

Queens Hills Transport Agreement 2026

Allocation of Places

If there are more requests for places on the bus than places available, the school will allocate places in the following order of priority

- 1) Students currently using the bus
- 2) Students who have an older sibling using the bus daily
- 3) The school will allocate the remaining places from the waiting list

Payment

Parents/carers will be emailed to notify them when payment is due on WisePay, this will be sent out on a half termly basis and payment must be made in advance of each half term. Failure to make payment by the due date can result in your child losing their place on the bus. If a child is absent from school their bus fare is still due, as the school cannot subsidise the bus.

Bus Passes

Bus passes are issued by the school and students must show their pass when boarding the vehicle.

There is a charge of £5 for a replacement pass to cover the administration costs.

Behaviour whilst travelling

Whilst travelling on home to school transport, young people must behave in an appropriate manner. We expect our students to comply with any instructions from the vehicle driver, particularly in the event of a breakdown or a road incident. Non-compliance with driver instructions will be regarded as unacceptable behaviour.

Any unacceptable behaviour may result in a temporary withdrawal of transport arrangements, during which time it will be the responsibility of parents/carers to make alternative transport arrangements to and from school.

Transport will only be reinstated for excluded students when they have demonstrated, to the satisfaction of the school that they are willing to behave appropriately. In cases of gross or persistent misconduct a permanent ban from school transport may be imposed.



Disciplinary Procedure

There are three stages to the procedure:

1. Initial Warning – usually a verbal instruction or warning
2. Written Warning – usually an initial then final warning
3. Exclusion from transport.

The Headteacher and Contractor have discretion to override earlier stages in the procedure if the seriousness of the incident warrants this.

Initial Warning

For minor incidents of misbehaviour, the driver will identify the culprit(s) and report the incident to the school for any action considered necessary.

Written Warning

For repeated unacceptable behaviour or any single serious incident:

- The driver will report the details and name(s) of the culprit(s) as soon as possible to school
- The school will write to the parent/carer(s), seeking the support in promoting good behaviour on the bus.

Final Warning/Exclusion from Transport

In general, exclusion from transport is used following completion of the Written Warning stage. If further incidents of bad behaviour have occurred:

- The driver will report the details and name(s) of the culprit(s) as soon as possible to the school
- The school, after consultation with the Headteacher will write to parent/carer(s) notifying them that their child will be excluded from the transport for a specified period.

Immediate Exclusion from transport

Exceptionally there may be an incident of such seriousness (e.g. dangerous or violent behaviour or vandalism of the vehicle) that warrants immediate exclusion. In such cases the exclusion will commence as soon as possible after the incident, preferably from the next journey but not partway through an existing journey.

Vandalism

Parents/Carer(s) will be invoiced by the school to recover the cost of repair to vandalism.

Smoking

There will be a mandatory minimum travel ban of one week for incidents of smoking or vaping on the school transport.

Service

The school reserves the right to suspend, alter, or withdraw the transport service at any time without prior notice. Provision of the transport service does not constitute a guaranteed entitlement, and the continuation of the service in future academic years is subject to review and availability of funding.

