

# Sacred Heart Catholic Secondary

Part of the Nicholas Postgate Catholic Academy Trust.



## Home to School Transport 2020-21

A guide for young people, parents and carers

Sacred Heart Catholic Secondary  
Mersey Road  
REDCAR  
TS10 1PJ

## Introduction

The School has arranged transport provision for areas in East Cleveland for the academic year 2020-21, at the request of parents/carers.

This guide provides information on the transport service we have put in place and outlines the standards that we expect in return. This ensures that we provide a service that is safe, comfortable, and reliable and represents value for money for parents and carers. The guide is divided into four parts:

Part 1 – Information about the School Transport service

Part B – Passenger Code of Conduct

Appendix 1 – Bus Timetables

Appendix 2 – School/Parent/Passenger Agreement

## Dedicated Bus Service

The Trust has appointed **Skelton Coaches** to run four buses for home to school transport. The routes were based on numbers of applications and home locations of the students wishing to use a service. The routes have been designated as follows:

Route 33 – Liverton Mines – Skinningrove - Brotton – Skelton - New Marske

Route 34 – Easington – Loftus - Carlin How - Saltburn

Route 35 – Guisborough - Dunsdale

Route 36 – Boosbeck – Guisborough – Upleatham - Marske

Timetables for the academic year 2020-21 can be found at Appendix 1.

## Cost of Travel

The cost of travel for the academic year 2020-21 is **£560 per seat**. Payment of the annual fee does entitle the student to travel on an alternative route than the one issued.

This can be paid in full or in ten monthly instalments. Students will be issued with an annual pass at the beginning of the academic year, however, failure to make payments on time will lead to the withdrawal of the pass. We regret that we are unable to give discounts to families purchasing more than one travel pass.

Parents/Carers who believe they are entitled to free transport should make an application directly to the Local Authority. Passes will only be issued to students whose parents/carers believe that they are entitled to

free transport if the school has been informed by the Local Authority that the application has been approved. It is the responsibility of the parents/carers to complete the application form and submit it, with the required evidence, to the Local Authority in plenty of time so that the application can be considered. The school will not take responsibility to pay for travel if this is refused by the Local Authority.

### Changing Address

If you are planning to move house, and will require a bus pass for an alternative route, please let us know as soon as possible. Payment of the annual fee does entitle the student to travel on an alternative route if there is not a seat available. In certain circumstances part of the annual travel fee may be refunded.

### Transport Operator

The appointed bus company for the academic year 2020-21 is:

Skelton Coaches  
13 Avon close  
Skelton  
Saltburn by the Sea  
TS12 2NA

Skelton Coaches only use approved drivers and it will usually be the same driver each day for both journeys. Approved drivers are subject to an enhanced Disclosure and Barring Service (DBS) check and must also attend further driver training.

The company is required to provide vehicles that are clean, roadworthy and fit for purpose. The same vehicle will normally be used each day, although there will be occasions when a change is needed, for example when vehicles are off the road for maintenance.

Vehicles should be driven in a safe manner and in accordance with the Highway Code and speed limits at all times. Drivers should be polite and respectful of passengers and other road users and should avoid using language that may cause offence. Drivers must not smoke at least 30 minutes before picking up children. If you have any concerns over the vehicle or driver, please let us know.

## Refusal to Travel

It is the right of the driver to refuse travel to any passenger under the following circumstances:

- Failure to produce a valid pass;
- Verbal or physical abuse towards the driver or another passenger;
- Any behaviour deemed to make driving conditions unsafe;
- The bus is at its legally safe capacity for passengers.

## Bad Weather

In the event of extreme weather, the bus service may need to be withdrawn or sent early. The school will make decisions based on local information and there will be times for safety reasons when we will need to withdraw certain services. Regular updates are posted on the School twitter and website [sacredheart.npcat.org.uk](http://sacredheart.npcat.org.uk) the local authority website [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk) and on local radio stations.

There will also be times when the school needs to close early and the buses will be brought in as soon as they are available. The school will make every effort to inform parents/carers, by text or email, when this happens so that they can be at home in time to meet their children. Please note that the driver has the discretion to alter the route in accordance with prevailing road conditions and will attempt, where safe, to drop children at the usual drop off points.

During times of adverse weather such as snow/ice, access into some residential streets for the buses can be very difficult and we may be informed that a different pick up and drop off point will be used, for example on a main road. The driver will inform the students of any change in the arrangements.

