

School Buses – Rules of travel

General Information

School buses operate to and from the Leicester Grammar School site.

Bus bays are conveniently located at the front of the main school building, providing safe pedestrian access to LGS and LGJS.

For further information about the bus routes, including location of bus stops, bus fares and times, please see the website.

Booking a place on a bus

A parent coordinator is appointed to each of the bus routes and contact details are shown on the website.

In the first instance, a bus reservation form should be obtained from the school website.

To book a place on a bus, complete the reservation form and email it to the named coordinator for the route you would like to use.

The following travel options are available

- (1) Mornings only,
- (2) Afternoons only,
- (3) Return journey.

All options are for travel for a full week only, Monday to Friday during term-time.

Places are allocated on a first come first served 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 a reservation 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 re-apply 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 and issued with a new bus pass.

Queries, additional information and change of details

Queries should be addressed in the first instance to the bus coordinator. Where appropriate, the coordinator will liaise with the bus company and/or the school.

Change of address, telephone number or other information should be notified immediately to the bus coordinator.

If you wish to cease using the school bus, one calendar month's written notice is required. Notice must be sent to the appropriate bus coordinator. If you have paid for bus travel beyond the end of the notice period, the school will issue a refund.

Payment of bus fares

Bus fares are billed by the school, based on the information provided by the parent to the bus coordinator.

Fares are payable a term in advance.

Bus passes

Bus passes are issued by the school, to all pupils traveling by bus. Pupils should show their pass whenever they get on a school bus, as proof that they are entitled to travel.

The school reserves the right, in extreme circumstances, to prevent a pupil from traveling by school bus. This step would not be taken lightly, but would be considered if there was evidence of persistent misbehaviour by the pupil.

Health and safety

The school buses are fitted with seat belts on all vehicles and all of their drivers undergo DBS checks.

Parents should note that at the end of the school day the driver's responsibility ends when he/she drops 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.

LGJS pupils

Junior School pupils in years 3 to 6 are able to use the school buses. However, pupils in Year 3 are only permitted to travel providing they have an older sibling with them who is in Year 5 or above.

Parents should complete the application form and submit it to the bus coordinator in the usual way (see above).

Parents are advised that school staff will escort LGJS pupils from the Junior School building to the buses at the end of the school day.

LGS Stoneygate pupils

LGS Stoneygate Pupils in years 3 and above are able to use the school buses and a shuttle service is provided between the sites. However, pupils in Year 3 are only permitted to travel providing they have an older sibling with them who is in Year 5 or above.

Parents are however asked to note the 4.05pm departure time from the Grammar School site, which may not fit in with Prep commitments depending on the age of the pupil. Parents applying for a place on the bus are asked to state clearly that their child attends LGS Stoneygate, so appropriate arrangements can be made for onward travel between the school sites.

Parents are advised that school staff will escort LGS Stoneygate pupils to the buses at the end of the school day.

5.30pm Late Buses (LGS/LGJS only)

Two buses are available leaving the school promptly at 5.30pm, Monday to Friday, one to Leicester and one to Market Harborough.

Pupils who have already paid to travel home on another school bus do not need to pay again to use the Late Bus, although they do need to book a place on it. Pupils who have not already paid to travel home on another school bus will be charged per journey to use the Late Bus, and also need to book their place in advance. Places on the bus are allocated on a first come first served basis and must be booked, via LGS or LGJS reception, **by 11.40am on the day of travel** at the very latest.

Whilst the School endeavours to respond to demand, it is not possible to guarantee a place on this bus, especially if the request is received on the day of travel. LGJS pupils who use the Late Bus are supervised by a member of the LGJS staff, until they board the bus.

Route taken by the Late Buses

The Late Bus leaves from the main bus bays outside LGS reception at 5:30pm, and travels along London Road (A6) to Leicester Railway Station. The bus then travels along Charles Street, to the Haymarket Bus Station and then on to St Margaret's Bus Station, where it terminates. The Market Harborough Late Bus also leaves at 5.30pm and travels along the A6 to Market Harborough.

The buses stop on demand along the route, at marked bus stops and where the driver considers it to be safe to stop.