



King's College Bus Policy

Rationale

King's College attaches great importance to the provision of a safe environment for King's College pupils and staff at all times including their journey to and from school. When travelling on the school buses we understand that encouraging consistently good behaviour is central to the welfare and safety of our pupils who travel on our school buses. We understand that to flourish young people need clear and consistent boundaries where positive behaviours are praised and encouraged, whilst negative actions are dealt with appropriately. This policy aims to outline the responsibilities of bus monitors, teachers, parents and pupils to ensure bus journeys to and from school provide the safe and secure environment we espouse.

Linked policies:

Behaviour policy
Rewards and Sanctions policy

Responsibilities:

Bus monitors:

Bus monitors will ensure a safe and orderly environment on the school buses. Bus monitors may give housepoints to recognise those students who demonstrate consistently good behaviour on the school bus. Names of students who demonstrate excellent behaviour and conduct will be passed to their class teacher / Form tutor who will award housepoints.

The bus monitor will follow the King's College sanctions procedure if a child's behaviour is **unacceptable**. These are outlined below:

If a child is not demonstrating the behaviours expected on the bus they will be firstly given a **verbal warning** against continuing with that pattern of behaviour.

Examples of these kinds of behaviours are:

- Not wearing a seatbelt when asked
- Addressing the bus monitor in an inappropriate manner
- Standing up while the bus is in motion
- Bothering other pupils
- Eating
- Shouting, listening to music without headphones...

If the behaviour continues **the student will be asked to move seats on the bus**. The student's name will be recorded and passed on to their class teacher / Form tutor who will record a cause for concern comment on iSAMS.

If the behaviour still continues the student's name will be recorded and passed on to their class teacher / Form tutor who will record a cause for concern comment on iSAMS and an appropriate sanction will be given in school.

Bus monitors **will not** discuss with parents any issues regarding their child's misbehaviour on the buses. All incidents of misbehaviour will be dealt with by the child's class teacher / form tutor in school.



Pupils:

When travelling on the school buses Pupils are expected to:

- Abide by the general behaviour guidelines established by King's College
- Demonstrate the King's College Core Values
- Wear seatbelts at all times when travelling on the bus
- Address bus monitors in a polite and respectable manner
- Remain seated at all times when the bus is moving
- Speak to friends in a volume appropriate to an enclosed space
- Follow safety instructions given by the bus monitor
- Not eat or drink on the bus.

Teachers:

Class Teachers/Form tutors will add a cause for concern comment on iSAMS if a concern regarding a pupil in their class/form is passed to them from the bus monitor.

Class Teachers/Form tutors will deal with incidents of misbehaviour involving a pupil in their class/form in line with the rewards and sanctions policy.

Parents:

Parents will support the school in maintaining high expectations for behaviour on the bus by:

- reminding their child that he/she must the seat belt correctly at all times when traveling on the bus
- reminding their child that he/she must remain seated throughout the trip
- reminding their child that he/she must follow the bus monitor's instructions at all times
- reminding their child that he/she must follow the general behaviour guidelines established by the school
- reminding their child that eating or drinking on the bus is forbidden

In terms of communications, parents will:

-Inform us if their son/daughter will not return home with the school bus in the afternoon. We would be grateful if these communications were sent to the following email by 2:00 pm of the day the change will take place.

kc.administration@kingsgroup.org

-Inform us should their son/daughter not have gone on the school bus in the morning, but will do so in the afternoon.

In relation to contacting the bus monitor, parents will:

- Only contact the bus monitor in the case of emergencies
- Address the class teacher/tutor directly if they have any concerns regarding their child's behaviour on the bus, bus monitors **will not** be able to discuss any behaviour related issues with the parents.



General Information Regarding the Bus Service

Change of Bus Route

- a. Pupils are **not** allowed to change their normal route for single trips. **It is not possible to use this service to send your child to another student's home, to a birthday party or any other social event.**
- b. Pupils that use two bus routes, or only one on specific days of the week, will only be able to do so if there are places available. Pupils who require the bus from Monday to Friday will always have preference. A maximum of two days a week is permitted for single trips (Please consult prices with the bus department). If the bus is required three days a week, the full bus fee will be charged.
- c. Pupils who do not normally use the bus may do so if requested in writing and only in case of necessity (see point n^o .a). There will be a charge for this service.

