

DINGWALL ACADEMY

HOME TO SCHOOL TRAVEL POLICY

General

1. The way you behave when going to and from school says a lot about you, your family and the school.
2. This policy gives good advice on how to behave in a manner which brings credit to you, your family and the school.
3. Please read this alongside any code of behaviour issued by the Highland Council Education Authority.
4. When travelling to and from school, the normal school rules apply, including:
 - Dress Code
 - No fighting
 - No bullying
 - No smoking
 - No spitting
 - No vandalism
 - No swearing or verbal aggression
5. If you see any misconduct, please report it to your monitor or the driver of the bus or a police officer and inform the school as soon as possible.

Travelling by foot or Cycle

1. Use approved footpaths and roads only. Do not take shortcuts through private property.
2. Follow the Highway Code.
3. Ensure your cycle is roadworthy and has the correct lights.
4. Avoid cycling in large groups.
5. Do not walk in large groups which others may find threatening.
6. Respect other people's property.

When Travelling by Bus

1. Students who have a right to travel on school buses also have a responsibility to behave well.
2. Wait for the bus in an orderly manner without disturbing others.
3. Take care when getting on and off vehicles.
4. Sit one person per seat and remain seated throughout the journey.
5. Do not shout or disturb the driver.
6. Do not throw things inside the vehicle or out of windows.
7. Do not intimidate or be rude to other passengers and respect the rights of other students to travel without fear of bullying.

The School's Response to Students who fail to observe this Policy

1. All codes of misconduct will be investigated and appropriate disciplinary action taken which might include:
 - Official warnings
 - Adoption of a seating plan
 - Exclusion from the bus
 - Exclusion from school
 - Payment for any damage caused
2. Criminal damage or behaviour will be reported to the Police.
3. Such issues will be treated seriously.
Unacceptable behaviour through thoughtless and selfish action, which brings the school's name into disrepute, will not be tolerated.

CODE OF CONDUCT FOR SCHOOL TRANSPORT

IN THE MORNING

- Please arrive 5 minutes earlier than stated and wait sensibly at the side of the road.
- Wait a reasonable time before going home if the bus is late; (up to 30 minutes on a fine day).
- Do not jostle and push to get on the bus; wait until it has stopped before moving towards it.
- Behaviour at your stop is important. At all times you are providing an image of Dingwall Academy.
- There should be no pushing or smoking.

ON THE BUS

- Do not eat or drink on the bus.
- Take your rubbish home.
- Wear seat belts, and store belts correctly at the end of the journey.
- It is your responsibility to wear your seat belt.
- Do not distract the driver.
- Remain seated throughout the journey. Do not stand up.
- Do not cause any damage to bus fittings.
- Respect each other, the coach, the prefects, and especially the driver.

IN THE AFTERNOON

- Go straight to the buses, queue in an orderly fashion, do not push – they leave at 3.40 p.m.
- If you miss the bus, firstly see the teacher on duty at the bus park and then go straight to the Main School office and ask to use the telephone to make arrangements to get home.

IMPORTANT

- You **CANNOT** take friends home on your bus, unless you can make arrangements with the bus company.
- You cannot swap coaches for any reason.
- If any problems arise contact your monitor.

The bus service is operated by Highland Council Education Department and although we will try to help you with any problem in school, it is often better to contact Highland Council direct on 01349 868243.

Mr Di Carlo, Depute Rector

DINGWALL ACADEMY

Dear Parent

Home to School Travel – Behavioural Policy

As you will know, we all take pride in insisting on a high standard of behaviour from our students. We would wish to maintain and improve our reputation in this respect. The purpose of the attached document is to seek support from both you and your children in maintaining these high standards when they are travelling to and from school, particularly bearing in mind that this is a time when students are largely unsupervised. The policy also addresses health and safety issues. Abiding by the policy should, therefore, ensure that students enjoy a journey which is, as far as possible, safe and trouble free.

We should be grateful if you would take the time to read through the policy with your son/daughter and then ask them to sign the slip below to record their agreement. Please confirm their support by signing as indicated.

Should you wish to query any part of the policy, please do not hesitate to contact us.

Yours sincerely

Headteacher

Name of son/daughter Class

Normal means of travelling to and from school (please tick as appropriate)

Walk **Cycle** **Bus** **Car**

I, the above named student, have read the Behavioural Policy for Home to School Travel and agree to abide by it at all times when travelling to and from the school.

Signed Date

I/We, the parent/guardian(s) of the above named student acknowledge our son's/daughter's support for the Behavioural Policy for travelling to and from the school.

Signed Date

Signed Date

Please also print names:
