

LAURENCE JACKSON SCHOOL



HOME TO SCHOOL TRANSPORT 20/21

HANDBOOK FOR PARENTS/CARERS

Introduction

Laurence Jackson School is continuing to provide a transport service for the Eston/Normanby area for the academic year 2020/21. 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 (2 copies, 1 to be retained by parent/carers, 1 to be returned to LJS main office)
- Section 4: Payment terms and conditions
- Section 5: School Transport Application Form (to be returned to main office)

Section 1: General Information

LJS has arranged with Coatham Coaches and Jack's Coaches to run 3 buses for home to school transport. The routes are based on numbers of students and home locations of the students wishing to use this service.

Timetables for the academic year 2020/21 are below:

Bus 71 – South Bank	Time
South Bank Golden Boy Green	07.32
Eston Baths	07.35
Eston Hotel	07.37
Eston Labour Club	07.39
Normanby Road/Fabian Road	07.42
Normanby Top	07.46
Norman Conquest	07.50
Laurence Jackson School	08.05

Bus 72 – Fabian Road/ Whale Hill	Time
Eston Labour Club	07.42
Whale Hill shops	07.48
Laurence Jackson School	08.10

Bus 73 – Lazenby, Eston, Bankfields	Time
Lazenby High Street	07.41
Eston Square	07.48
Bankfields Sainsburys	07.51
Laurence Jackson School	08.10

There is an additional service covering the Lingdale area, which is managed by the Local Authority. Please contact the LA directly if you need to access this service. Please note, the timetable below has not yet been confirmed:

Bus 75 – Lingdale	Time
Lingdale Whitwell Place	07.34
Lingdale Tavern	07.35
Boosbeck Church Drive	07.38
Margrove Park	07.40
Charltons Village	07.42
Laurence Jackson School	07.55

Cost of Travel:

For academic year 20/21 the cost of travel will be £3.30 per return journey, or £1.65 per single journey, multiplied by the number of academic days in the year. For Year 11 students, the cost of their pass is less than other year groups as they end their academic year in June.

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 are continuing to offer a prompt payment discount of 5% and a sibling discount of 10%. These can be combined to give a discount of 15% where more than 1 student in a household requires transport and all passes are paid for in a lump sum.

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

- **Option 1:** On Gateway via a lump sum – this attracts a 5% discount if paid by 31st July 2020.
- **Option 2:** Termly on Gateway in 3 equal amounts, payable by 31st July 202, 30th November 2020, 31st March 2021.
- **Option 3:** In 10 equal instalments by standing order paid direct to the school’s bank account with the first payment due by 31st July 2020.
- There are no transaction fees or charges attached to any of these options.

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 companies for the academic year 2020/21 are Coatham Coaches and Jack's Coaches. The companies 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 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, from September 2020 there will be 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 and a temporary pass will be issued until the new pass has been produced and paid for.

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 Jayne Neal, Finance and HR Manager on nealj@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. 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 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.

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 may 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.

First Offence: Fixed term exclusion if appropriate Billing for damage if appropriate Re-issuing and resigning of transport code of conduct by student/parent
Second Offence: Fixed term exclusion if appropriate Billing for damage if appropriate Two-week transport ban Re-issuing and resigning of transport code of conduct by student/parent
Third Offence or Serious Breach of Conduct: Fixed term exclusion if appropriate Billing for damage if appropriate Permanent Transport 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 once getting off the bus
- 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 damage of graffiti 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.
- ensure that it is safe to cross the road.

Section 3a: Parent/Carer/Student School Agreement (copy to be retained by applicant)

Name of Student:	Form:	Bus NO:
Students agree to: <ul style="list-style-type: none">• 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• Remain in their seats and wear their seat belts until they arrive at school/ their designated drop off point• Leave the bus in a clean and tidy condition• Not smoke, or vape 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 I do not meet expectations that my transport provision could be jeopardised as outlined in the consequence process.		
Signed:	Date:	
Parent/Carers agree to: <ul style="list-style-type: none">• Ensure my child is aware of the all the information in this handbook• Ensure my child is at the bus in good time• Ensure my child follows the expectations outlined in code of conduct• Pay for my child's annual pass either in a lump sum or instalments• Be aware that I will be charged for any damage that my child causes on the bus• 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.• 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		
Signed:	Date:	
Laurence Jackson School will: <ul style="list-style-type: none">• Issue annual bus passes to students wishing to access the bus service and collect payments from parents• Deal with any concerns/complaints raised promptly• Provide up to date information regarding the school bus service		
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 – this attracts a 5% discount owing to reduced administration. Payable by 31st July 2020, and a pass for the full year will be provided.
2. Termly via Gateway – 3 equal instalments, payable by 31st July 2020, 30th November 2020 and 10th March 2021. No transactions fees will be applied. A new pass is provided each term.
3. 10 x monthly payments by standing order. This is set up by the payee, direct to the school's bank account. The first payment must be received by 31st July to ensure a pass for the autumn term. A new pass will be provided for each term provided payments are up to date.
 - a. The bank account details for the school are: Vision Academy Learning Trust

