

Bradford Grammar School

School Journey Guidance

This guidance applies to the Junior and Senior School

At Bradford Grammar School the school day begins at 08:45 with pupil registration in form groups and finishes at 16:00. The formal school day for Year 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 eight school buses to and from the school (see Appendix 1). Places are booked by parents termly (although occasional daily travel may also be arranged if there is room on the bus). Pupils from Years 2 -13 are able to book a place to travel on the School 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.

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 they are satisfied that there is someone trusted and known to the pupil there to meet them. The additional bus pass system is known as a "safeguarding pass".

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. Senior Leadership team (SLT) reviews the service and routes in order to effectively manage the school buses.

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. The school office keeps a record of pupils who travel by train and the School provides a security team to supervise the safety of pupils walking to and from the station along Frizinghall Road. The security 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.

Most of the pupils aged below 16 who regularly travel by train make use of the Educational Season Ticket available from Northern Rail. These tickets 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. For pupils aged 16 or over, the School can provide information regarding the 16-17 Saver Railcard.

(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 and / or estates staff who are stationed there and oversee vehicles entering and leaving the school site.

3. Other transport

Some pupils travel to school by foot or on a bicycle. Pupils can enter school from either gates. Pupils on foot should use the footpaths and be aware of moving vehicles. Pupils on bicycles should dismount at the gate and walk with their bicycle on the given footpaths. Pupils can store their bicycles in the bike shed on the veranda. The School is not responsible for any theft or damage of pupil bicycles.

4. 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 School Office. 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 Estates staff on duty between 16:00 and 16:20 helps to enforce the one-way system.

5. Late arrival at school

Any pupil who arrives too late for registration is required to sign in at the School Office. 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.

If a pupil has exceptional circumstances that make attending school on time difficult then they may be issued with a "late pass". This may include home issues, medication changes or mental health conditions. Any late passes are discussed with the Head of Year and the final decision is made by the Assistant Head Pastoral.

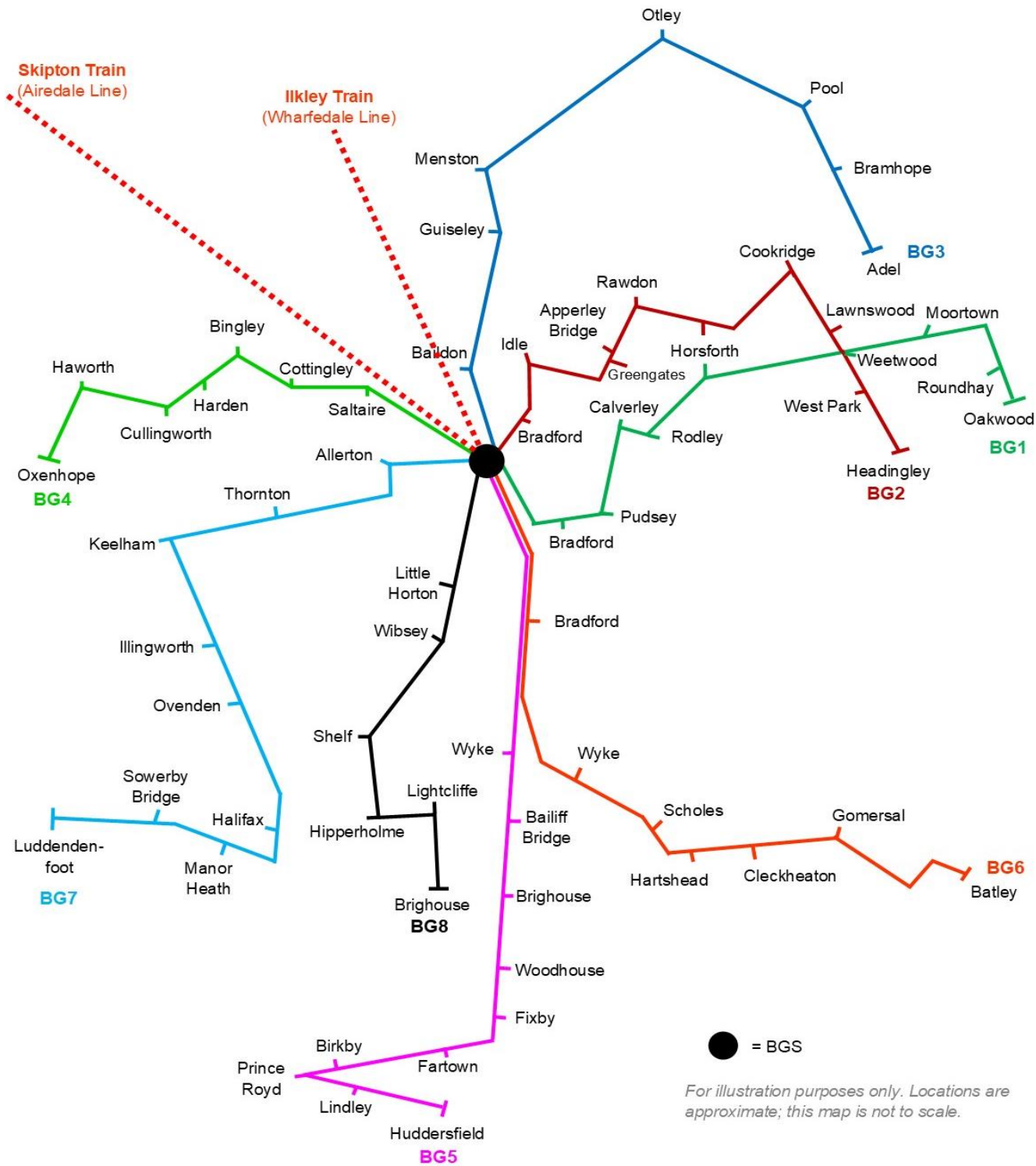
6. Sixth Formers leaving school during the day

