



## Ringwood Waldorf School Minibus Guidelines

1. Children must be handed over/picked up in person by the parent or guardian to the minibus driver. With the parent's written agreement, a child can be left to catch the bus or dropped off to walk home by themselves (please see consent form attached to this document)
2. Pick ups. Child must be at the pick up point at the designated time. If practical, the driver will wait a maximum of 5 minutes after the designated time but will leave by then and may be obliged to leave earlier than that. If the child misses the bus, parents must deliver him/her to school.
3. Drop off. Parents must be at the collection point on the return journey at the advertised time and wait for arrival of the minibus. The bus will not necessarily be able to wait beyond that time as it must meet its scheduled timetable. When a parent is not there for a drop off collection, the driver will, as soon as he conveniently can, attempt to contact the parent to arrange an alternative; otherwise the child will be kept on the bus and eventually returned to the school for collection by parents. We reserve the right to make an extra charge for this as it may involve an extra journey by the driver.
4. Parents who deliver/collect children should notify the minibus driver of their mobile number in advance so a text can be sent to advise of any significant delay or cancellation. Similarly, if the bus is delayed in the afternoons, the driver will advise the parents appropriately.
5. Children are required to be quiet and well behaved on the bus, to use the seat belts and comply with any instruction given to them by the driver. Failure to behave will result in the child being prohibited from further use of the service. ***In particular, failure to keep seat belts on is a serious safety issue and removal of the seatbelt before the end of the journey will not be tolerated. There will be no refund of fee if a child is prohibited from using the bus for misbehaviour.***  
The driver will have a mobile phone and parents will be provided with the number for use for text messages only. The driver will not use the mobile phone whilst driving.
6. Minibus bookings are taken half termly although places can be given during the half term if places are free. The fee for the booking is payable in advance. The following order of preference for bookings will apply:
  - a. Full week bookings over ones for certain days.
  - b. Returns over singles
  - c. Existing users from the previous term.
7. The school office is not involved in the day to day running of the minibus. Last minute changes are notified to the driver on the school minibus number.

## **RWS Minibus - Useful Information**

### **Timings**

*Pickup times:*

7.30am Westbourne stop: Queens Road car park BH2 6BE

7.45am Southbourne stop: Woodside Road car park BH5 2BA

8.00am Cooper Dean stop: Leydene Avenue BH8 9JG, opposite Leydene Close

8.20am arrive at school

*Approximate drop-off times are:*

3.50pm Cooper Dean stop

4pm Southbourne stop

4.10pm Westbourne stop

### **Car/Booster Seats**

For children requiring car/booster seats, please bring your child's seat and please make sure it is clearly labelled with their name. The car seat can stay on the minibus if your child will take it home again in the afternoon but if not, it will be left in the First Aid room for parents to pick up later. If you are dropping in your child and they will take the minibus home in the afternoon, please leave the car seat in the First Aid room for use later on.

### **Safe Pick-Up and Drop-Off**

In the mornings please can parents ensure that their children are safely on the minibus and strapped in. In the afternoon, we ask the children to wait by the gate leading to the car park and Ian will safely escort them from there to the minibus.

### **Kindergarten Children**

After seeing the older children safely off the minibus in the mornings, Ian will escort the Kindergarten children to their Kindys. If your child will be taking the minibus home after being in Kindergarten afternoon care, please inform the Kindy teacher in writing that Ian will pick them up and take them to the minibus.

## School Minibus Consent Form

I have read and agree to the Ringwood Waldorf School Minibus guidelines as set out above.

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I give my consent for my child to catch the bus or be dropped off to walk home by themselves [if not applicable, please leave blank]

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Child's Name and Class	Pick-up/Drop off point: Westbourne/Southbourne/ Cooper Dean	Days required eg Mon am, Mon pm, Tues am, Tues pm etc

**NOTE: If you'd like to use the service on Thursday afternoons, please indicate which pick-up time you would like: 1pm or 3.30pm.**

Parent's name:

Full postal address including postcode:

Email address:

Please add any feedback or suggestions here: