

# General Terms and Conditions for the Coach Service to and from St James Boys' School, Ashford



**ST JAMES**  
Senior Boys' School

1. The service is run on a day-to-day basis by the Coach Co-ordinator. A list of the current coach routes is enclosed.
2. **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 although it is likely that the school will provide subsidy. Charges will be collected termly via the school billing system. In the event that a child does not use the place for a day or period of days, no refunds are given.
3. **Timetable.** The morning timetable is designed to allow the pupil to arrive at their 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.
4. **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  - The place is withdrawn in accordance with Paragraph 7.
  - Notice is given to cease using the service in accordance with Paragraph 11.
  - 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.
5. **Service.** It is the objective of the service to provide a place for every pupil for whom a booking form has been received and who resides within the catchment area. Wherever possible this will be on the route requested by the parent. Where this is not possible the pupil will be placed on a waiting list and allocated a seat on the preferred route as soon as a place becomes available.
6. **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 (we suggest five minutes prior to the departure time) and that they are supervised adequately until the coach arrives. Morning and afternoon arrangements must take account of delays caused by traffic congestion.
7. **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 repeat occurrence 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. Boys are not allowed to disturb the driver nor eat and drink on the coaches.
8. **Safety.** In the mornings pupils are dropped off within the school grounds. In the afternoon the school will supervise the process of loading coaches. 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 7 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.
9. **Departure.** In the afternoon coaches depart promptly from the school at 4.15 p.m. and it is important your child appreciates the need to go straight to the appointed coach park at the end of the school day.
10. **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.
11. **Notice.** Notice must be given if you wish to cancel this facility, or change from your original contract, e.g if your son changes from full time to part time usage. The notice period is one half term. The notice must be in writing to the Coach Co-ordinator by 12.00 p.m. on the first day of the new half term. Failure to give notice in time will result in no refund being given. Notice is not required where the pupil is leaving at the end of the Year 13.
12. **Termly Charge.** The termly charge will normally cover the whole of the academic year, however, we do reserve the right to make changes in-year and pass on increased costs above that allowed for in the business plan. The charge for the next academic year will be £516 per term. Proportional discounts are applied to those who use the bus service only in the mornings or the afternoons.
13. **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.