



Merchant Taylors'
School

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SCHOOL BUSES POLICY

School Buses Policy

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Last Amended:	Dec 2025
Review:	Dec 2026

1. About the buses

- 1.1 The school operates a number of buses to the Merchant Taylors' Schools from the surrounding area. Approximately 50% of all pupils travel to School on a School Bus. The full lists and timetables are available on the school website.
- 1.2 Pupils will also travel on buses arranged by the school for academic and co-curricular activities. This might be for example an educational visit, or to travel to Hall Road.
- 1.3 The names of bus companies and their telephone numbers are available from the Procurement & Contracts manager.

2. General Policies of Administration

- 2.1 The cost of transport to and from school is met by the parents; they are billed by the Finance Department at the start of each term. The financial aspect of the bus routes is the responsibility of the Procurement & Contracts manager.
- 2.2 Issues of safety, timetables, routes and pick-up points are the responsibility of the Procurement & Contracts Manager who liaises with the members of the SLT who have responsibility for pastoral issues at the different schools. As a school operated service, we expect a high standard of behaviour from the pupils.
- 2.3 The code of conduct on school buses is signed by pupils at the start of each academic year and breaches of this code will be dealt with the members of the SLT who have responsibility for pastoral issues at the different schools. The bus drivers also reinforce issues of safety and behaviour.
 - Any pupil who repeatedly behaves in a dangerous or inappropriate way will be given a warning about behaviour.
 - If there is no improvement then a pupil will be given a temporary suspension from using school buses.
 - If this persists then they will be a pupil permanently excluded from using the school buses.
- 2.4 Parents receive the appropriate information about School Buses from the Admissions department shortly after they have been offered a place at MTS. The routes and timetables are also made available at open events and on the school website.

3. How the Buses Operate to and from school

- 3.1 Pupils receive timetable and pick-up point information at the start of each term. They are required to be at their stops on time, preferably 5 minutes early, each morning. The drivers have been asked not to wait for late students.
- 3.2 The buses drop pupils off outside school between 8:20 and 8:40 a.m. They are crossed by the crossing attendant or escorted into school by chaperones (Stanfield pupils only).
 - Senior pupils are expected to wait for their buses at the end of the day. They are checked by the duty teachers each evening.
 - Infant and Junior school pupils are supervised at specific areas of the school and are escorted to their respective buses by staff on duty and/or chaperones. Pupils who travel on a senior school route are supervised in the

late room until 4pm at which time they are taken out to meet their bus. A register is taken for each bus by staff on duty.

4. Punctuality at the start and end of each School day

- 4.1 Buses should arrive at School before the registration period each day. There are times when traffic is heavy or there are road works causing delay. Form Tutors are asked to be sensitive to potential problems and to pass on reports of delays to the members of the SLT who have responsibility for pastoral issues at the different schools. Significant delays over a long period of time may cause the organiser to reschedule/redirect the service. It is imperative that no pupil is kept back at the end of the school day as all the buses leave at 4:15 p.m.