PAYMENTS: are spread over 12 months of the school year, 1st September to 1st August inclusive. Any payment defaults will result in the loss of your child's rights to transportation.

TERMINATION OF TRANSPORT: Vehicles are organised on the basis of those we anticipate travelling for the whole school year. We require a full term’s notice of cancellation of transport

SAFETY: Pupils are expected to follow the same code of conduct on the transport as they have in school. However should a problem arise; both parents and the head of school will be notified. If the conduct does not improve this will result in your child’s transport being terminated.

NO SMOKING: All of our coaches are non smoking vehicles. This is the law and must be followed by all that travel on them.

NO FOOD, DRINK OR CHEWING GUM: Pupils are requested not to eat or drink on non supervised journeys to and from school.

SEATBELTS: Seat Belts MUST be worn at all times. We wish to inform you due to the legislation the law states that Drivers and Operators will **NOT** be responsible for **ANY** passengers not complying with the law as long as the passengers have been informed.

The time arranged for the coach on the timetable is the time we expect the coach to arrive at the stop. Please ensure that your child is at the stop 5 minutes before this time. Traffic has a big influence on the timetable and the coach can’t sit and wait at lots of the stops.

The coach will drop off / pick up from within the school grounds. The coach departs The Misbourne at 15.20, It is your child’s reasonability to make sure they are there if travelling home before this time.

Your child does not become our responsibility until he/she has the entered the coach and leave’s our responsibility as soon as he/she gets off our coach.

Our coach Code of Conduct has been written to make sure the journeys are as enjoyable and safe as possible for all students. Please read through the following Code of Conduct with your child(ren).

Arrive at the bus stop 5 minutes prior to the pick up time

Queue sensibly away from the road

Approach the coach only after it has come to a complete stop

Board the coach calmly and do not push others

Find your seat and remain seated in it for the entire journey

Do not stand during the journey

Fasten the seatbelt for safety

Do not distract the driver unless an emergency arises

Do not damage the coach

Do not eat or drink on the coach

Respect others and their property

Store bags sensibly and do not place bags on seats which are required for other passengers

Follow the instructions of the coach driver

When leaving the coach, do so calmly

Ensure you take all your belongings with you

If you have to cross the road after you get off the coach, wait until the coach has moved away and you can see the road clearly in both directions, or go to the nearest available crossing.

 All vehicles have seat belts which must be worn.

All school coach drivers have CRB Enhanced Disclosure Checks.

All school coaches are designated as ‘Bully Free Zones’ and the School Anti Bullying policy is in effect at all times.

We reserve the right to cancel the service before or during transportation due to inclement weather which might make the journey dangerous e.g. heavy snow and ice. The parent/guardian will be able to check this situation via the website/weather and travel telephone line and school notification system. In most cases this will correspond with the school also being closed.

Please email or text us a photo for each pupil that you require to get the transport. ([helen@angelexecutivetravel.co.uk](mailto:helen@angelexecutivetravel.co.uk) or 07793 441428) Passes will be issued. Without this pass, transport will be refused.

There will be a £8.00 charge for replacement passes if the pass is lost or damaged.