



# St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN  
 Telephone: 01538 483218  
 Facsimile: 01538 483227  
 Principal: Mrs. Liz Clarke  
[www.st-edwards.staffs.sch.uk](http://www.st-edwards.staffs.sch.uk)

## Behaviour on the Bus

Within school pupils are supervised by adults. The journey to and from school relies on the pupils to manage their own behaviour in a responsible way. It is essential that travel on the school bus is both safe and free from harm for all. Behaviour must be exemplary as any chance of distraction of the bus driver could result in injury or death for both pupils and members of the public. With this in mind the following govern the behaviour on the bus.

<p><b>Pupils have the right to:</b></p> <ul style="list-style-type: none"> <li>• safe and comfortable travel</li> <li>• be treated with courtesy</li> <li>• travel free from verbal and physical abuse</li> <li>• expect their property to be safe</li> <li>• board and disembark in a safe manner</li> <li>• enjoy their travel on the bus.</li> </ul>	<p><b>Pupils have a responsibility to:</b></p> <ul style="list-style-type: none"> <li>• contribute to safe and enjoyable travel for all passengers</li> <li>• follow the Code of Conduct and accept the rules of bus providers</li> <li>• be responsible for their attitudes and actions</li> <li>• respect the rights of other passengers</li> <li>• treat bus drivers with respect</li> <li>• follow direction/instruction of drivers</li> <li>• report any unsafe behaviour to drivers/schools</li> <li>• express concerns in an appropriate manner</li> <li>• demonstrate self-control</li> <li>• be cooperative.</li> </ul>
<p><b>Parents/carers have the right to:</b></p> <ul style="list-style-type: none"> <li>• safe and comfortable travel for their children</li> <li>• be respected and treated fairly by drivers, bus operators and students</li> <li>• receive accurate information about the behaviour of their children</li> <li>• have concerns listened to and considered in a fair manner</li> </ul>	<p><b>Parents/carers have a responsibility to:</b></p> <ul style="list-style-type: none"> <li>• ensure the safe travel of their students to and from the bus service</li> <li>• ensure their students have an understanding of the Code of Conduct</li> <li>• maintain lines of communication with bus operators or schools to discuss concerns</li> <li>• treat bus operators and their employees fairly and with respect</li> <li>• be available for discussions about the behaviour of their children and be prepared to support decisions arising out of such discussions</li> <li>• pay for costs of repairs of malicious damage to bus or property caused by their students.</li> </ul>
<p><b>Bus drivers have the right to:</b></p> <ul style="list-style-type: none"> <li>• be trained in behaviour management strategies and the Code of Conduct</li> <li>• feel safe and be free from dangerous actions from students and others</li> <li>• be treated with courtesy and respect free from physical and verbal abuse</li> </ul>	<p><b>Bus drivers have a responsibility to:</b></p> <ul style="list-style-type: none"> <li>• ensure students travel in a safe environment</li> <li>• inform students on the rules of the bus and the Code of Conduct</li> <li>• ensure they follow the Code of Conduct procedures and directives</li> <li>• utilise preventative and reasonable behaviour</li> </ul>

<ul style="list-style-type: none"> <li>• receive help and support from the bus operators, parents/carers and schools, as required</li> <li>• conduct their duties in an environment free from excessive noise.</li> </ul>	<ul style="list-style-type: none"> <li>management strategies where needed</li> <li>• use non-discriminatory and appropriate language and practices at all times</li> <li>• treat pupils with courtesy</li> </ul>
---	--

## Managing Behaviour

Behaviour on the bus is the responsibility of the Assistant Principal who is on duty both before and after school. All incidents must be reported. Incidents are recorded as follows. This applies on a termly basis. As the safety of all pupils is of paramount importance, the enforcing of the consequences is key to safety on the bus. Close proximity of pupils provides limited opportunities for the denial of poor behaviour.

1 <sup>st</sup> Incident	Incident is investigated and recorded within pupil diary and on the school behaviour system. Parents are expected to sign homework diary. Pupil may receive break detention or discussion
2 <sup>nd</sup> Incident	Incident is investigated and recorded on the system. Pupils receive a letter and School detention. Letter contains warning of removal should incident occur again
3 <sup>rd</sup> Incident	County is rung and all three incidents are faxed to them. A letter will be issued to confirm removal from the bus for two weeks. Parents informed by phone of the removal and the contact with County.
4 <sup>th</sup> Incident	Should further incidents occur then after school detention/isolation/suspension will be considered

Year 8 pupils are asked to be Bus Buddies to support good behaviour on the bus. A bus code is given to pupils on entry into School and this will be reviewed as needed by the pupils.

### Bus Code

- Wear your seatbelt
- Don't save seats
- Pick up your litter
- Avoid unnecessary shouting
- Do not stand up whilst the bus is moving
- Stand clear of turning bus

