

## King's Ely Home-School-Home Minibus Service Protocols for Parents



**Safety:** Please ensure you and your child(ren) read the advice for parents and children on the school's website: [Transport - King's Ely \(kingsely.org\)](https://www.kingsely.org/transport)

**Seatbelts – Must be Worn at all times:** All students must wear a seatbelt, for all journeys. **This is both a school and legal requirement. Unfortunately, students who do not adhere to this policy, will not be allowed to use the minibus service and parents will be advised.**

### **Different Scenarios**

Please see below some general information and advice as to what to do / what will happen, under various scenarios.

**Changes to the Termly booked travel pattern:** All changes / notifications or request for an additional journey, **within the existing working week**, should be sent direct to the drivers by Text Message, to the appropriate route telephone number.

Any requests / notification, that **extend beyond the existing working week**, or are relating to a date beyond the present working week, please send the request /details by email to [minibus@kingsely.org](mailto:minibus@kingsely.org)

If your child is absent from school, please also use the MySchoolPortal App, to report the absence, or e-mail [absentees@kingsely.org](mailto:absentees@kingsely.org)

**A child misses the bus at a collection point in the morning:** Children should be at the appropriate collection point, **at least 5 minutes before** the published collection time.

If it is a last-minute change, after office hours the previous evening or early that morning, or the child is running late for the morning collection, **parents should send a TEXT Message** to the driver, using the specific bus route phone number (see the table of numbers below). The driver will use their discretion and will wait at the stop for a few minutes. However, in fairness to others on the route and to make sure the children arrive at school in good time, the bus will continue the journey. If the driver has received a text, they will aim to reply just before pulling away from the stop, to continue the journey.

**A child misses the bus leaving school in the evening:** Children should be at the bus bay from 17:15, **ready to leave from 17:30**. They should have all their belongings with them and be ready to depart. **The bus will depart as soon as all the expected passengers are present or at 17:35 sharp, at the latest, to keep to the published schedule.**

If a child misses the bus, they should make their way to the Medical Centre, to be in a staffed 'safe place'. Medical Centre staff would either look after the child, whilst they contact their parents or, time dependant, contact the duty Priority Boarding House team, to arrange for the child to be looked after, until the parents can collect / agree alternative travel arrangements.

**Minibuses can't operate under severe weather conditions / an emergency:** If the school suspends normal operations, or the minibuses cannot run, owing to extreme weather conditions, or some sort of emergency, parents will be informed. Under extreme weather conditions, parents should refer to the school's website and listen to local radio bulletins, about school closures.

**Who are our minibus drivers?** All our minibus drivers wear King's Ely logo polo shirts / fleeces, and all have a school issued ID badge. Our drivers generally remain on one route, so you will get to know them. Names and photos, of our existing drivers, are shown on the final page of this document.

**Ensuring only those approved by the parents can collect the child from the bus:** If the adult collecting the child off the bus, in the evening, has not done it before, or is not known to the driver for any reason, it is the responsibility of the parent(s) of the child to let the school know in advance, that someone else will be collecting their child.















If someone unknown is at the bus stop, for those children who are not registered as being allowed to make their own way home independently, the driver will call the parents to check. If the driver is in any doubt, they will not release the child to the unknown adult, until contact has been made with a parent, to ask for confirmation the collecting adult is bona fide.

**What will happen if I am not at the collection point in the evening?** We ask all parents if their child needs to be met by an adult or not at the collection point. For those who have stated that their child must be met off the minibus at the evening collection point, if an adult is not at the collection point, the driver will wait a short time and will try to make contact, via telephone.

The length of time the driver can wait, will depend on the route/other passengers. It is likely that the driver will continue with their route, to drop other passengers at other stops and will, on their return journey to school, stop again at the allotted stop. They will also continue to try to make contact when it is safe to do so and if time permits. If all else fails, the driver would return to school with your child and pass them to the care of boarding house staff. This team will look after your child and endeavour to contact you.

**What are times, routes, stops for each bus route King's Ely operates?** Please see the school's website for details: <https://www.kingsely.org/admissions/travel/> Navigate to the 'School Bus Routes' section, where there is a pdf timetable of all the routes.

**Our Team of drivers consists of:**

<b>Name</b>	<b>Photo</b>	<b>Name</b>	<b>Photo</b>
Andreas Elia (Transport Manager)		Michelle Wolfe	
Peter Wallis		Bill Perceval-Maxwell	
Julian Calvert		Mark Williams	
Andrew Lawrence		Richard Davidson	
Robert Nicklinson		Jim Keenan	
Duncan Forteach		Paul Wrighton	
John Barlow		Chris Nelson	
Mick Badcock	