Late Bus- 5.40PM

The late bus may be used by the pupils from Year 3 onwards who remain at school to attend arranged afternoon activities arranged by our Director of Co-Curricular, and it has a **limited** number of places available. Pupils who do not normally use the bus may do so if requested in writing and only in case of necessity (see point re. *Change of bus Route a.*) and if there are places available. There will be a charge for this service. Pupils who remain at school for private tuition may also use this bus, subject to availability. Availability may change throughout the year.

The Bus Department must be informed in advance if your child is going to use the Late Bus.

If a pupil misses the afternoon bus: parents will be contacted by phone and he/she will have to be collected at school or travel to Madrid on the late bus at 5.40pm (see point n^o c) if there are places available.

Afternoon Pick up

If the parents, legal guardian or correctly authorised person arrive late to the bus stop to pick up their child, the bus will wait a maximum of 5 minutes, if the traffic conditions allow. After which the bus will continue with its normal route and parents, legal guardian or correctly authorised person would have to collect their child at the last stop.

Pupils up to Year 9 inclusive must be collected at the afternoon bus stop by their parents, legal guardian or the authorised person indicated on the bus inscription form. Any change in relation to the legal guardian, authorised person or the custody terms which may affect the school transport arrangements must be informed in writing.

Pupils from Year 7 to Year 9, both inclusive, require written authorisation to be able to get off the bus alone. In this case, the school is exempt of responsibility. The authorisation form may be found on our website or in the parent portal. Pupils up to Year 6 inclusive must always be collected by an adult or be accompanied by an authorised older sibling.



King's College

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Soto de Viñuelas

In the mornings: The buses will not wait for pupils in the mornings. If a pupil is not at the bus stop in the mornings at the correct time, the monitor will understand directly that he/she will not be using school transport that day.

Cancellation of the service: The cancellation of the school bus service must be informed a month in advance. To cancel the school bus service please send an email to: kc.administration@kingsgroup.org.

Access to the School's Reception: The barrier between the bus parking area and the school Reception will remain **closed** from 4.15pm to 4.45pm for security reasons.

King's College SL, addressed at Paseo de los Andes 35, Soto de Viñuelas, P.C. 28760, Madrid, Spain, with CIF B28307015, telephone: +34 918 034 800, with email: info@kingscollege.es, is the responsible for the processing of the personal data of the interested party and informs that these data will be treated in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, regarding the protection of Individuals with regard to the processing of personal data and the Organic Law on Protection of Personal Data and Guarantee of Digital Rights 3/2018 of December 5. The purpose of this treatment is the provision of the service of school transport for students who hire this function. Your data will be communicated to AYSER ASISTENTES INFANTILES, S.L. and AVANZA LINEAS INTERURBANAS S.L. for the correct provision of the service and it will not be communicated in any case to third parties outside this provision except by a requirement from a judicial authority or imposed by the laws and rules of application under assessed cases. The controller will apply the technical, organizational and security measures to guarantee the integrity, confidentiality, availability, resilience and invulnerability of the data and to avoid the loss, misuse and unauthorized access to your personal data from third ones.

Your personal data will be kept for the time necessary for the provision of the transport service, as well as to comply with the requirements and responsibilities of the current regulations applicable in each case.

Users are informed that, in order to offer more security and quality of the service provided, the means of transport used may have integrated geolocation system BatOnRoute, run by Nuncys SL.

You have the right to access, rectify and delete the data, as well as to consult about your rights in relation to the data, by writing to kc.administration@kingsgroup.org or dpo@kingsgroup.org, attaching your ID and an express request. Likewise, you have the right to revoke the consent that you now grant at any time. You also have the right to file a claim with the Spanish Authority for Data Protection on the web www.agpd.es if you deem it necessary. In case you have any questions regarding the school transportation service, please contact Sara Franklin at kc.administration@kingsgroup.org. You can consult our privacy policy at the link <https://madrid-soto.kingscollegeschools.org/en/politica-de-privacidad-de-datos/>.

For more information regarding GDPR please follow this link:

<https://madrid-soto.kingscollegeschools.org/es/politica-de-privacidad-de-datos/>

If you should have any questions in relation to bus routes, please contact Sara Franklin at kc.administration@kingsgroup.org