

# Students

The bus arrangements are administered by Nottingham High School on behalf of Nottingham High School, Nottingham Girls' High School and Hollygirt School. All agreements are agreed with Nottingham High School with the full support of both Nottingham Girls High School and Hollygirt School.

## We expect any Students using the bus service to:

- Wait sensibly and safely at the designated bus stop before the due time of the bus. The School bus service aims to operate within a reasonable tolerance of bus times as per the route timetable. We recommend arriving at the bus stop 5 minutes before the advertised departure time. Buses will not run early but may vary due to traffic conditions or unforeseen circumstances. Drivers will not wait past the scheduled departure time.
- Signal to the driver that you would like to board the bus by extending your arm out straight so that the driver may see you.
- Arrive at the bus lane in good time for bus departure time of 4:10pm prompt.
- Register with the driver upon boarding the bus so that your journey is recorded. Please note that it is the responsibility of each student to record their full name and school on the register for each journey. Full Names and school should be written clearly and legibly.
- Students must remain seated during travel and where seatbelts are provided, we encourage their use.
- Be polite and courteous to the bus driver and other bus users whilst using the bus and adhere to usual school behavioural expectations.
- Listen and respond accordingly to the bus driver to ensure that you and other passengers are safe.
- Be aware that buses have CCTV installed with sound recording where appropriate for the purposes of security and safety. Images are stored securely and will be deleted after 30 days.
- When approaching your homeward bus stop, press the bell or safely indicate to the driver that you wish the bus to stop
- **Year 3 to Year 6 students:**
- You must be met at your home bound bus stop. Where your responsible adult is not at the bus stop to meet you, you will remain on the bus and continue the route whilst the bus operator contacts your parents to make alternative arrangements.
- If you miss the bus at 4:10pm, you will either report to the bus lane supervisor or return to the Student Services office at school so that you can contact your parent to arrange safe alternative transport home.
- Report any concerns or ask for help from the bus lane supervisor if you feel unsafe or worried.
- **Nottingham High School and Nottingham Girls High School:**
- Senior School students – safely and responsibly make your own way to and from school to the school bus lane
- Junior School students (Year 3 to Year 6 students) – be responsible during the time you are being escorted to and from the school bus lane and listen to instruction given
- **Hollygirt School students** – be responsible during the time you are on the school hopper bus being driven to or from the school bus lane and listen to instruction given.

Failure to comply with any of these expectations may result in your place on the School bus being withdrawn.

## Parents/Guardians

The bus arrangements are administered by Nottingham High School on behalf of Nottingham High School, Nottingham Girls High School and Hollygirt School. All agreements are agreed with Nottingham High School with the full support of both Nottingham Girls High School and Hollygirt School.

### We expect parents/guardians to:

- Support your child to understand and commit to complying with the expectations of students set out above
- Arrange and pay for bus journeys in good time
- Note that:
  - Full year bus arrangements are made via WisePAY
  - Bespoke bus arrangements for the full year or per term are made via TryBooking
  - Ad-hoc bus use is made via TryBooking

Recognise that the provision of bus services is made with the bus operator in advance and is subsidised by all three schools. Therefore, bookings are non-transferable or refundable. One-months' notice must be given to Nottingham High School for amendments to or cessation of arrangements made through WisePAY or TryBooking. For more information, please see our [bookings and payment](#) page.

- **Year 3 to Year 6 students:** To arrange for a responsible adult to meet your child at the bus stop on the home bound journey. If the adult is not there to meet the bus, your child will remain on the bus and continue the route whilst the bus operator contacts you to make alternative arrangements.
- To note that Bus operators will text the mobile contact numbers with any important bus information including where a bus is operating 10 minutes after their expected timings.
- To note that general bus information or information relating to charges or payments will be emailed to the email addresses supplied at the time of booking.
- To accept that where your child misses the school bus, it remains your responsibility to arrange safe alternative transport to or from school.
- To note that Nottingham High School and the Bus operators may store, process and share personal data for the purpose of administering the school bus service. The School Privacy Notice is available on the School's website. For the purpose of this agreement, the bus operators will process the following information: your child's name, school, school year and the mobile and email contact details provided by you at the time of booking (ideally these should be your contact details).
- To accept that Nottingham High School will share names of those using the bus service with the student's school for the purposes of sharing information, chasing for payment or communicating concerns relating to a student.

Failure to comply with any of these expectations may result in your child's place on the School bus being withdrawn.

# Nottingham High School

The bus arrangements are administered by Nottingham High School on behalf of Nottingham High School, Nottingham Girls High School and Hollygirt School. All agreements are agreed with Nottingham High School with the full support of both Nottingham Girls High School and Hollygirt School.

## You can expect Nottingham High School to:

- Receive payments for bus bookings and pay bus operators for services provided.
- Process associated school bus administration including maintaining accurate and up-to-date records of student bus journeys.
- Liaise with parents regarding the school bus service and any associated enquiries.
- Agree efficient bus routes with bus operators that fulfill the needs of most passengers.
- Enforce behavioural standards following the relevant school policy where appropriate.
- Liaise with Nottingham Girls' High School and Hollygirt School in relation to any relevant bus service information or service user issues.
- Provide staffing for bus lane supervision from 3:50pm until buses have safely left the bus lane
- Escort Junior School students (Year 3 to Year 6 students) to and from the Junior School by a member of staff (Nottingham Girls' High School will provide the same service for the students).
- (All Hollygirt School students will be transported to and from the bus lane by a shuttle bus organised by Hollygirt School).

## Bus Operators

### You can expect the School bus operators to:

- Communicate to mobile contact numbers supplied on the registers with any important bus information including where a bus is running 10 minutes late or more.
- Follow the scheduled bus route and pick-up/drop-off at required stops along the way. Where this is not possible due to unforeseen circumstances:
  - School-bound – ensure communication is sent to contact mobile numbers
  - Home-bound – ensure safe alternative arrangements are made for students who cannot be dropped off at their bus stop
- Communicate with Nottingham High School to keep them up-to-date with any circumstances that might affect usual bus operations
- Maintain accurate bus registers for all journeys and ensure students have written their full names and school on the registers.
- (Where a responsible person is not at the home bound bus stop to meet a Year 3 to Year 6 student) keep that student on the bus and continue the route whilst you contact their parents/guardians to make alternative arrangements.
- To liaise with parents in terms of lost property, compliments and complaints.
- To maintain safe vehicles and a safe bus environment
- Ensure that bus drivers are enhanced DBS checked as part of School safeguarding requirements
- Operate CCTV systems in line with industry best practice. To hold images securely and to delete footage after 30 days.



**NOTTINGHAM**  
HIGH SCHOOL

For School Bus enquiries contact the Student Services Team at Nottingham High School by email at [schoolbus@nottinghamhigh.co.uk](mailto:schoolbus@nottinghamhigh.co.uk) or telephone on 0115 845 2235 .

Routes 1, 3, 6, 12 and 14 are operated by Sharpes of Nottingham. For lost property or route enquiries please contact 0115 989 4466.  
Routes 9, 10, 11, 631 are operated by CT4N. For lost property or route enquiries please contact 0115 986 3355.