Pupils in the Sixth Form may leave the school site 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 their ID card on the InVentry system. Pupils who leave school at lunch time but return for afternoon registration must use the InVentry system to sign back in.

7. 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 Routes to BGS



Appendix 2: Code of Conduct for Pupils Using a School Bus.

All pupils using a school bus are expected to read and agree to the following Code of Conduct prior to travelling on a school bus:

Catching the bus in the morning

- Arrive safely and in good time at your stop; **at least 5 minutes early**. The bus will not wait.
- When at your stop, you must stand sensibly and at all times be considerate to other pupils and members of the public. You must be stood visibly at the stop and not sat in a car.
- As the bus approaches, safely flag it down to ensure you are visible to the bus driver.
- You must show your bus pass to the bus driver **every time** you board. If you do not have your bus pass, you must give the bus driver your name and pupil number.

Once on the bus

- When you have found your seat, fasten your seatbelt and remain seated for the entire journey.
- Seats located at the front of the bus should be left free for Clock House pupils.
- Always show the bus driver respect and on no account distract them unless in an emergency.
- Behave sensibly and with consideration to the other pupils using the bus; keep noise to a minimum and do not use any offensive language.
- Be sensible about where you stow your bags, keeping the aisles clear at all times.
- Seats must not be reserved or occupied by bags unless there is sufficient space. If a pupil requires a seat, they are entitled to remove bags and occupy it.
- Do not leave any litter on the bus. Eating and drinking on the bus, other than water, is not permitted.
- 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 bus driver before you get off.

Using the bus in the afternoon

- Take care approaching the bus in the turning circle and behave sensibly as you board. You must not walk through the turning circle, use the designated footpath and signs to locate your bus.
- You must go straight to your bus, there is to be no waiting in the turning circle area.
- All buses will depart promptly at 4:10pm therefore you must be seated, with your seatbelt fastened, before this time.
- You must show your bus pass to the bus driver **every time** you board. If you do not have your bus pass, you must give the bus driver your name and pupil number.
- If you have a safeguarding bus pass, you must hand this to the bus driver and collect it as you get off.
- When nearing your stop, inform the bus driver by clearly stating "next stop please".
- When you get off the bus, make sure you have taken your belongings and any litter with you.
- Wait until the bus has moved away before crossing any roads so that you have clear visibility.

You must not change your stop, travel on an unauthorised day or use a different bus without prior permission.

If you have lost your bus pass, you must report it to the School Office; a £5 administration charge will apply.

Please remember that using the school bus is a privilege; you are expected to comply with the above Code of Conduct **at all times**. The school will not tolerate anti-social behaviour or bullying. Such behaviour will be dealt with swiftly and may result in a temporary or permanent loss of using the school bus.

Appendix 3: Safeguarding our Younger Pupils on School Buses

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 known to the pupil 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 4: Procedures in the event of snow during the school day

- SLT to make the decision to close school.
- School Office to liaise with bus companies regarding early pick up and timings.
- Message to be placed on website by the IT department as soon as possible once the decision has been made. This must be visible to both Junior and Senior School parents.
- School Office 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 the School Office (a member of SLT will need to advise what is required in the message). The website will again need updating to confirm this by Marketing or IT.
- 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.

Guidance reviewed by: Miss J Watson, Assistant Head Pastoral

Last guidance review date: Spring 2025

Next guidance review date: Spring 2027