



Bradford  
Grammar  
School

**Bradford Grammar School**

## **School Journey Policy**

**This policy applies to the Senior School and is published to parents, pupils and staff.  
Created 10 January 2017**

At Bradford Grammar School the school day begins at 08:45 with pupil registration in form groups and finishes at 16:00 (although the formal school day for Years 12 and 13 ends at 13:05 on Wednesdays). BGS has a wide catchment area, and runs a school bus service to facilitate travel into school for a number of pupils; others come in by public transport or private car and a small number who live near to school travel by bicycle or on foot.

The School recognises the importance of safeguarding pupils on their journeys to and from school and regularly reviews its practices and transport provision to ensure that pupils are able to get to and from school as safely and comfortably as possible.

### **1. School buses**

BGS runs seven school buses to and from the school (see Appendix 1 for the bus routes and stops). Places are booked by parents annually or termly (although occasional daily travel may also be arranged if there is room on the bus).

The buses are scheduled to arrive in good time for the start of school at 08:45 and leave BGS promptly at 16:10. Estimated pick up times may vary due to traffic conditions. Pupils are advised to arrive at all stops at least 5 minutes ahead of the times shown, and to stand at their pick-up point clearly visible to the approaching driver.

All drivers have a register of all pupils eligible to travel on their bus, and pupils are required to show their bus pass as they embark. As an additional safeguarding measure for pupils in Years 2 to 7 when they are dropped off at the end of the day, parents are required to opt in or out of an additional bus pass system whereby the driver will only allow the pupil to leave the bus if he/she is satisfied that there is someone there to meet the child (see Appendix 2 for *Code of Conduct for Pupils Using a School Bus* and *Safeguarding for Our Younger Pupils* sections from the BGS Transport Information booklet.)

All buses drop off and pick up pupils in the turning circle to which they have exclusive access. At the end of the school day, a member of teaching staff is on duty in the turning circle supported by members of the Estates Department who supervise cars arriving and leaving the adjoining car park.

A member of the School's support staff communicates regularly with the bus companies and handles parental enquiries and concerns. Bus arrival / departure times and the length of journeys are monitored. The Assistant Head Pastoral is kept informed about all matters relating to the school buses, and the SLT regularly reviews the routes in order to manage the service as effectively as possible.

## **2. Public transport**

**(i) Trains:** A large number of pupils and school staff make use of Frizinghall Station, which is seven minutes' walk from BGS (see Appendix 1 for the train routes and stops). The school keeps a record of pupils who travel by train and provides a security team to supervise the safety of pupils walking to and from the station along Frizinghall Road. This team is in place along the road and on the station platform between 08:00 and 08:45 in the morning and between 15:00 and 18:00 in the afternoon. Additionally, any parent whose child needs to walk to or from the railway station at other times of the day may request an escort if they wish. Selected Sixth Form students also act as train monitors to promote good behaviour on the trains and to report any concerns they have relating to pupil safety or behaviour.

In conjunction with the rail company Northern Rail the school issues bespoke BGS Rail Passes to most of the pupils aged below 16 who regularly travel by train. These non-transferrable, non-refundable passes can only be used on school days and are priced using a banding system which makes train travel to and from school significantly cheaper than buying the passes available to the general public. The School also facilitates applications for Young Person's rail passes for pupils aged over 16.

**(ii) Buses:** Pupils using the bus services for their journey to or from school catch their buses from the stops near to the main school gates, within sight of the security guard stationed there, who oversees vehicles entering and leaving the school site.

## **3. Private transport – cars and car parking**

Car-parking space is provided on campus for pupils, staff and parents. Cars parked there throughout the day must display a parking permit issued by the Estates Department. There is CCTV coverage of the car park, and the Estates Department helps to enforce the one-way traffic flow system at busy times. Drop-off bays at the top of the car park facilitate the delivery of pupils in the morning. The member of teaching staff on duty between 16:00 and 16:20 helps to enforce the one-way system.

## **4. Late arrival at school**

Pupils whose travel arrangements by public transport make it difficult for them to arrive in time for morning registration may apply for a Late Pass. This entitles them to sign in at Reception upon arrival rather than go to register with their form tutors. They are required to arrive for the start of Period 1 at 09:05.

Any pupil who arrives too late for registration is required to sign in at Reception. Regular lateness will lead to the pupil's home being contacted to establish what the problem is with their journey, and how it can be remedied.