## Time Keeping

The transport service needs to operate on time. This means that passengers also need to be ready on time. Buses will not wait for those who are late nor shall they pick up/drop off at non designated stops. If students miss the bus, it will be the responsibility of the parents/carers to ensure that they get to school at their own expense.

Bad weather, traffic incidents and road works can all lead to delays but concerns regarding the service provided should be raised with the school.

## Concerns and Complaints

We rely on feedback from young people and parents/carers on the level of service that is provided. Please let us know as soon as possible if you are unhappy with the service or wish to complain. It helps if you can provide as much detail as possible; date, name of driver, frequency, what happened, etc. Leaving problems to build up does not help and without key information it can be very difficult to challenge drivers and transport operators.

We also welcome compliments and positive suggestions for improvement.

## Review of Transport Provision

The school will carry out a full review of the transport provided during the academic year. As part of the review, passengers and parents/carers will be asked for their comments on the journey, cost and convenience of the service. This will be used to provide key information to enable us to review the quality and needs of the service in the future.

## PART 2 – CODE OF CONDUCT

Why have a code of conduct? We know that most young people behave well on school transport, but occasionally the behaviour of a few can make the journey unpleasant for everyone, and can sometimes endanger others. We have a code of conduct because we want everyone to stay safe and travel in comfort.

Parents/Carers and students should complete the Code of Conduct agreement at Appendix 2 and return this to the school on the first day of term.

## Passenger rules

Passengers must:

- Always carry their pass when using school transport. This must be shown to the driver when boarding the vehicle. Travel will be refused without a valid pass. (The school will levy a charge of £5.00 for replacement passes that have been lost or damaged.)
- Behave in a courteous and safe manner which does not threaten the health, safety or comfort of other passengers, staff or other road users. Bullying will not be tolerated.

- Remain seated in the vehicle during travel and avoid unnecessary movement around the bus.
- Always use the seatbelts provided.
- Respect the rights and feelings of others
- Store baggage in appropriate spaces or under seats. Bags should not be left in aisles or on seats. The coaches have hold space for large items such as cricket bags.
- Ensure that they take all their belongings with them when they leave the bus. (Please note that passengers are responsible for their own belongings and the school are not liable for any loss or damage to student property)
- Leave the vehicle in a clean and tidy condition, taking any litter with them.
- **NOT** eat or drink on the bus.
- **NOT** smoke or vape. This is forbidden by law on buses. Lighters and matches must not be brought onto the vehicle.

### Safe Travel Rules:

- Passengers waiting for the bus should
  - stand on the pavement, well back from the road. It is dangerous to play around at bus stops.
  - wait for people to get off the bus before getting on.
- During travel passengers should follow the driver's instructions and do not distract the driver when the vehicle is moving.
- After alighting from the bus, passengers should
  - make themselves aware of their surroundings
  - wait for the bus to pull away from the kerb before crossing the road after alighting and be aware of what is around them
  - check that it is safe to cross

### Behaviour

Young people need to be aware that their actions on the school journey could have very serious consequences. We will take action against anyone failing to meet the required standards.

### Sanctions

The journey to and from the school is regarded as part of the school day, and as such, all the school rules must be followed. The School will work with the bus company to manage standards of behaviour on vehicles. The following sanctions may be applied:

- Fixed term or permanent exclusion from the bus
- Billing parents/carers for the cost of any damage caused to the vehicle by their children

- Reporting acts of vandalism, theft, assault (verbal and physical) to the police for further action.
- Please be aware if transport is withdrawn, the school will not provide any alternative travel arrangements and all transport costs will fall on to parents.

### CCTV

All vehicles are fitted with CCTV cameras. Recorded images will be used to identify those responsible for any poor behaviour and damage. The images which are of 'prosecution quality' will be used to support any action.

### Anti-Bullying

The school takes bullying very seriously and expects the support of students, parents/carers and the bus operators as well as staff to stop this activity. Bullying should not be accepted as an inevitable part of school life, nor as a necessary part of growing up. Everyone in the school community is required to take on the responsibility of ensuring a happy and secure environment for staff and students, so that all will benefit from the opportunities made available to them.

Students concerned about incidents of bullying on a school bus can speak to their Form Tutor or Student Achievement Leader, a member of the Student Council, or an Anti-bullying Ambassador. In certain circumstances 'buddying' arrangements with an older student or a group of students may be set up.

