



DAILY SCHOOL BUS USE POLICY AND PROCEDURES

Sherwood Hills Christian School operates a daily bus run to and from Campbelltown station before and after school. The purpose of this service is to facilitate student's arrival and departure from school who arrive at Campbelltown station each morning and then catch a train or bus in the afternoon from Campbelltown station.

1.0 WHO CAN USE THIS SERVICE

Any student who arrives at Campbelltown station each morning before 8:30am or any student who uses public transport from Campbelltown station after school.

2.0 MORNING PROCEDURE

The school bus will arrive each morning at Campbelltown station at approximately 8:25am. It will leave at 8:30am sharp each morning. The bus cannot wait any longer than 8:35am as we have an obligation to transport students to school so that they arrive on time. Students are to wait at the designated area (circled in the picture below) before 8:30am each morning.



3.0 AFTERNOON PROCEDURE

Students who use the afternoon service are to quickly move to the front of the Primary building under the shelter once the 3:15pm school bell has rung. The bus driver will then inform all students to follow them to the bus. The bus driver will transport the students to Campbelltown station at 3:20pm to arrive at 3:35pm depending on traffic. Students will be dropped off at the same area in which they are collected in the morning.

4.0 SERVICE COSTS

There are no costs or fees for this service.

5.0 SPECIAL SCHOOL DAYS AND EXCURSIONS

Families are responsible for ensuring their child arrives at school on time for an excursion or school event. The regular morning service will apply and is not affected by any special school event.



6.0 HOW TO ACCESS THIS SERVICE

Any family who wishes to use this service must contact the school office and request to speak with Mrs. Romina Evans. She will immediately inform you if there are any positions available on the bus runs. If there are no positions available, Mrs. Romina Evans will place you on a Waiting List, and then inform you as soon as a place becomes available.

7.0 SCHOOL FAMILY AND STUDENT RESPONSIBILITIES

- Be at the designated area before 8:30am each morning
- Be at the designated area by 3:20pm in the afternoon
- Do not go to the school office after school, as the bus will not wait for any student and cause other students to miss their transport at Campbelltown station

8.0 All school guidelines are in force whilst students are on the bus and in school uniform

- **NO** Mobiles (May ask driver if required)
- **NO** Gum
- **Correct Uniform must be worn to and from school**

9.0 WHAT HAPPENS IF I MISS THE SERVICE

9.1 Morning Service

As explained earlier in this document, the school cannot wait past 8:35am each morning as it has a responsibility to ensure that the students who are on time in the morning arrive to school on time. The school understands that it is not always your child's fault that they are late, but the school bus cannot wait beyond 8:35am.

Students who miss the morning school bus service are to catch the next available public transport bus to school.

9.2 Afternoon Service

You must make every effort to be at the designated area at 3:20pm each afternoon. If a staff member is talking to you after class, please explain to them that you are on the afternoon bus service and they will dismiss you.

The school bus cannot wait past 3:25pm for the afternoon service to leave as that may mean other students will miss their public transport at Campbelltown station.

Students who miss the afternoon school bus service are to catch the next available public transport bus to Campbelltown station.



SCHOOL BUS TRAVEL APPLICATION FORM

STUDENT DETAILS

Student Full Name: _____ Year: _____

Student Mobile Number: _____

TRANSPORT SERVICE REQUIRED

Service Required: Morning and Afternoon

Morning Only

Afternoon Only

PARENT/GUARDIAN CONTACT DETAILS

Parent/Guardian Full Name (1): _____ Mobile Number: _____

Parent/Guardian Full Name (2): _____ Mobile Number: _____

We understand the policy and procedures that must be followed in order for our child to utilise the school bus service. We will follow the procedures outlined in the **Daily School Bus Use Policy and Procedures**. We understand that failure to follow the procedures could lead to my child not being permitted to use the school bus service.

STUDENT SIGNATURE: _____

PARENT/GUARDIAN FULL NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

NOTE:

1. **RETURN** completed form to the School Office.
2. School Bus Travel **must** be **reapplied** for every year.
3. **Questions** regarding School Bus Travel should be directed to Mrs. Romina Evans or email office@sherwoodhills.nsw.edu.au