



## **School Journeys Policy**

**This Policy should be read in conjunction with relevant Health and Safety policies and with the Educational Visits Policy.**

**At Caterham School, the school day begins at 8:30am with pupil registration in tutor groups and it finishes at 4.00pm. Pupils may take breakfast at school if booked. Pupils arrive to school from a range of catchment areas using the school bus service, public transport (buses and trains) as well as by private car and on foot. During the school day, pupils may undertake journeys for a variety of reasons including school fixtures, competitions and trips. The school recognises the importance of safeguarding its pupils on their journeys and regularly reminds pupils about safe and**

The School further endeavours to ensure good order on school buses through the support of Sixth Form pupils who have been appointed as Bus Monitors to oversee good behaviour and to report anything untoward to the Principal Deputy Head. (While the School endeavours to have such Monitors on all routes, it cannot guarantee this as on some routes there may not be 6th Form pupils available).

Please note that parents may not board the bus at any time.

Any pupil not adhering to the above rules will be reported to Mr Gabriele, Principal Deputy Head (Senior School) or Mrs Moore, Senior Deputy Head (Prep School) and may be barred from using the service and subject to school sanctions.

### **Charges**

The charges for the School bus service are made at the start of each term. We require a full term's notice if you wish to cancel your son/ daughter's place on this service and if we do not receive sufficient notice, a term's bus fees will be charged to cover costs.

### **Additional passengers**

There may be occasions when your son or daughter wishes to have a friend travel home with them. Providing there is room on the bus on the day of travel, your son or daughter can buy an extra ticket at the cost of £7.00 which will be added to the bill. This ticket must be shown to the bus driver.

### **Late Bus Service**

We also offer a limited late bus service, departing at 6.00pm, for students who stay behind after school for co-curricular activities or turnouts. This service is free to students who would normally use the return bus. Other students wishing to use this service may do so, if space is available, on payment as above. The late buses leave the front of School promptly at 6.00pm each evening and pupils may sign up for this service on the day of travel only. Pupils should sign the late bus register forms, which are located in the Reception area, upon their arrival at School in the morning. Pupils must sign up for the late bus no later than 2.30pm as in accordance with Health and Safety requirements we need to know in advance how many pupils are using this service each day. It is not possible to offer this late service to all locations so parents may wish to find the nearest stop that would assist in the journey home.

**If your son or daughter has not signed up for a seat on the late service by 2.30pm we may not be able to accommodate them in which case they will need to make an alternative arrangement with you to travel home.**

We welcome any comments from parents regarding the School's bus service and will give consideration to suggestions we receive regarding any improvements which could be made.

Further information on the School bus service is available by contacting [Transport@Caterhamschool.co.uk](mailto:Transport@Caterhamschool.co.uk)

### **Public transport**

**(i) Trains:** a number of pupils and staff travel to school by train, arriving at the station on Station Road. A school minibus service is available to meet pupils at Caterham Station and bring them up to

**(ii) Buses:** It is for parents to decide whether it is appropriate for pupils to use the public bus to travel to school.

**Private transport – cars**

A number of pupils travel to school by private car. Parking space is limited, and parents/guardians are requested to follow both the written directions in the car parks and the guidance of the school security managers, who are present at drop-off and pick-up times. There are designated spaces for drop-off/ pick up and these should be used. Parents/ guardians are asked to show consideration for our neighbours and awareness of safety if parking outside the school grounds to drop off or wait for pupils. Pupils should cross the road only at the designated crossing.

Those pupils in their Upper Sixth year who possess a driving licence may drive to school. They