

15th November 2019

Dear Parent/Carer

As you will be aware, a large number of students at Outwood Academy Portland have the privilege of travelling to and from the academy using the private bus services that are provided by Nottinghamshire County Council. The behaviour of the majority of our students using this transport is very good and does not cause any concern. However, I would like to take this opportunity to remind all students, parents and carers of the Code of Conduct that is in place to ensure that all students have the right to a safe and enjoyable journey between home and school and a reminder that, should any student fail to follow the expectations, it will result in the student not being allowed to travel on the bus. This Code of Conduct is also accessible on our academy website and in your child's planner on page 17. If your child travels to the academy using a bus service, I would be extremely grateful if you could take the opportunity to go through the expectations together, and should you need to, please pass on any concerns or feedback.

We expect students to: Be safe, be respectful and be responsible. We work with our students to ensure that they understand why it is important to be safe, be respectful and be responsible. We teach students how to be safe, respectful and responsible members of the community because this enables them to learn better and also prepares them for life once they leave our academy.

Thank you for your continued support.

Yours faithfully



Mrs Michelle Longmore
Vice Principal

Bus Safety and Conduct

1. Always queue for the bus sensibly, keeping away from the road. Indicate clearly that you would like the bus to stop.
2. Do not push or run towards the bus. This is dangerous as you may push someone in front of the moving bus.
3. Always have your bus pass with you and show it to the driver. We are going to start checking bus passes. If you haven't got one, you will not be allowed to travel on the bus or you will need to pay the fare.
4. Show respect to the driver. Say 'good morning,' say 'please' and 'thank you.'
5. Find a seat quickly and sit on it. If there isn't a seat available, hold onto the rail. No standing upstairs or on the stairs. Once in your seat it is expected that you stay there until it is your time to get off. Do not stand or kneel on your seat. It is not acceptable to move seats or decks when the bus is moving.
6. Never open an emergency exit unless in a real emergency.
7. Never throw anything from a bus window.
8. Make sure that your bags don't block the gangway.
9. Do not eat, drink, smoke or vape on the bus (all buses are non-smoking.) It is also illegal to smoke in a public place.
10. Do not damage, graffiti, spit or leave litter on the bus.
11. When approaching your stop, ring the bell once. Do not ring again if it has already been rung. Wait until the bus has stopped before moving to the front of the bus.
12. If you need to cross the road after you leave the bus, wait until the bus has moved and you can see clearly or even better – use a crossing.
13. Always consider the needs of other passengers whether they are students in the academy or members of the public.
14. Always report incidents of dangerous behaviour or bullying to a member of staff.
15. **Failure to act in a sensible manner and follow the expectations, will result in students not being allowed to travel on the bus.**

There are a number of ways in which parents/carers can support and help us in ensuring that their children travel to/from the academy in a safe manner.

1. Always make sure your child is punctual and gets to and from the authorised pick up point (usually the bus stop).
2. Your child should have their bus pass with them for every journey. Ask them if they have it before they leave the house.
3. Teach your child to behave sensibly on and around vehicles.
4. Make sure that child understands that passengers are not allowed to smoke or vape on public transport.
5. The law says that you may be held responsible for any vandalism caused by your child whilst on public transport, and you will be required to meet the cost of the repairs.
6. Ensure that your child knows that they must report any incidents of dangerous behaviour or bullying to a member of staff.
7. Transport operators have the right to withhold services or may refuse transport to any persistent offenders. Where a student behaves in a manner which puts themselves or others at risk and where behaviour occurs which is not safe, respectful or responsible when a student is outside of the Academy an appropriate sanction will be given, at the academy's discretion, in line with the 'Overview of Our Sanctions System' as identified in our Behaviour Policy. This is particularly in relation to violent conduct e.g. a physical assault or bullying incidents.