



SEDBERGH SCHOOL

Bus Policy	
Version	2025.1
Effective from	September 2025
Extent of Policy	Sedbergh School
Policy Owner	Bursar (Operations)
Review by	June 2026
Frequency of Audit	Annual
Circulation	Parents & Staff
Publication	The Hub Website

1. The bus service is an optional service of convenience. The charges for this service are listed on the accompanying documentation and are costed according to distance travelled and number of trips per term.
2. A term's notice is required if parents wish to begin / discontinue the service so that the provision can be fairly adjusted.
3. On the bus, the School's 'Code of Conduct' rules will apply. The School is responsible for pupils while they are on the bus only. Drivers are instructed not to leave the bus unattended while there are pupils on board.
4. At their parents' discretion, pupils may bring a device, such as a phone or tablet, onto the bus but must hand that device into their Housemaster/Housemistress immediately upon arrival at their House each day. Thereafter they should follow the School's Mobile Phone Policy. They should collect their device only at the end of the School day for their homeward journey.

5. The School is under no obligation to deposit pupils at home, etc, but to drop off at pre-arranged collection/drop off points on main thoroughfares.
6. It is the responsibility of the parent to organise collection from the drop-off point. If the individual collecting the child is not the parent, then the School Office (schoolsecretary@sedberghschool.org) must have prior notification in writing. If the parents wish the pupil to walk home unaccompanied from the drop-off point, please see Point 11.
7. A parent should be present at the collection/drop-off point, two minutes before scheduled arrival.
8. The bus will not wait for more than two minutes, since delays will be inconvenient and cause alarm to other parents waiting along the route, as well as being unfair to the pupils who have furthest to go, and who set out earliest.
9. If a parent is unavailable at the point of drop-off, then the child will be retained on board the bus and returned to the School. The parent will then be contacted to collect their child from School.
10. The School reserves the right to withdraw the bus service from a parent if repeated delayed collections or drop-offs are impairing the service to other parents.
11. If parents would like their children to walk home unescorted or unsupervised, either from School or the drop-off point, then the parents must complete and return Appendix I: Permission To Walk Home Unaccompanied Form. However, the School reserves the right to judge each authorisation on a case-by-case basis before agreement.

BUS CODE OF CONDUCT

The School:

- is committed to providing a safe and secure environment for pupils travelling to and from the senior school;
- will ensure that drivers are police checked and approved;
- expects pupils to understand that normal School expectations and standards of behaviour apply throughout the journey;
- will impose sanctions on pupils whose behavior distracts the driver or places others at risk or is disruptive to other pupils; and
- reserves the right to refuse access to pupils whose parents are unable to meet their obligations for delivery/collection.

Pupils:

- will adhere to School rules concerning behaviour;
- will sit in allotted seats and wear safety belts;
- will remain seated throughout the journey;

- will not make excessive or undue noise;
- will behave courteously towards the driver, other passengers, parents, other members of the public outside the bus, and to fellow pupils; and
- will obey instructions given to them by a member of staff or the driver.

Failure of a pupil to adhere to this code of conduct may result in the School not allowing the pupil to use the service.

APPENDIX I: PERMISSION TO WALK HOME UNACCOMPANIED FORM

In certain circumstances, parents may request permission that their child walk unaccompanied to their home or to their parent's place of work. However, the School asks that parents carefully consider the points made below and, if in agreement, sign and return the permission slip to the School Office for entry onto the School's records. The School will acknowledge permission by email.

Criteria for permission from the School:

1. Parents must be satisfied that their children are competent at crossing and walking alongside the roads on their route in all weather and light conditions.
2. Parents must be satisfied that their children can access their house or place of work and potentially be unaccompanied until such time as the responsible adult returns.
3. Parents must be satisfied that their children are competent to de-register themselves with the member of staff on duty and accept that the staff will not question this, even if parents have separately instructed their children to wait at School.
4. The School will not be held responsible for any accident or misadventure which might occur to the child as a direct result of their walking alone to their home or their parent's place of work.

SEDBERGH SENIOR SCHOOL UNACCOMPANIED WALKING PERMISSION SLIP

I hereby request permission for my child(ren) to walk home or to my place of work unaccompanied during their time at Sedbergh Senior School.

I understand the criteria for this permission to be granted as set out in this document.

Child(ren):

Parent name:

Signed:

Date:

Following completion this form should be returned to the School Office (schoolsecretary@sedberghschool.org).