



Bus Procedures

Our Vision

‘An International community of learners striving for excellence and celebrating success’

Our 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 wider community to achieve our vision.



School Buses:

- Buses arrive at approx. 6:50 directly outside the school gates
- All buses must stop with the exit door facing the same side as the school gates
- Before the end of the day, buses will enter the campus through the main school gate at 12:20 (EYFS) and 13:20 (Main School)
- Once all children are safely on the bus, they will exit the school through the main school gate at 12:27 (EYFS) and 13:37 (Main School) approx.
- On arrival, buses must stop with the exit door on the correct side of the road

All buses must be equipped with seat belts, first aid kit and a fire extinguisher. All children must remain seated with seat belts on at all times. Children must follow the instructions of the driver and bus supervisor. Any misbehaviour will be reported by the bus driver to the coordinator and then to the principal. All buses must have a contact information sheet.

A daily log is to be kept of all children that get on/off the bus.

In the morning:

- When the bus arrives at school it will enter the school through Gate A.
 1. The bus supervisor will check and sign to acknowledge that all the children have got off the bus.
 2. The bus driver will check and sign to acknowledge that all the children have got off the bus.
 3. The bus coordinator will check and sign to acknowledge that all children are accounted for and record the time they get off the bus.
 4. A member of SMT will check and sign to acknowledge all the children are off the bus before they leave campus as 7.15 am

In the afternoon:

- The Teaching Assistants will collect the children for the bus
- They will ensure that all the children get on the bus safely
- Teaching Assistants will complete the log sheet
- Bus Supervisors will make the final tick once children have arrived home safely and record time once he/she gets off the bus; they will sign that all children are safely off the bus.
- The driver is the last to sign once he has checked that there are no more children left on the bus
- All weekly log-in sheets will be collected every Sunday morning and kept in the office
- **If a child has managed to board an incorrect bus and the bus has left the school, the supervisor/driver must inform the bus coordinator who will phone the principal. He will inform the parents that the child will be brought back to school at the end of the route and will be met by a member of SMT.**
- **When a child is dropped off at home, the bus supervisor will escort him/her to the door. If no-one answers the door, the child must be taken back onto the bus. The supervisor/driver will inform the coordinator who will inform parents. The driver will return to school with the child and will be met by a member of SMT.**



Appendix 1

Example of Bus Log Sheet

BUS ATTENDANT: MOB:																		
CO-ORDINATOR: MOB:																		
SN	Name	Class	Bldg.	Mobile	Date:		Date:		Date:		Date:		Date:		Date:		Date:	
					SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY					
					Morning		Afternoon		Morning		Afternoon		Morning		Afternoon		Morning	
					In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
1																		
2																		
3																		
4																		
5																		
	Coordinator Sign																	
	Driver sign																	
	Assistant Sign																	
	SLT																	

Appendix 2

Example of Contact Information Sheet

Bus Contact Information			
Name		Position	Mobile Number
Tracy Dodds		Principal	44472427
Kathrine Elmalem		Head of Primary & EYFS	33522603
Amreen		Bus Coordinator	77563776
	Bus 2	Bus 3	Bus 4
Driver	Shamsuddin: 70062424	Naki: 31263534	Hakeem: 77204862
Teaching Assistant	Nicole: 31301843	Jen: 55760516	Shaira: 31584545
Bus Attendant	Daisy: 77267537	Nirmala: 30806314	Sharmila: 74460452