

# **School Buses to Leicester Grammar School and Leicester Grammar Junior School 2018-19**

## **General Information (Routes 1- 10)**

Eight daily school buses operate to and from Leicester Grammar School in Great Glen. Bus bays are conveniently located at the front of the main school building, providing safe pedestrian access to LGS and LGJS.

For further information about the bus routes, including location of bus stops, bus fares and times, please see the website.

### **Booking a place on a bus**

A parent coordinator has been appointed for each of the bus routes and contact details are shown on the website.

A bus booking form is also available on the school website.

To book a place on a bus, complete the application form and send it to the named coordinator for the route you would like to use.

The following travel options are available

- (1) Mornings only,
- (2) Afternoons only,
- (3) Return journey.

All options are for travel Monday to Friday during term-time.

Places are allocated on a first come first served basis. Every effort is made to provide a place for all the pupils who wish to travel by bus, but no guarantees can be given, especially if an application is received close to the start of term.

Parents are encouraged to submit an application form as soon as they know what their travel arrangements will be.

Once you have been allocated a place on a school bus, there is no need to re-apply in subsequent years. Unless you indicate to the contrary, it will be assumed that your travel plans have not changed and you will be invoiced accordingly and issued with a new bus pass.

### **Queries, additional information and change of details**

Queries should be addressed in the first instance to the bus coordinator. Where appropriate, the coordinator will liaise with the bus company and/or the School.

Change of address, telephone number or other information should be notified immediately to the bus coordinator.

If you wish to cease using the school bus, one calendar month's notice is required.

If you have paid for bus travel beyond the end of the notice period, the School will issue a refund.

### **Payment of bus fares**

Bus fares are billed by the school, based on the information provided by the parent to the bus coordinator.

Fares are payable a term in advance.

### **Bus passes**

Bus passes are issued by the School, to all pupils traveling by bus. Pupils should show their pass whenever they get on a school bus, as proof that they are entitled to travel.

The School reserves the right, in extreme circumstances, to prevent a pupil from traveling by school bus. This step would not be taken lightly, but would be considered if there was evidence of persistent misbehavior by the pupil.

### **Health and safety**

Ausden Clark have been contracted by the School to operate all eight bus routes. Ausden Clark have confirmed that seat belts are fitted on all vehicles and all of their drivers undergo DBS checks.

### **LGJS pupils**

Junior School pupils in years 3 to 6 are able to join pupils from LGS, using the school buses. Parents should complete the application form and submit it to the bus coordinator in the usual way (see above).

Parents are advised that school staff will escort LGJS pupils from the junior school building to the buses at the end of the school day.

However, parents should note that at the end of the school day the driver's responsibility ends when he/she drops the pupil off at the appropriate bus stop. Drivers are not expected to 'hand children over' and will not wait if there is no adult at the bus stop ready to collect a child.

### **Stoneygate pupils**

Stoneygate pupils in years 3 and above are also able to use the school buses and a shuttle service is provided between the sites. Parents are however asked to note the 4.05pm departure time from the Grammar School site, which may not fit in with Prep commitments depending on the age of the pupil. Parents applying for a place on the bus are asked to state clearly that their child attends Stoneygate School, so appropriate arrangements can be made for onward travel between the school sites.

### **5.30pm Link Bus**

This bus is available to LGS pupils and pupils in years 3 to 6 at LGJS, and leaves the School at 5.30pm, Monday to Thursday. (Please note: there is no 5.30pm Link Bus on a Friday.)

Pupils who have already paid to travel home on another school bus (routes 1-10 as specified on the 2018-2019 Bus Routes document) do not need to pay again to use the Link Bus, although they do need to book a place on it.

Pupils who have not already paid to travel home on another school bus will be charged £2.80 per journey to use the Link Bus, and also need to book their place in advance.

Places on the bus are allocated on a first come first served basis and must be booked, via LGS or LGJS reception, **by 11.40am on the day of travel** at the very latest.

Whilst the School endeavors to respond to demand, it is not possible to guarantee a place on this bus, especially if the request is received on the day of travel.

LGJS pupils who use the Link Bus are supervised by a member of the LGJS staff, until they board the bus.

### **Route taken by the Link Bus**

The Link Bus leaves from the main bus bays outside LGS reception at 5:30pm, and travels along London Road (A6) to Leicester Railway Station.

The bus then travels along Charles Street, to the Haymarket Bus Station and then on to St Margaret's Bus Station, where it terminates.

The bus stops on demand along the route, at marked bus stops and where the driver considers it to be safe to stop.