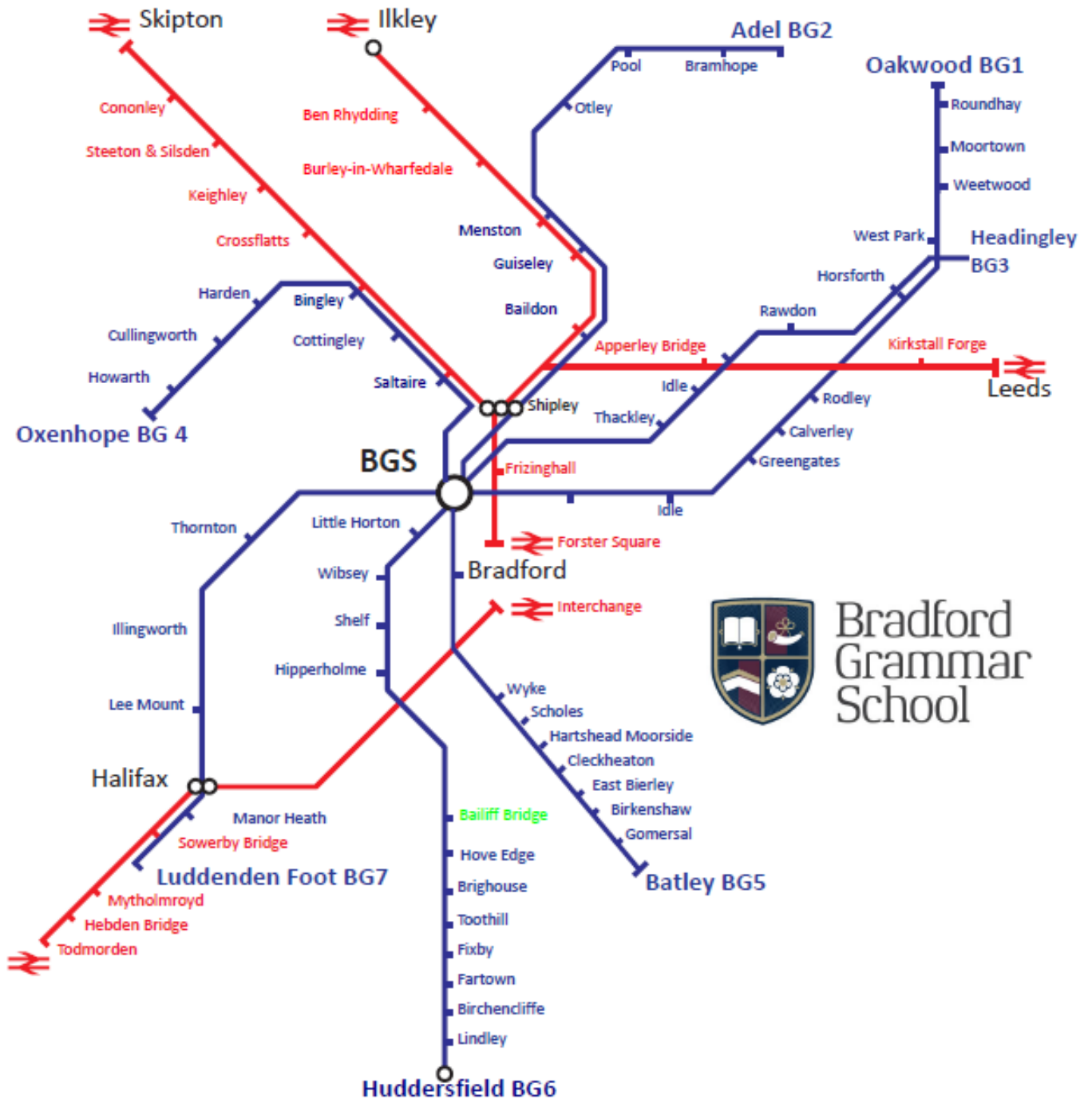
#### **5. Sixth Formers leaving school during the day**

Pupils in the Sixth Form may leave school at lunchtime and return for afternoon registration. Pupils in Year 13 may also leave school to go home for all or part of an afternoon once their timetabled lessons and any library periods are over. In either case they are required to sign out using the register by the Head of Year 13's office or in the register at Reception. Pupils who leave school at lunch time but return for afternoon registration must sign back in.

#### **6. Adverse Weather arrangements**

In order to ensure the safety of pupils on their journeys to and from school during adverse weather conditions, the School takes care to inform parents as early as possible if a decision has been taken to close the School. A protocol is in place (see Appendix 3 below) for closing the School.

