

**Hurlingham School - Shuttle Bus Service
Parent Terms and Conditions
From Autumn Term 2024**

1. Overview

- 1.1 Hurlingham School Limited School has an agreement with Mark Bennett Coaches (MBC) to provide a shuttle bus service to and from school for pupils living in Southfields.

2. Timetable

- 2.1 The morning shuttle bus will aim to ensure all children arrive at School by 8.15am. Parents acknowledge that in some circumstances, events or situations outside the control of the driver or School e.g. heavy traffic congestion, may result in the late arrival of the bus in the morning or in the afternoon (Please see also clause 4 below). Routes may be changed when required due to any adverse road or weather conditions. Any changes to routes will be communicated to the parent/pupils affected where possible.

3. Booking and allocation of places

- 3.1 Booking of the service must be for no shorter period than a whole Term. Bookings are offered on a first come first served basis and are subject to the availability of places on the shuttle bus.

- 3.2 It is the responsibility of the parent to book a space on the shuttle bus by emailing accounts@hurlingham-school.co.uk.

- 3.3 Once a place is booked and allocated to a pupil this space will remain with the pupil unless:

3.3.1 The place is withdrawn in accordance with paragraph 5; or

3.3.2 Notice is given to cease using the service in accordance with clause 11; or

3.3.3 Demand for the Southfields shuttle bus falls to such a point that, in the sole determination of the School, it is no longer economically viable for the School to continue.

4. Pick Up and Drop Off Points

- 4.1 The shuttle buses are only permitted to pick up and drop off from the parent's designated home address and the School. Pick up or *drop off from any place other than these locations are forbidden as is any deviation from the scheduled route unless in an emergency situation*. It is the responsibility of the parent to ensure that they:

4.1.1 accompany their child to the pickup point in the morning until such time as the child boards the shuttle bus; and

4.1.2 Arrive at the drop off point in the afternoon before the scheduled arrival of the shuttle bus in order to collect their child when they disembark.

- 4.2 If the Parent is to be late for, or is unable to be present for collection, they must notify the School immediately and make alternative collection arrangements at their own expense and which are acceptable to the School.

- 4.3 Parents acknowledge and accept that no School staff accompany pupils on the bus and that the pupil is in the care of the School only from the time they alight from the bus at the School until they reboard the bus at the end of the School day. While the pupil is on the bus they are in the care of MBC.

5. Pupil Behaviour

5.1 There are no supervisory staff on the Hurlingham School shuttle bus and instances of misbehaviour are rare. Nevertheless, drivers of the School shuttle bus have the instruction to report all such instances to the Head. All such incidents will be treated very seriously and the appropriate action will be taken (in accordance with the School's Behaviour Policy which will apply during the journeys to and from School). Normally, the pupil will be warned once in the first instance and thereafter if a repeat occurrence transpires this will lead to the pupil's seat being withdrawn without a refund. If the incident is of a very serious nature the pupil's seat on the School transport could be withdrawn with immediate effect, without a refund being provided. We ask that pupils do not eat on board the shuttle bus.

6. Safety

6.1 The safety of pupils using the School shuttle bus is of paramount importance to the School. At School departure, all pupils must wait in their designated area until they are called to board the shuttle bus. The Parent warrants that they have made their child aware that while travelling on the shuttle bus all persons need to be seated and their seatbelt must be used whilst the vehicle is moving; this is a legal requirement; that the School's Behaviour Policy applies during the journeys to and from School; and that loud music must not be played and the driver should not be distracted unless it is an emergency.

7. Change to routes

7.1 The School has the right to alter routes to the School, times and coach companies used by the School, if it so wishes. We will provide, where possible reasonable notice of any changes to the service to all parents affected.

8. Limitations

8.1 Only pupils from Hurlingham School can use the transport shuttle bus provided by the School, unless specific permission has been granted by the Head.

9. Notice

9.1 If the parents wish to cancel the transport shuttle bus they must provide notice a week before the first day of the proceeding term.

9.2 Notice is not required if the pupil is leaving at the end of Year 6.

9.3 Any amendment to the service required by the parent shall only be effective with the prior express permission of the Head and the provision of at least a half term's written notice by the parent. All correspondence to cancel should be sent to Hurlingham School via email to accounts@hurlingham-school.co.uk.

10. Termly Charge

10.1 The termly charge will be added to your School invoice. Please note that transport charges are non-refundable.

11. Emergencies

11.1 In the event of a transport emergency e.g. shuttle bus breakdown, the School will endeavour, where possible, to inform the parents of the pupils affected.

12. Jurisdiction

12.1 This agreement is made at The School and is subject to the laws of England and Wales and to the exclusive jurisdiction of the Courts of England and Wales.