



School Bus Procedures and Transportation Policy Primary School 2026-2027

- It is the responsibility of parents to arrange to drop off and pick up children.
- Bus transport is available to and from school. A schedule of routes and fares is available from the transport Office. (Mr. Ehab)
- Children must be at the bus stop at the designated time in the morning. Bus matrons will contact parents close to the pick-up time. Buses will wait for a maximum of two minutes. If a child is not there the bus will leave without the child.
- Children must arrive to the bus promptly in the afternoon, children who delay the bus repeatedly will face sanctions from the school ranging from detentions for first offences to suspension from the bus for repeat offenders.
- Young children must be met at the bus stop by a responsible adult. If a responsible adult is not at the bus stop the child will be returned to school and it is the responsibility of the parents to arrange collection.
- We expect a high standard of behaviour and politeness at all times. Children who misbehave on the school bus will be returned to school for collection by parents. Persistent offenders may be refused permission to use the bus for a period of time.

Bus Complaint and Discipline Policy

If a child receives a bus complaint this will be logged by Mr. Ehab – Transportation Manager. He will inform the and the senior management by email, he will confirm in the email which number incident/complaint this is.

Disciplinary procedure for misbehaviour on school transport (to and from school)

First Incident: The bus supervisor records the incident and sends the report to the transportation manager. The report is translated and logged (Mr. Ehab) and sent to Primary School Office. The Primary School Office will communicate this matter to SLT to be dealt with.

The incident is discussed with the student and a First Warning Letter is written and emailed to parents by the PS Office or SLT (depending on the incident) to keep them informed.



Second Incident: The same process above is repeated with a Second Warning Letter being written and emailed to parents by the relevant school Office to inform parents that a further complaint will result in a ban from the bus.

Some further sanctions may be applied by the school to deter a repeat of this behaviour such as detentions or a ban from a house competition or school trip.

Third Incident: On receipt of a third complaint, the transportation manager will inform the Primary School Office and SLT who will issue a standard letter to parents, withdrawing the pupil from school transport for 5 school days (with the approval of the Executive Principal); a copy is sent to the Transport Manager, the Principal and the Teacher via the relevant School Office.

Any further incident will cause the student to be withdrawn from school transport for the rest of the term and may result in a permanent ban.

Should a student be involved in a **very serious incident** on a school bus, they may have school transport withdrawn permanently on the spot, with no prior offenses.

All Bus incidents are recorded in the BSE Behaviour logging systems.