



Bloxham School Minibus Service Terms & Conditions

Booking Process

The registration window for the Bloxham School minibus service (the Service) in regard to the new academic year opens on the 1st June and closes on the 31st July. Registration must be via the school transport application form located on the school transport page of the school website. [Click Here](#)

Registration does not guarantee your child a place on the Service. Confirmation of a place on the Service, the route details and collection times will be sent out via email from the transport manager during August.

Once your child's place is confirmed via email, your child's place will be renewed automatically each term for the current academic year, unless you provide notice in writing as per the cancellation policy.

Alterations will be allowed for the first two weeks of the Michaelmas Term to allow for timetable adjustment (subject to availability). After this period, the number of journeys requested will be locked in, committing you to the requested number of journeys for the academic year and subject to the cancellation policy.

At the end of the academic year (end of the Summer Term) you are required to re-apply for a place on the Service if you wish your child to during the next academic year.

Service Operation

The Service operates Monday to Friday during term time only.

The Service is not available for ad-hoc use.

Pupils should be standing at their pickup point at least **five** minutes before their scheduled departure time in the morning. The evening departure time from school is 18:10 unless you receive notification from a member of the school transport team.

The minibus will not depart prior to the scheduled time but will not wait for pupils arriving late for collection in the morning or departure in the evening.

In the evening if a parent is not present at a drop off point and the driver is unable to contact the child's parents, unless arrangements have been made, the child will be returned to school for collection.

Pupils must follow any instruction issued by the driver or other member of staff when travelling in the minibus or waiting to use the service with regards to conduct and safety and in line with section 6 of the Parent Contract (School Rules).

Pupils must wear their seatbelts and always remain seated whilst the minibus is in motion.



In the event of poor weather conditions, restraint of labour, mechanical breakdown, or other issue outside of the school's control, the school reserve the right to alter, delay or cancel the route. Notification will be provided via the contact email held on file as soon as it is possible.

Journey Amendments

During the academic year you may request to move a journey to an alternative day to allow for timetable adjustment, however this will be subject to availability.

You may (subject to availability) amend a journey within a week, to request this you must contact the school transport team in writing 24hrs in advance to transport@bloxhamschool.com

When requesting a journey amendment, you must detail the journey it is replacing, failure to provide this information will result in the journey being charged as an additional journey.

Unused journeys cannot be carried over to the following week or accumulated for use later in the term or academic year.

Pupils must not turn up to catch the bus without prior booking or until an amendment request has been authorised, any pupil attempting to travel without prior approval will be refused.

Baggage

The service has limited baggage capacity, an allowance of one school bag and one kit bag is permitted. On days when your child has additional baggage, we ask that you take or collect your child from school. The service cannot carry suitcases or large musical instruments.

If required, boarding equipment may be dropped at school on the Sunday prior to the start of the week.

Personal property carried by a pupil always remains their own responsibility.

Billing

The Service is calculated on a zonal system and the number of journeys required per week.

Additional journeys will be charged at a fixed rate of £12 per journey.

Unused journeys due to school activities, absence or parent drop off / collection will still be charged for.

The bill for using the service including any additional journeys will be invoiced at the end of each term in line with section 4 of the Parent Contract (School Fees, Supplemental Charges and Payment).



Charges for the Service will be reviewed at the end of each academic year and notification of any increase will be confirmed at the time of registration.

Cancellation Policy

Should you wish to cancel your child's place on the Service, this must be received in writing to transport@bloxhamschool.com providing one terms notice in line with section 5 of the Parent Contract (Notice Requirements).

If notice is received during or following a half term break the notice will run to the following terms half term break.

The school reserves the right to cancel any serviced route with reasonable notice (a term's notice is deemed sufficient) if the route becomes unviable or numbers fall below certain levels. We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons to assist the proper delivery of education at the school. The school will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect.

Matthew Tighe
Operations & Logistics Manager