



Newton International Academy, Barwa

Bus Users Policy

*An International Community of
Learners, Striving for Excellence and
Celebrating Success*



NEWTON
INTERNATIONAL
ACADEMY | **BARWA**

Vision

An international community of learners striving for excellence and celebrating success.

Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

Aim

The aim of this policy is to ensure the safe and efficient operation of the school bus service, promoting a culture of responsibility and respect among all bus users. This policy outlines the expectations for students, parents, and staff regarding bus usage, safety, and conduct.

Rationale

The Bus Users Policy has been established to assist the school in providing a safe and efficient bus service for students. Ensuring the safety and wellbeing of all bus users is paramount, and adherence to these rules is essential. Failure to comply may result in disciplinary action, including suspension from using the bus service.

Newton Group Values:

 Support	 Honesty	 Respect	 Transparent Communication	 Social Responsibility	 Personal Accountability	 Environmental Awareness	 Empathy	 Diversity
--	--	--	--	---	--	--	--	--



1. Operational Requirements

- **Application Process:** Parents who wish to apply for a seat on the school's nominated provider, Batco bus, must fill out an application form available from Batco Services.
- **Seat Allocation:** Seats will be allocated to the next person on the waiting list as they become available, including additional children of existing families and those moving house.
- **Bus Tickets:** Pupils will be issued with a bus ticket, which they are required to show to the bus driver on every trip.
- **Arrival at Bus Stop:** Pupils must arrive at their designated stop at least 5 minutes before the scheduled bus time to accommodate traffic variations and ensure safety.
- **Parental Responsibility:** Parents/guardians of very young children are requested to be present at the bus stop to collect their children unless a responsible older child accompanies them.

2. Parental Responsibility and Pupil Safety

- Parents are responsible for the safety of their children while waiting at collection points and immediately before boarding the bus each morning. They assume this responsibility again when their children leave the bus after the afternoon journey.
 - Parents should wait at the drop-off point and accompany their children across the road if necessary, as neither the authority nor the bus operator is responsible for the child's safety after disembarkation.
 - Parents have a duty to read through the code of conduct with their child and explain its importance and the consequences for not adhering to it.
- For any questions, parents should contact the bus driver or the bus company

3. Bus Driver and Nanny Responsibility

- The driver's primary job is to operate the bus safely. All pupils are required to respect and obey the driver and nanny's instructions at all times.
- The driver and nanny are responsible for the safety and wellbeing of all pupils on the bus during the journey.

4. Pupil Responsibility

- Pupils must understand and adhere to the bus rules. Persistent misbehaviour may result in expulsion from the bus service. It is the responsibility of students to disembark at their correct designated stops as specified in the bus application form.



5. Seat Belts

All buses are fitted with seat belts. Pupils are required to wear seat belts at all times

6. Bus Rules

Before the School Journey

- Be at the pick-up point before the bus is due to stop.
- Wait in an orderly, courteous, and calm manner.
- Keep away from the kerb and well clear of other traffic.
- Only board the bus when it is stationary.
- Parents/guardians are to remain with the pupil until he/she has safely entered the bus.

During the School Journey

- Treat the driver and nanny with respect and follow their instructions.
- Remain seated and always use the seatbelt provided.
- Do not distract the driver, except in an emergency.
- Do not open the emergency exits unless in an emergency.
- Treat other pupils with care and respect.
- Do not drop any litter or throw objects in the bus.
- Do not vandalise the vehicle or the property of others. Parents may be held responsible for any damage caused.
- If the bus breaks down or is in an accident, follow the driver's instructions and stay with the bus until another one arrives.
- Report any inappropriate behaviour to the nanny, teacher, or Head of School.

At the End of the Journey

- Collect all belongings.
- Check if your parent/guardian is waiting for you at the collection point and notify the driver if they are not.

7. Penalty Guidelines for Infringement of Bus Rules

1. 1st Infringement: A verbal warning by the Batco Bus representative in the presence of Senior Management Team (SMT), with notification that a written warning will be issued for the next offence.



1. 2nd Infringement: Written warning by Batco Bus, notifying that exclusion from the bus service will follow for the next offence. A written warning is valid for a full academic year after which it falls away.

2. 3rd Infringement: A pupil will be excluded from the bus for the remainder of the term for a third offence. Students infringing the rules in the code of conduct will also be required to make restitution for any damage caused by the violation of those rules.