### Breaches of Conduct

A senior member of staff will initially investigate any breach of conduct by students when travelling on the school bus service. Any serious breach of conduct will be subject to the terms of disciplinary procedures already in place.

## Appendix 1

### Bus Company:

Skelton Coaches, 13 Avon Close, Skelton, Saltburn by the Sea,  
TS12 2NA

ROUTE 33			
AM	Pick Up and Drop Off Point	Stop	PM
07:30	Liverton Village	1	15:35
07:33	Liverton Mines	2	15:32
07:38	Skinningrove Square	3	15:27
07:45	Brotton, Green Tree	4	15:20
07:48	Brotton, Woodside	5	15:17
07:51	North Skelton	6	15:14
07:53	New Skelton - Bylands Road Junction	7	15:12
07:55	Skelton, Civic Centre	8	15:10
07:57	Skelton, Stonedale Road	9	15:08
08:02	Saltburn, Hob Hill	10	15:03
08:05	Saltburn, Police Station	11	15:00
08:07	Saltburn, Esso Garage	12	14:58
08:08	Saltburn, Equestrian Hill	13	14:57
08:20	Sacred Heart	14	14:45

ROUTE 34			
AM	Pick Up and Drop Off Point	Stop	PM
07:25	Moorsholme, A171 Moor Road Bus Stop	15	15:40
07:40	Easington, Twizziegill	16	15:25
07:42	Easington, Tiger Inn	17	15:23
07:44	East Loftus, Bus Garage	18	15:21
07:46	Loftus, Market Place	19	15:19
07:48	Loftus, Station Road	20	15:17
07:51	Carlin How, Bank Top	21	15:14
08:07	New Marske, Birkdale Rd Shops	22	14:58
08:09	New Marske, Gurney Street	23	14:56
08:20	Sacred Heart	24	14:45



ROUTE 35			
AM	Pick Up and Drop Off Point	Stop	PM
	<b>Guisborough</b>		
07:45	Stokesley Rd /Falcon Way	25	15:14
07:47	The Avenue / Voyager Pub	26	15:12
07:49	The Avenue / Farndale Drive	27	15:11
07:50	Hutton Lane / The Grove	28	15:10
07:51	Hutton Lane / St Leonards	29	15:09
07:52	Aldenham Road	30	15:08
07:53	Enfield Chase	31	15:07
07:54	Enfield Chase, Lidl Bus Stop	32	15:06
07:56	High Street / Salvation Army	33	15:04
08:05	Dunsdale	34	15:00
08:20	Sacred Heart	35	14:45

ROUTE 36			
AM	Pick Up and Drop Off Point	Stop	PM
07:32	Lingdale Tavern	36	15:33
07:40	Slapewath, A171 Fox and Hounds	37	15:25
07:45	Guisborough / Prior Pursglove	38	15:20
07:46	Guisborough / Police Station	39	15:19
07:47	Guisborough / Laurence Jackson	40	15:18
07:52	Upleatham, Veterinary Practice	41	15:13
	<b>Marske</b>		
07:58	Top House	42	15:07
08:01	Scanbeck Drive	43	15:04
08:02	St Germain's Church	44	15:03
08:03	St Germain's Lane/Hummershill	45	15:02
08:04	Windy Hill Lane/Library	46	15:01
08:05	Redcar Rd / Roundabout	47	15:00
08:07	Redcar Rd / Campbells Garage	48	14:58
08:10	Redcar Rd / Wacky Warehouse	49	14:55
08:20	Sacred Heart	50	14:45

## Appendix 2 – Code of Conduct

### Student

I \_\_\_\_\_ have read the booklet “Home to School Transport 2020-21” and understand what is expected of me as a passenger.

- I will abide by the rules set out to ensure that everyone has a safe and comfortable journey to school.
- I understand that failure to comply with the rules may lead to the withdrawal of my bus pass.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Carer

I \_\_\_\_\_ have read the booklet “Home to School Transport 2020-21” and understand what is expected of my child/ren whilst they are travelling on the school service.

- I will ensure that my child is aware of the rules in order to comply with the code of conduct
- I will inform the school if I am unable to pay any balance on the account
- I am aware that I may be liable for any damages caused by my child to the vehicle
- I am aware that failure to comply with the code of conduct will lead to the removal of the bus pass and that refunds may not be given for any unused travel.
- I will pay the full required annual fee for the bus pass, either in a lump sum or monthly instalments (please delete as appropriate).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_