



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Nursery to Year 2 Bus Policy

Last Updated: 2nd March 2020
Next Review: March 2021



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Bus Children Policy – Nursery to Year 2

Children from Nursery to Year 2 must never be left on their own. It is the responsibility of every member of staff to ensure it doesn't happen.

The gatekeeper must liaise with the bus company and the bus drivers to make sure they know and apply this policy. The bus company will have their own policies and procedures concerning the welfare and supervision of the children in their care. The company is asked to check that these are at no times in conflict with the school's policies.

The gatekeeper must provide the bus drivers with a list of children from N to Y2 who need to be brought to the reception classroom.

The gatekeeper must keep a register of children arriving and leaving by school bus each day.

Some designated members of staff are in charge of the bus children, in the morning and at 4 pm.

Members of staff in charge of bus children should be in the little library (LG1) every morning from 8 am staying with the younger children (Nursery to Year 2).

The bus drivers must bring the children from Nursery to Year 2 to LG1, in the lower corridor. If the designated members of staff are not in LG1, the driver must bring the children to the school reception where they stay. The school reception will then inform the children's form tutors (or assistants) that the children are at the school reception waiting to be collected by them.

If the bus arrives after 8.35 am the children must be brought by the driver to the school reception to sign in and they will be taken to their classes from there by a member of staff.

The form tutors or assistants from Nursery to Year 2 will collect the bus children from LG1 at 8.35 am, after the staff morning briefing.

In case of absence (planned or not), members of staff in charge of bus children must make sure this duty is covered.

If a member of staff in charge of bus children is late, he/she should contact the EY team or call the school reception and ask them to inform the Early Years team if he/she cannot reach them directly.

The school reception must make sure they inform one of the EY team. In that case, one member of the EY team will stay next to the reception classroom to welcome the bus children (Nursery to Year 2).

Between 3.50 pm and 4 pm, designated members of staff collect the children (N-Y2) to take them to the bus.