



INTEGRITY • COMMITMENT • RESPECT

ST JOHN'S  
SCHOOL

# St John's School Policy School Buses

SJS Apr 23

Date Created:	April 2023		
Approved By:	Headteacher	School Improvement Team	School Governors Committee
	Date: April 2023	Date: April 2023	Date: May 2023
Next Review Date:	April 2024		
Related Policy/ Linked Policies	20220302_SJS.Behaviour Policy		

## 1.1 Rationale

St John's School has taken on the responsibility for travel to and from school from May 2023. Supported by the Unit Welfare Offices of Akrotiri and Episkopi the school will ensure appropriate standards of behaviour by students to and from school.

## 2.1 Registration

Initial bus registration is to be undertaken by a parent/carer at the Akrotiri Families Office upon arriving in Cyprus and prior to the child starting school.

## 3.1 Seating Arrangements

Upon registering to take the bus to and from school, students are entitled to choose which bus they would like to travel on (subject to space). There are three buses from RAF Akrotiri and one from Paramali. The RAF Akrotiri Buses pick up from:

1. Watering Hole
2. Watering Hole
3. Chaplaincy

Students will also be able to request who they wish to sit next to on their chosen bus. Should a student wish to move they will only be able to request a change in the months of December and March with the changes coming into effect for the following term. The school will endeavour to meet each students seating request. When on the bus students must remain in their allocated seat. The school reserves the right to move students' seats at its discretion.

## 4.1 Guest Travel

Students who do not ordinarily travel by school bus are permitted to ride the bus (subject to space) at the request of their parent/guardian. This option is to allow students to spend time with their friends in Akrotiri/Paramali and/or attend extracurricular activities with burdening

parents who would otherwise transport their child after school. Parents/guardians wishing their child to travel by bus must contact school reception on the day of travel.

## 5.1 Code of Conduct

In April 2023 students who travel to and from school designed a Code of Conduct that all students must adhere to. The Code of Conduct is not designed to be an exhaustive list, instead it is written to provide guidance to students on the etiquette of public transport that will support them in later life.

Students agreed:

- Passengers will sit in their allocated seat
- Passengers will embark and disembark with consideration for others
- Passengers will not eat or drink, whilst on the bus, with the exception of water
- Passengers will ensure they take personal belongings and do not leave rubbish on the bus
- Passengers will talk quietly and be respectful to fellow passengers, both students and staff
- Passengers can listen to music, mobile phones, but only through ear phones
- Passengers will respect the personal space of others
- Passengers will respect the bus and ensure there is no damage or graffiti

## 6.1 Sanctions for unwanted behaviour

This policy permits St John's School with the support of BFC to address unwanted behaviour and impose sanctions in case of incidences of unwanted behaviour whether or not a child is wearing school uniform. Incidences of unwanted, antisocial behaviour will be investigated and sanctioned based upon the balance of probability and dealt with as categorised:

<b>Minor Incident First Offence</b>
<ul style="list-style-type: none"><li>• Verbal warning</li><li>• Contact home</li><li>• Offending student to take the late bus at 1500hrs, parents will have been notified</li><li>• Offending student moves seat</li></ul>

## Severe Incident Multiple Offences

- Meeting with both student and parents if required
- Written warning
- Offending student required to take the late bus at 1500hrs, parents will have been notified
- Offending student to be moved bus
- Placed on a bus report
- Placed on a bus behaviour contract
- Offending student to be issued a temporary ban from the bus
- Fixed term exclusion from school
- Referral to the appropriate Unit Welfare Officer for behaviour and discipline
- Referral to the police
- Offending student to be issued a permanent ban from the bus

### 7.1 Monitoring and Evaluation

The effectiveness of the policy will be monitored by key members of staff. Evaluation will be informed by the whole school community including feedback from parents/guardians. The policy will be reviewed annually in the light of these contributions.