8. Bus Procedure

EYFS, Primary and Secondary

Mornings:

- Students are collected from the bus stop, and bus assistants will ensure that they are buckled and safe.
- Attendance registers will be taken on the bus.
- Students will be taken to their classes once the bus arrives at school.
- Attendance lists will be shared with the receptionist.
- The receptionist will call the parents of students that are absent, and a log of all calls will be kept.
- Class teachers will have a list of bus children in their classes.
- Secondary students can enter and exit the buses independently.

Afternoons:

- Year 1-4 bus students will be collected from their classrooms and taken to the bus.
- Year 5 and Year 6 students will go to the bus on their own, with bus assistants waiting outside the bus to ensure their safety.
- Bus assistants will ensure that they are buckled and safe on the bus.
Secondary students can enter and exit the buses independently

9. Compliance with MOEHE Circulars

9.1 Commitment to Compliance

Newton International Academy Barwa is committed to adhering to all relevant circulars and directives issued by the Ministry of Education and Higher Education (MOEHE). This commitment ensures that our policies and practises align with national educational standards and regulations, promoting the safety and wellbeing of all students.



9.2 Monitoring Compliance

- **Regular Review of Circulars:** The school will regularly review MOEHE circulars to ensure that all operational procedures, including those related to the bus service, are compliant with the latest regulations. This includes any updates or changes to safety standards, transportation guidelines, and student welfare requirements.
- **Documentation:** All relevant MOEHE circulars will be documented and made accessible to staff, ensuring that everyone involved in the bus service is aware of the requirements and their implications.

9.3 Responsibilities of Staff

- **Training:** Staff involved in the bus service will receive training on MOEHE regulations and how they apply to their roles. This training will be updated regularly to reflect any changes in circulars or guidelines.
- **Reporting Non-Compliance:** Staff members are encouraged to report any instances of non-compliance with MOEHE circulars to the school administration immediately. This proactive approach will help address issues swiftly and maintain compliance.

9.4 Review Process

- **Annual Compliance Review:** The school will conduct an annual review of its compliance with MOEHE circulars as part of its overall governance and operational assessment. This review will include:
 - Evaluating current policies and practises against MOEHE requirements.
 - Identifying areas for improvement and implementing necessary changes.
 - Engaging with staff, parents, and stakeholders to gather feedback on the effectiveness of current practises.
- **Documentation of Findings:** The findings from the annual review will be documented and shared with all relevant stakeholders, including staff, parents, and the MOEHE, to ensure transparency and accountability.

10. Review of the Policy

10.1 Purpose of Review

The Bus Users Policy will be reviewed regularly to ensure its effectiveness, relevance, and compliance with current regulations, including those set forth by the Ministry of Education and Higher Education (MOEHE) and other relevant authorities. The review process aims to identify areas for improvement and ensure that the policy continues to meet the needs of students, parents, and staff.



10.2 Review Frequency

- **Annual Review:** The policy will be reviewed annually to assess its effectiveness and make any necessary updates. This review will take into account feedback from stakeholders, including students, parents, staff, and bus service providers.
- **Ad-hoc Reviews:** In addition to the annual review, the policy may be reviewed at any time in response to significant changes in legislation, operational procedures, or following incidents that highlight the need for policy adjustments.

10.3 Review Process

- **Stakeholder Consultation:** During the review process, feedback will be solicited from a range of stakeholders, including:
 - Parents and guardians
 - Students
 - Bus drivers and staff
 - Senior management team (SMT)
- **Data Analysis:** The review will include an analysis of data related to bus usage, incidents, and compliance with the policy. This data will help identify trends and areas for improvement.
- **Compliance Check:** The review will ensure that the policy remains compliant with MOEHE circulars and other relevant regulations, making adjustments as necessary to align with any updates in legislation or best practises.

10.4 Documentation and Communication

- **Documentation of Changes:** Any changes made to the policy as a result of the review will be documented clearly, including the rationale for the changes and any supporting data or feedback.
- **Communication of Updates:** Once the review is complete, the updated policy will be communicated to all stakeholders, including staff, students, and parents. This communication will ensure that everyone is aware of any changes and understands their implications.

10.5 Continuous Improvement

- **Ongoing Monitoring:** The effectiveness of the Bus Users Policy will be monitored continuously, with an emphasis on fostering a culture of safety, respect, and responsibility among all bus users.
- **Feedback Mechanism:** A mechanism for ongoing feedback will be established, allowing stakeholders to provide input on the policy and its implementation throughout the academic year.