Sort code 30-84-43
Account number 33953560
 - b. Please contact the Finance Manager if you require a standing order mandate.
 - c. Payments MUST use the reference 'BUS' followed by your child's name.
 - d. Payments for multiple children can be combined.

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 Manager 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. Where Y11 students are required to attend revision sessions on a regular basis, refunds can be given based on attendance at these sessions.
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.

At the time of writing, the guidance on all students returning to school is still evolving. Should students not be able to attend the full academic year as a result of Covid-19, the cost of their pass will be adjusted accordingly and future payments changed to reflect the number of days school is open.

Section 3b: Parent/Carer/Student School Agreement (copy to be returned to main office)

Name of Student:	Form:	Bus NO:
Students agree to: <ul style="list-style-type: none">• 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• Remain in their seats and wear their seat belts until they arrive at school/ their designated drop off point• Leave the bus in a clean and tidy condition• Not smoke, or vape 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 I do not meet expectations that my transport provision could be jeopardised as outlined in the consequence process.		
Signed:	Date:	
Parent/Carers agree to: <ul style="list-style-type: none">• Ensure my child is aware of the all the information in this handbook• Ensure my child is at the bus in good time• Ensure my child follows the expectations outlined in code of conduct• Pay for my child's annual pass either in a lump sum or instalments• Be aware that I will be charged for any damage that my child causes on the bus• 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.• 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		
Signed:	Date:	
Laurence Jackson School will: <ul style="list-style-type: none">• Issue annual bus passes to students wishing to access the bus service and collect payments from parents• Deal with any concerns/complaints raised promptly• Provide up to date information regarding the school bus service		
Signed:	Date:	

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

Section 5: SCHOOL TRANSPORT APPLICATION FORM

THIS FORM MUST BE COMPLETED AND RETURNED TO MRS NEAL BY 26TH JUNE 2020

Passes will be sent out by the end of August provided that:

1. This form is completed in full.
2. There are no payment arrears from the previous academic year.
3. The first payment, or payment in full, has been received.

Student Details:

Student Name:	Form:	Bus NO:	Preferred Bus Stop:
Sibling Name: (if relevant)	Form:	Bus NO:	Preferred Bus Stop:
Sibling Name: (if relevant)	Form:	Bus NO:	Preferred Bus Stop:

Type(s) of pass required (please tick):

Full pass – AM and PM travel every day	
Half pass – AM only every day	
Half pass – PM only every day	

Please indicate your preferred payment method:

Y 7-10 prices (based on 190 academic days)

Pass type	Discount	Full/half	Journey	Cost for year	Lump sum	Termly	Monthly x 10
Standard	0%	Full pass	AM & PM	£627.00		£209.00	£63.00
Standard	0%	Half pass	AM OR PM	£313.50		£105.00	£31.00
Sibling	10%	Full pass	AM & PM	£564.00		£188.00	£56.00
Sibling	10%	Half pass	AM OR PM	£282.00		£94.00	£28.00
Lump sum	5%	Full pass	AM & PM	£596.00	£596.00		
Lump sum	5%	Half pass	AM OR PM	£298.00	£298.00		
Lump sum sibling	15%	Full pass	AM & PM	£533.00	£533.00		
Lump sum sibling	15%	Half pass	AM OR PM	£266.00	£266.00		

Year 11 prices (based on 170 academic days)

Pass type	Discount	Full/half	Journey	Cost for year	Lump sum	Termly	Monthly x 10
Standard	0%	Full pass	AM & PM	£561.00		£187.00	£56.00
Standard	0%	Half pass	AM OR PM	£280.50		£94.00	£28.00
Lump sum	5%	Full pass	AM & PM	£533.00	£533.00		
Lump sum	5%	Half pass	AM OR PM	£266.00	£266.00		

Signed:

Date: