

Six school buses operate to and from Ratcliffe College. The bus bays are conveniently located at the front of the Chapel and Senior School Buildings, providing safe pedestrian access to the College.

### **Booking a place on the bus.**

A booking form is available on the school website. Any queries relating to booking should be directed to [sdavison@ratcliffecollege.com](mailto:sdavison@ratcliffecollege.com)

New users - To book a place on a bus, complete the application form and send it to Mrs Davison, indicating the route you would like to use.

The following travel options are available

- 1) Mornings only
- 2) Afternoons only
- 3) Mornings and Afternoons

All options are for travel Monday to Friday during term-time.

The departure time from school is **6:20pm**

Places are allocated on a first come first serve basis. Every effort is made to provide a place for all the pupils who wish to travel by bus, but no guarantees can be given, especially if an application is received close to the start of term. Parents are encouraged to submit an application form as soon as they know what their travel arrangements will be.

Once you have been allocated a place on a school bus, there is no need to reapply in subsequent years. Unless you indicate to the contrary, it will be assumed that your travel plans have not changed and you will be invoiced accordingly.

### **Queries, additional information and changes of details**

If you wish to cease using the school bus, one calendar months' notice is required **in writing**, to the address below. If you have paid for travel beyond the end of the notice period, the school will issue a refund.

### **Changes of address, telephone number or other information should be notified**

**immediately.** Information or queries should be sent to [sdavison@ratcliffecollege.com](mailto:sdavison@ratcliffecollege.com) Please use Bus Booking form to update details.

### **Payment of bus fares**

Bus fares are billed by the school, for all pupils travelling by bus. Fares are payable a term in advance. There is a discount of 50% off the cost of the return journey when booked with the inbound journey. A discount of 50% is offered to siblings who also use the service.

# School Buses - General Information

## Guidelines on using the bus

Pupils must arrive at their stop **five minutes before the advertised pick up time**. Pupils must wait at the bus stop and not in cars. If the drivers do not see anyone at the stop, they will not stop to pick them up.

**If your child is not using the bus for any reason, please ensure the driver is advised in advance, to avoid any unnecessary delays to others students.** (see contact information).

All pupils using the bus are required to get on and off and fasten seatbelts themselves. The coaches / mini buses only have a driver and the school does not provide staff to supervise. Therefore, pupils should be in Year 3 or above.

School rules apply on the bus and any pupil who misbehaves will be subject to school discipline procedures. In appropriate cases, the school will suspend the pupil's right to travel on the bus for a period, or indefinitely, without the return of all or some part of the charge.

Parents please note that at the end of the school day the drivers responsibility ends when they drop the pupil off at the appropriate bus stop. Drivers are not expected to 'hand children over' and will not wait if there is no adult at the bus stop ready to collect a child.

## Contact Information

Drivers aim to reach each stop at the advertised times. However, unforeseen circumstances with traffic delays, adverse weather conditions can result in drivers being delayed. On such occurrences, pupils should follow the instructions below:

Wait 10 minutes, the most senior pupil should ring the coach company / minibus driver for the delayed route.

Woods Coaches Leicester Route	07717 128936 (24hr)
Charnwood 2A (IN & OUT - Dave)	07432 566479
Charnwood 2B (IN & OUT - Brian)	07432 566482
Nottingham 3A (IN & OUT - Terry)	07432 566418
Nottingham 3B (IN & OUT - Brian )	07432 566481
Belvoir 4 (IN - Lionel)	07432 204764
Belvoir 4 (OUT - Diane)	07852 206196

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If the bus does not arrive by the new given time by the coach company, please ring Ratcliffe College on 01509 817000.

Follow the instructions given to you and please be patient. A replacement vehicle will get to you as soon as possible.

Please note individual route timings are subject to change depending upon actual usage. Bus routes are planned to minimise journey times for students from first pick up to last.



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