

School Journeys Policy



CATERHAM
SCHOOL



CATERHAM
PREP

ISI Code:

I4d School Journeys

Policy Author:

Director of Estates

Assistant Head (Co-curricular)

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September 2026

School Journeys Policy

This Policy should be read in conjunction with relevant Health and Safety policies and with the Educational Visits Policy.

At Caterham School, the school day begins at 8:30am with pupil registration in tutor groups and it finishes at 4pm. Pupils may take breakfast at school if booked. Pupils arrive to school from a range of catchment areas using the school bus service, public transport (buses and trains) as well as by private car and on foot. During the school day, pupils may undertake journeys for a variety of reasons including school fixtures, competitions and trips.

The school recognises the importance of safeguarding its pupils on their journeys and regularly reminds pupils about safe and appropriate conduct when travelling.

All transport arrangements are informed by relevant government guidance and legislation. Accordingly, arrangements may be subject to alteration.

School transport is overseen by Mark Charlton, our Transport Manager.

School bus service

Caterham School offers a bus service to collect pupils in the morning from designated pickup points and return them home in the afternoon. There are fifteen routes. Seven of these are operated using our own minibuses, which are limited to sixteen passengers; we contract out the remaining eight routes to Crawley Luxury, Starline Coaches, Mayday Coaches and United Coaches. The pickup and drop off points are available on our website, but these are subject to change depending on demand. **Caterham School reserves the right to alter pick up points or times whenever circumstances beyond our control prevail. Passenger numbers may be altered in accordance with current government guidance concerning coronavirus.**

Pupils should be ready at the bus pick up point five minutes before the publicised departure times. Bus drivers are instructed to depart at the times shown and cannot wait for latecomers. Wherever possible, we will endeavour to inform parents via text or e-mail if there are any delays on services. Parents are therefore asked to ensure that the school has up to date contact information at all times.

The school accepts responsibility for our pupils from the time they board the bus in the morning until they alight at the end of their journey home. We only accept pupils from year three onwards as passengers on our minibuses and from year seven onwards as passengers on the coaches.

Occasionally it may be necessary to send a pupil home by taxi. In this event, we use Station Cars (Purley) or Catax, who are on contract to the school. All the drivers used for school business have an enhanced DBS check. In the event of our sending a pupil home by taxi, parents/guardians will be informed.

Behaviour

We pride ourselves on running an efficient service and the safety of our pupils is paramount. To this end, we have a zero-tolerance policy on any pupils caught vandalising the buses or distracting the drivers; pupils must behave appropriately towards both the driver and other passengers on the bus. All pupils must always wear a seat belt while the bus is in motion. Food and drink are not permitted on any of the buses. Pupils will not be allowed to board the bus wearing dirty sports clothing or footwear. Pupils must always carry their bus pass when using the service and show it to the driver when boarding the bus and have their student ID available to tap onto the phone register provided on the coach or minibuss on arrival.

The school further endeavours to ensure good order on school buses through the support of Sixth Form pupils who have been appointed as Bus Monitors to oversee good behaviour and to report anything untoward to the Principal Deputy Head. (While the School endeavours to have such Monitors on all routes, it cannot guarantee this as on some routes there may not be 6th Form pupils available).

Please note that parents may not board the bus at any time.

Any pupil not adhering to the above rules will be reported to the Principal Deputy Head (Senior School) or the Senior Deputy Head (Prep School) and may be barred from using the service and subject to school sanctions.

Charges

The charges for the school bus service are made at the start of each term. We require half a term's notice if you wish to cancel your son/ daughter's place on this service and if we do not receive sufficient notice, half a term's bus fees will be charged to cover costs.

Additional passengers

There may be occasions when your son or daughter wishes to have a friend travel home with them. Providing there is room on the bus on the day of travel, your son or daughter can buy an extra ticket at the cost of £8.00 which will be added to the bill. This ticket must be shown to the bus driver.

Late Bus Service

We also offer a limited late bus service, departing at 6.00 pm, for students who stay behind after school for co-curricular activities or turnouts. This service is free to students who would normally use the return bus. Other students wishing to use this service may do so, if space is available, on payment as above. The late buses leave the front of School promptly at 6.00pm each evening and pupils may sign up for this service on the day of travel only. Pupils should sign the late bus register forms, which are located in the reception area, upon their arrival at School in the morning. Pupils must sign up for the late bus no later than 2.30pm as in accordance with Health and Safety requirements we need to know in advance how many pupils are using this service each day. It is not possible to offer this late service to all locations so parents may wish to find the nearest stop that would assist in the journey home.

If your son or daughter has not signed up for a seat on the late service by 2.30pm we may not be able to accommodate them in which case, they will need to make an alternative arrangement with you to travel home.

We welcome any comments from parents regarding the school's bus service and will give consideration to suggestions we receive regarding any improvements which could be made.

Further information on the School bus service is available by contacting Transport@Caterhamschool.co.uk

Public transport

(i) Trains: a number of pupils and staff travel to school by train, arriving at the station on Station Road. A school minibus service is available to meet pupils at Caterham Station and bring them up to school in the mornings. This runs from 8.05am- 8.20am. After school, pupils may take a school minibus as far as the station, space allowing. It is for parents/ guardians to decide whether it is appropriate for their child(ren) to travel by train.

(ii) Buses: It is for parents to decide whether it is appropriate for pupils to use the public bus to travel to school.

Private transport – cars

A number of pupils travel to school by private car. Parking space is limited, and parents/guardians are requested to follow both the written directions in the car parks and the guidance of the school security managers, who are present at drop-off and pick-up times. There are designated spaces for drop-off/ pick up and these should be used. Parents/ guardians are asked to show consideration for our neighbours and awareness of safety if parking outside the school grounds to drop off or wait for pupils. Pupils should cross the road only at the designated crossing.

Those pupils in their Upper Sixth year who possess a driving licence may drive to school. They should not transport other pupils unless the school has received written permission from both sets of parents/ guardians. Pupils should use their cars only for the purpose of driving to and from school and should not be driving during the school day. They should park in the designated Sixth Form Car Park, behind the Sports Centre, and should take particular care not to park in such a way as to inconvenience our neighbours.

Late arrival at school

Pupils who arrive late to school are required to sign-in in the late book, which is positioned in the reception area of the main school.

School Minibus and School Trips

Pupils who travel on a school minibus must follow the school rules. The school minibuses are used for a variety of reasons - for example, travel to fixtures and on trips. Separate policies indicate which staff may drive a minibus and the procedures to be followed.

School Trips:

Parents and pupils will be made aware of all transport arrangements and will be informed if there is a change to the published plan. The school Educational Visits Policy offers more detail concerning travel on school trips.

Adverse Weather arrangements

In order to ensure the safety of pupils on their journeys to and from school during adverse weather conditions, the school undertakes a dynamic risk assessment of conditions and will cancel the school bus service when this is prudent. In some cases of adverse weather conditions, the school will be

closed. The school takes care to inform parents as early as possible if a decision has been taken to cancel the bus service or to close the school. Information will be published on the website.