



St Clare's Transport Information

In line with our school vision we will strive to ensure...

“Everyone in St Clare's will feel happy, nurtured and safe.”

We aim to support your child to travel home safely to and from school whilst using their allocated school transport. This can be achieved through children, parents, buses service and school working in partnership. Communication is paramount.

At the start of the school session:

- ✓ Every child entitled to free school transport will receive a digital form to indicate stop and days of travel. Parents complete digital form and return to school office as soon as possible. **If these arrangements change, the school office must be informed by 2pm that day. This change will then be communicated by email to the class teacher and the Senior Leadership Team.(SLT)**
- ✓ P1 and P2 pupils are led from their class by a member of the SLT to the gym hall, where they line up in their allocated bus line. P3 to P7 pupils are asked to make their way to the gym hall and join their bus line.
- ✓ Pupils will be grouped according to their bus allocation (Abbey 1, Abbey 2, Bradley 1, Bradley 2) before walking out to the bus. A member of the SLT will direct children to line up in their allocated bus line.
- ✓ Where possible any new pupils will be allocated a buddy or sibling who alights at their stop to remind them of where to get off.
- ✓ A member of the Senior Leadership Team or staff member will then escort all pupils to the bus, check off pupils from a register, ensure seat belts are on and complete a head count. SLT wear high vis jackets in order to guide children to follow them in their bus line to their bus. Buses will depart once this process is complete.
- ✓ The bus driver shall remain on the bus while the children disembark, the driver shall remain at the bus stop until each child is safely with an adult.
- ✓ In the event that an adult is not present to collect the child, the child shall go back onto the bus and the driver shall contact the school office, in the event that this occurs after 4pm the driver shall contact SPT and continue on with the rest of the journey with the child on board.
- ✓ Once the remaining children have been dropped off the driver shall continue onto the bus depo with the child unless a prior arrangement has been made with the parent to collect.
- ✓ Children are reminded about the importance of positive behaviour at all times when lining up, walking to the bus and travelling on the bus.

In line with the GIRFEC national policy... “Children and young people should be helped to develop the knowledge and skills that will enable them to keep themselves safe in situations at home, at school or in the community. Being safe means that children and young people feel secure and protected within trusted relationships where adults are not only acting in their best interests but also listening to them and taking account of their views, preferences and feelings.”