**SAFETY FIRST**

**I the undersigned agree to the following safety guide lines.**

**Name of Student ……………………………………………………**

**The Route the Student will be travelling on ……………….**

1. **S**tay in your seat for the duration of the journey.

2. **Ap**proach the bus only after it has come to a complete stop.

3. **F**ollow the drivers’ instructions.

4. **E**nsure you are as visible as possible when the bus is approaching.

5. **T**ake care when getting on and off the bus.

6. **Y**ou always arrive at your stop 5 minutes before your allotted time.

7. **F**ind your seat as quickly and safely as possible.

8. **I** will not cause any damage to the bus or I may be liable for the cost of repair.

9. **R**emember to take all your belongings off with you.

10. **S**eatbelts must be worn at all times.

11. **T**ry not to make sudden loud noises as this can be a distraction to the driver.

Student Signature ………………………………………………………………………….

Date ………………………………………………….

**CONTACT**

We currently offer 5 Home to School Routes:

**Chelmsford** – operated by Stephensons 01376 503050

**Braintree** – operated by Flagfinders 01376 320501

**Maldon** – operated by Flagfinders 01376 320501

**Frinton-on-Sea** – operated by Tendring Travel – 01255 860828

**Mersea** – operated by Tendring Travel – 01255 860828

Your contact details are required, as we are obliged to contact you in the

event of any difficulties, e.g. delays/non-operation of the vehicle or student

non-travel. You should note that all details are held in confidence in

accordance with the GDPR.

Please complete these two forms to enable us to keep all parties informed.

That way we can ensure better attitude towards travel on the School

buses.

Please return forms to:

info@colchesterhighschool.co.uk

**Please complete the following information electronically..**

Route the student will be travelling on ……………………………..

Boarding Point.................................................................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
|  |  |  |  |  |  |  |  |  |  |

Parent/Guardian Name...................................................................

Home No. …………………………… Mobile No. ……………………

Email Address ……………………………………………………………

Student Name ……………………………………………………………

To notify us of your son/daughter’s absence or delay, please contact the relevant provider above.

**Procedures for transport of children under 12**

**Children under 10 are required to be met by a parent/guardian at the bus stop. Children 10-12 may walk home unattended only if a parent has signed a release form to state they have permission.**

**All children 12 and older may walk home unattended unless otherwise noted by a parent due to special circumstances**

I am the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who is \_\_\_\_\_\_\_\_ years old, and travels on your services for Colchester High School.

\*(If between 10-12 years old) I do not require him/her to be collected. (Please delete if you still wish them to be met from the bus stop. **For all pupils** please complete emergency contact details below.)

\*If applicable, the following people, including myself, are those I wish to nominate to collect my child and be contacted in an emergency.

\*Delete as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Boarding Point | Relationship | Contact Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*At Cognita we look after your personal information and only use your personal information for the purpose for which it has been collected.  If you would like further information about how and why we use your personal information, please see our privacy notices; these are available at* [*www.colchesterhighschool.co.uk*](http://www.colchesterhighschool.co.uk)