent/Carers agree to:

- ensure their child is aware of the all the information in this handbook;



- ensure their child is at the bus in good time;
- ensure their child follows the expectations outlined in code of conduct;
- pay for their child’s bus pass via Arbor;
- be aware that they will be charged for any damage that their child causes on the bus
- be aware that if their child fails to follow expectations that their child’s place on the service could be jeopardised as outlined in the consequence process;
- understand that if transport is withdrawn for my child, it is their responsibility to get their child to school, and refunds may not be given.

Laurence Jackson School will:

- issue bus passes to students wishing to access the bus service and collect payments from parents/carers;
- deal with any concerns/complaints raised promptly;
- provide up to date information regarding the school bus service.

Section 4: Costs, types of passes and payment options

Both full and half passes are available:

- Full passes allow travel to and from school every day
- Half passes allow travel to *or* from school each day.

As there is a fixed annual price to school of providing this service, these charges all apply once you commit to a place for your child; this is regardless of any absences your child may have from school. Refunds will not be given for illness, holidays in term time, exclusions or extracurricular clubs attended.

Pass Types and Costs (2026-27)

Years 7 to 10			
Pass Type	Annual cost	3 Termly Payments	Monthly payments (paid over 12 months)
Full Pass	£1321	£441.60	£111
Half Pass	£660.50	£220.20	£56

Year 11			
Pass Type	Annual cost	3 Termly Payments	Monthly payments (paid over 10 months)
Full Pass	£1188.90	£396.30	£119
Half Pass	£595	£198.40	£59.50

Allocation of passes:

Passes will be issued on the bus on the first day of term. 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 Arbor account.

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



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

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 travel outside of the standard passes, where possible.

Section 5: Applying for a place on the home school transport service

Use the Microsoft Form ([LINKED HERE](#)) to apply for a bus pass for 2026-2027.

If you have more than one child in school, please complete the form for each child. **To secure a place, this form must be completed by 10th June 2026 at midnight.** The number of seats available on the service is limited and passes will be allocated in receipt of the completed application form.

For students in Years 8, 9 10 and 11 2026-2027, **your first payment must be received by 31st July 2026.**

For students in Year 7 2026-2027, **your first payment must be received by 30th June 2026.**

Completing the official LJS transport application form constitutes acceptance of all terms and conditions associated with payment and adherence to the code of conduct detailed within this Handbook.