## Appendix 1: Bus and Train Routes to BGS



## **Appendix 2:**

### **Code of Conduct for Pupils using a School Bus**

The School expects all pupils using a school bus to agree to the following code:

#### **CATCHING THE BUS IN THE MORNING**

- Arrive in good time at your stop.
- If you are in a hurry to reach the bus on time, be careful crossing roads in your rush to get there.
- When you wait at your stop, stand well clear of the road.
- Wait sensibly at the bus stop, and be considerate to other pupils and members of the public.
- Show your bus pass to the driver as you board, so that he/she can enter you on the register.

#### **ONCE ON THE BUS**

- When you have found your seat, fasten your seatbelt and remain seated for the rest of the journey.
- Always show the driver respect, and on no account distract him/her unless in an emergency.
- Behave sensibly and with consideration to the other pupils using the bus, and look after the younger pupils on your bus.
- Keep noise to a minimum, and do not use any offensive language.
- Be sensible about where you stow your bags.
- Keep the aisles clear of bags and equipment.
- Do not leave any litter or mess on the bus.
- Do not tamper with bus fittings or damage the bus in any way.
- If you notice any damage to the bus, report it to the driver before you get off.

#### **USING THE BUS IN THE AFTERNOON**

- Take care approaching the bus on the turning circle and behave sensibly as you board.
- Show your pass to the bus driver as you board so you can be marked on the register.
- When you get off the bus, make sure you have taken your belongings with you.
- Wait until the bus has moved away before crossing any roads, so that you have clear visibility.

Using the school bus is a privilege. The School will not tolerate anti-social or bullying behaviour. Such behaviour will be dealt with swiftly and may result in a temporary or permanent loss of the privilege to travel on the bus. A refund will not be issued if your pass has been suspended due to unacceptable behaviour.

### **Safeguarding for our Younger Pupils**

As an additional safeguarding measure for pupils in Years 2 to 7, when they are dropped off at the end of the day, we ask that parents choose whether to opt in or out of the following bus pass system. There is a section on the Seat Reservation Form to express your preference.

- Pupils in Years 2 to 7 whose parents request it will be issued with a special pass (in a different colour from the normal bus pass, with details of the system and the relevant school phone numbers printed on the back) stating that they are

not to be allowed off the bus unless the driver is satisfied that there is someone there to meet them.

- The bus pass is handed to the driver by your child as he/she boards the bus and collected as he/she gets off.
- If no-one is there to meet your child at their stop, the bus driver will wait for 5 minutes.
- If there is still no-one there after that, the driver will keep your child on the bus and ask him/her to phone you (or the person they expected to meet them) to explain what will happen next.
- At the end of the bus route, if no-one has turned up to collect your child, the driver will return the pupil to school to await collection, supervised by a member of school staff.
- Each pupil should be made aware of this procedure by their parent.

### **Appendix 3:**

#### **Procedures in the event of snow during the school day**

- SLT to make the decision to close school.
- Secretarial office to liaise with bus companies regarding early pick up and timings.
- Message to be placed on web-site by Simon Thompson as soon as possible once the decision has been made. This must be visible to both Junior and Senior School parents.
- Secretarial to send a message to parents via email and text regarding early school closure. Indicate the telephone numbers which can be used for messages: 01274 542492, 553721 and 553713. (Assistance may be required from other members of non-teaching staff to answer phones or take messages.) Also indicate that for Senior School pupils, parents are to access school via veranda door nearest car park.
- Technicians to assist with passing on of messages to their area of school as appropriate; Library staff may assist if available.
  
- A member of Estates Department to be posted at the veranda door to indicate access to DH Room for parents.
- Pupils leaving school before agreed time to be sent to DH Room where a member of SLT and Head of Year should be present; parents to pick up via veranda doors.
- At the agreed time of closure, a message to be sent via In Touch to parents and Sixth Form students who have a parking permit to provide an emergency mobile number e.g. 07976 987099. Phone to be manned by member of SLT
- Click switchboard on to reception phone message in the event of snow.
  
- Teaching staff to be allowed to leave school 20 minutes after the pupils (for H&S reasons) unless agreed in advance with the Deputy Head. Volunteers to support SLT as necessary with any pupils not collected at close of school.
- Non-teaching staff also to leave 20 minutes after the pupils unless advised otherwise by the Bursar.
  
- Website message should be updated at end of the day to note that 'A decision will be made by 06:30 confirming whether school will open tomorrow; the website will be updated accordingly'.
  
- Should the School be closed the following day a text and email message should be sent to parents for whom we have contact details by Diane Truby (a member of SLT will need to advise Diane what is required in the message). The website will again need updating to confirm this by Marketing or Simon Thompson.

- If school is to open the following day, a note to be placed on the website to confirm that *school will open today (date); the website will be altered accordingly*. Any updates will be advised via In Touch text and email message throughout the day.