

**GENERAL TERMS AND CONDITIONS FOR THE COACH SERVICE  
TO AND FROM ST JAMES SCHOOL, OLYMPIA**

1. Financial Policy. The service, including overheads, is paid for by those parents using the service. The financial plan aims to break even during the course of each financial year. Charges will be collected termly via the school billing system as an extra. **In the event that a child does not use the place for a day or period of days, no refunds are given for the inward journey.**
2. Timetable. The morning timetable is designed to allow the pupil to arrive at the School in good time for the start of the working day. Normally they will arrive on time but given the level of traffic congestion in the area, it is not possible to guarantee this will always happen. **Parents should take this into account when their child has an early start for a public examination.**
3. Booking & Allocation of Places. Parents wishing to use the service must complete a Coach Booking Form. Once a place is allocated it will remain with the pupil unless:
  - The place is withdrawn in accordance with Paragraph 6
  - Notice is given to cease using the service in accordance with Paragraph 8
  - Demand for the particular route falls to such a point that it is no longer economically viable. In that case a place on an alternative service will be offered, if feasible.
4. Pick Up & Drop Off Points. The pick-up and drop-off points will be notified by the school to all parents who use the service. Coach drivers are only permitted to stop at these points and are expressly forbidden from deviating from this schedule. It is the responsibility of parents to ensure their child arrives at the pick-up point in good time and that they are supervised adequately until the coach arrives. Parents are also responsible for any arrangements required for their child to be met at the drop-off point on their return from school. Morning and afternoon arrangements must take account of delays caused by traffic congestion.
5. Self-Discipline on Coaches. There are no supervisory staff on the coaches. The coach drivers have instructions to report all instances of misbehaviour and the school will treat reports of this nature in a very serious manner. Normally, one warning will be given and any further misbehaviour will lead to the pupil's place on the coach being withdrawn without refund. Where the incident is of a very serious nature, the withdrawal will be immediate.
6. Safety. In the mornings, pupils are dropped off at the Coach Stop on North End Road where they are met by a member of staff or directly outside the School. In the afternoon the school will supervise the process of loading the coach. When on a coach your child must remain seated at all times and use the safety belt provided. Parents are asked to impress upon their children the importance of using the seat belt, which is a legal requirement. Checks on their use will take place and where a pupil is reported for not wearing one, it will be treated as a disciplinary matter. Clause 5 will then apply.

Additionally, the police can fine coach operators when passengers are found not to be wearing seat belts. When a fine is levied and the pupil or pupils involved are identified, the coach company may seek to recover their costs from the parents.

7. Departure. In the afternoon, the coach departs promptly from the School at **4.20** p.m. and it is important your child appreciates the need to go straight to the appointed meeting place in the Reception at the end of the school day.
8. Change to Routes etc. In order to run a cost-effective and punctual service we may need, from time to time, to alter the coach arrangements. We must therefore reserve the right to alter routes, pick up points, times and the coach companies used. We will endeavour to keep changes to a minimum and provide as much warning as the circumstances allow.
9. Notice. The notice period is one term. The notice must be in writing and received by the School on the first day of the new term. Notice is not required where the pupil is leaving at the end of the Year 13.
10. Termly Charge. The termly charge will normally remain at the same level for the whole of the academic year; however, we do reserve the right to make changes in-year and pass on increased costs. The charge for the academic year 2023/2024 will be **£258** per term, for a daily, one-way **inward or outward** journey, and **£516** for daily return, **inward and outward journeys.**
11. Emergencies. In the event of an emergency e.g. coach breakdown, the Coach Co-ordinator will endeavour to establish the cause of the problem and pass the information to parents.