

St. Joseph's National School Roll No 20172R
Kingscourt
Co. Cavan



Scoil Iósaef Naofa
Dún a' Rí
Contae an Chabháin

Phone: 042 9667528

Fón: 042 9667528

E-mail: stjosephg.ias@eircom.net

Ríomh-E-Phost: stjosephg.ias@eircom.net

Web site: <http://stjkingcourt.scoilnet.ie>

Greasán: <http://stjkingcourt.scoilnet.ie>

SCHOOL TRANSPORT POLICY-

Bus Escorts are provided by the Board of Management from a Department of Education & Science Grant to assist and supervise pupils using school transport. The following guidelines apply:

1. To avoid delays in the morning children should be ready in good time and waiting to board. In general escorts wait in or at the vehicle.
2. If children are not travelling for any reason, escorts and drivers appreciate being informed in advance if possible
3. The school must be provided with named persons to whom children may be handed over in the evenings.
4. Escorts are not permitted to drop pupils off at empty houses.
5. Any items in the possession of a pupil which may be regarded as a hazard to themselves or others will be removed.
6. Pupils are expected to wear the seatbelts provided. Some pupils may require a harness to ensure that they remain seated. The principal will arrange for same in consultation with parents.
7. Persistent disruptive or challenging behaviours which might potentially affect the safety of others may result in that pupil's removal from the service until the situation can be resolved.
8. Any concerns should be reported to the Principal
9. Consuming food/sweets on the bus is not permitted but for the comfort of children who are travelling longer distances bottled drinks in plastic containers are allowed.

RELIEF ESCORTS

Every effort to ensure that escorts travel on each vehicle in order to assist the pupils and safeguard their individual safety. In general this system works very satisfactorily but there are rare occasions that the escort is not available to travel on the route and at short notice it can be difficult or impossible to arrange a substitute escort. This situation is unavoidable and despite our best efforts in the past there have been occasions where we simply cannot arrange for a substitute escort.

Though the school has a comprehensive policy of insurance we are concerned that in the absence of the escort the safety of pupils may be somewhat compromised.

The Board does not wish to inconvenience parents unduly by withdrawing transport in such circumstances and therefore we are requesting your co-operation with the following:

MORNINGS- It is parents' responsibility to ensure that the transport provided each morning is suitable for their child. Parents must check each morning when the transport arrives that there is an escort available on the vehicle and decide whether or not their child should travel if there is

1. escort. (In the event of an escort being unavailable, the escort concerned will make every effort in advance to contact and inform parents via text that there will be no escort on the route that morning).

2. If parents remain seriously concerned at the absence of an escort they need to decide whether they should consider travelling on the route themselves or find an alternative means of bringing their child to school.

3. Should parents decide that their child is safe to travel without an escort they must themselves ensure that their child embarks safely, is seated with his/her belt fastened and the door securely closed.

4. It is important to remember that parents inform childminders or other guardians who might have responsibility for children in the mornings of these guidelines

5. Certain children have been identified by school staff, escorts or drivers as being unable to travel without an escort for a variety of reasons. Transport vehicles have been instructed not to travel to the houses of these children if they have no escort on board. However, if transport arrives due to a misunderstanding these children must not be allowed to travel by parents or guardians if no escort is available and must be collected by parents/guardians at 3 o'clock. You will already have received a letter from the principal if your child is in this category. A reminder is attached below for those parents/guardians.

EVENINGS: It is more unusual that vehicles are without relief escorts in the evenings but in the event of such an occurrence the following will apply:

1. Parents of the pupils who are not permitted to travel without an escort by school staff will be requested to collect their child at 3 o'clock (2 o'clock for some younger children). All other children will travel as normal unless the school is otherwise notified in advance to retain the child for collection by parents when school finishes.

2. School staff will check that seatbelts are fastened and doors are closed if an escort is unavailable.

NEW ENROLMENTS -Following formal acceptance of an offer of enrolment by letter from parents, the principal applies for transport via the Special Educational Needs Officer (SENO). This application is then processed by the National Council for Special Education (NCSE). Please note that we have recently been informed by the School Transport Section of the Department of Education & Science that 'there is no onus on the Department to either arrange for a transport service or to pay a grant

towards the cost of private transport arrangements to any school other than the nearest recognised mainstream school with an ASD special class from the pupil's home address.

Drafted by the staff, parents and Board of Management St. Joseph's N.S. Kingscourt;

December 2015.

Chairperson of the B.O.M. Barbara Gannon

Principal: Mairéad Corballey

Parent's Association Secretary: Haver Kennedy 21.12.15