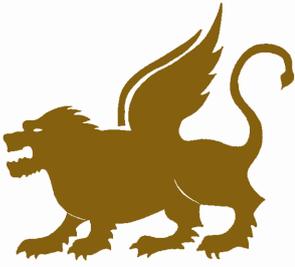


St. Mark's Church of England Primary School



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Headteacher: **Peter Barfoot**

3rd December 2019

Dear Parents

The School Bus

There have been a number of issues in recent months relating to the school bus. I wanted to write to clarify the school's position on some important points.

- The bus is provided by the Cumbria School Transport Service and not by St Mark's School. Each year the route is put out to tender to local coach companies, which is why the provider has changed this year. The current provider of transport for our school route is Traveller's Choice, based in Carnforth (01524 720033).
- Children are issued with bus passes at the beginning of the school year, or whenever a successful application is made. **Only children with valid passes are able to travel on the bus.**

What we expect of parents:

- Parents see their children onto the bus in the morning and ensure that they are sitting down with seatbelts on.
- Parents meet their children at the appropriate drop off point at the end of the school day.
- Parents will inform the school in good time of any changes to normal routines via text, phone call or letter. If a child tells us they should be on the bus, but school has not received confirmation of this directly from a parent, then the child will not be put on the bus and will need to be collected from school. However, wherever possible contact will be made with parents to attempt to clarify the situation. This course of action is for the child's safety.
- Parents will regularly remind children of the expectations for behaviour of the bus: staying in their seats, with seatbelts on and not disturbing the driver.

What parents can expect from school:

- A member of staff will meet the bus each morning and ensure that children leave the bus and enter school safely.
- Members of staff will gather children who will be using the bus at the end of the school day in a classroom and check names against the register for that day.
- If school has not been informed of a change to the established routine (by text, phone call or letter directly from a parent) and we have not been able to contact parents to confirm the arrangements, the child will not be put on the bus.
- Members of staff will ensure every child is sitting down with a seatbelt on before the bus leaves the school.
- We will regularly remind children of the expectations for behaviour of the bus: staying in their seats, with seatbelts on and not disturbing the driver.

Thank you for your understanding and continued support.

Mr P Barfoot
Headteacher

