



ALLENDALE PRIMARY SCHOOL

CODE OF CONDUCT FOR SCHOOL TRANSPORT

Allendale Primary School has high expectations of pupil behaviour. We want all pupils' journeys to and from school to be as safe as possible. Every pupil has a personal responsibility for their own safety during every journey. Parents/carers also have an important role and following these simple rules will help keep everyone as safe as possible.

Pupils and parents are responsible for their safety and behaviour before they get on school transport, during the journey and after they leave the bus / taxi. It is pupils and parent / carer's responsibility to ensure that they are at the collection point in time for the arrival of the bus / taxi. Pupils should wait sensibly and safely; wait until the bus / taxi has stopped before moving towards it.

Pupils should board the bus / taxi and find their seat straight away. Seat belts are provided on all school transport and must be worn. Pupils must not change seats during the journey or travel in the gangways of buses. Pupils must make sure that their actions do not distract the driver as this could put them at risk as well as the driver, other pupils and other road users. Pupils should not talk to the driver whilst they are driving, except in an emergency and must not touch any emergency switches / openings unless in an emergency. Food or drink should not be consumed on school transport.

Pupils should stay in their seat until the bus / taxi has stopped and remember to take their belongings with them when they alight. At school, there is always a member of staff on duty to meet school transport in the bus park. Pupils should not get off any school transport until the member of staff is present. Pupils will be supervised or escorted onto the school site for the start of school.

We want you to feel safe and enjoy your journey to and from school. We expect that our school rules will be followed on school transport. These are:

- We are gentle
- We are honest
- We are kind and helpful
- We listen
- We work hard
- We look after property

If there are any incidents on school transport, these should be reported to the class teacher in the first instance.

Our Anti Bullying Policy states:

Any form of bullying will not be tolerated in our school.

We will follow our anti bullying procedures for any instance of bullying on school transport. Pupils will be spoken to and sanctions will be applied. Parents will be informed of any instance of bullying involving their child. Such issues are treated seriously.

In the event that a pupil was repeatedly displaying unwanted behaviour or bullying, we would issue a formal warning letter to the parents of the pupil. This could then result in a referral to the School Transport Office at Northumberland County Council, who may withdraw the right

for a pupil to receive school transport. It would then become the responsibility of parents / carers to transport their child to school.

For safeguarding reasons, school should be informed of any change of arrangements if a pupil usually travels via school transport.

Allendale Primary School
Code of Conduct for School Transport
January 2022

Review date:
January 2025