

USING THE St MARY'S SCHOOL BUS SERVICE 2023/2024 TERMS AND CONDITIONS

By placing a booking with the St Mary's School home to school bus Service, the Parent/Guardian acknowledges that they have read, understood, and accept the Terms and Conditions as detailed below:

Bookings

- Parents/guardians must register/re-register pupils each year for the bus service, using the Kura App. Booking windows and registration periods will be communicated throughout the year.
- Journeys booked but not taken are non-refundable. Any journey cancelled, ad hoc, via the App, will not reduce the amount charged. Cancellations must be made in line with the cancellation policy set out below.
- Refunds are only available for periods of long-term consecutive absence, which must be discussed with and approved by the Bursar.
- The school offers bus service bookings on a first come first served basis. Although the School will do its utmost to accommodate all requests for use of the service, the school has no obligation to increase capacity on any route.

Charges

Parents will be billed in advance, on a termly basis for the bookings made via the Kura app.

The daily cost per route is as follows:

Stop point	Single	Return
Trumpington Park & Ride	£2.00	£3.00
Babraham Park & Ride	£2.00	£3.00
Madingley Road Park & Ride	£2.00	£3.00
Nutty about Pets, Hardwick	£2.50	£3.75
The Hub, Cambourne	£3.00	£4.50
Swan Meadows car park, Saffron Walden	£3.50	£5.25

Please note: Ad hoc bookings are not available for students not registered for the service.

After-school clubs

If you intend to book your daughter on an after-school club and it is on the same day you have booked the minibus, you will have a two week 'cooling off' period at the start of each term to cancel any corresponding minibus bookings which conflict with your daughters' after school club. You will receive a credit on the following term's bill to reflect this.

As way of summary:

- The minibus booking window is open for two weeks for the following academic year.
- Parents make the bookings which they need.
- At the start of each term, the two-week 'cooling off' period begins, and parents will be able to cancel minibus bookings which conflict with any after school clubs their daughter is booked on.
- Credits will be then rolled forward to the following term's bill.
- The credit only applies to after school clubs cancelled within the two weeks 'cooling off' period.
- All bookings and changes to bookings must be done via the Kura app.
- If the bookings are not cancelled by the parents for after-school clubs during the 'cooling off' period, you may still be charged.
- If you cancel your booking, there is no guarantee you get the space back as it will be offered to other students on the waiting list.

Use of the service

- Parents/guardians are asked to remind their children that when travelling on the school buses they remain bound by the [Behaviour Management Policy](#)
- Parents/guardians are asked to remind their children that they must abide by the school's Pupil Code of Conduct. (See below)

Changes to use of the service

- Any changes to a pupil's booking of the School Bus Service (for example: frequency, route, home pick-up stop) must be made via the Kura App.
- The school reserves the right to make route alterations after publication but will provide notice of any such action.

Cancellation policy

- Parents/guardians wishing to withdraw their children from the service entirely, must provide at least a half-term's notice, by email to minibus@stmaryscambridge.co.uk or forfeit the full term's charges in lieu.

Kura App

St Mary's School will arrange your account details with Kura. To arrange your log in details, we will provide Kura with basic information, such as parents first names, last names, contact number, and email. We will also provide the child's name.



St Mary's School CAMBRIDGE

Pupil code of conduct

Pupils must

- Be ready to board at the allotted time. If late, the bus will be unable to wait.
- Travel on their designated bus only.
- Carry their pass at all times and produce it when asked by a driver or member of staff.
- Be polite and respectful to the driver and all other passengers at all times.
- Follow any instruction from the driver without question – it is for their safety and the safety of others.
- Stay in their seats with seat belts fastened.
- Look after their belongings and keep them in a safe place.
- Take litter off the bus.
- If they see someone behave badly on the bus, inform their Form Tutor or their parents. The driver's role is to drive the bus safely and not to be responsible for dealing with any poor behaviour unless it affects safety.
- Make sure any necessary medication is taken before leaving home or school.

Pupils must not

- Shout, use bad language or make signs out of the window.
- Start arguments or engage in verbal bullying.
- Engage in fighting or 'play fighting'.
- Distract the driver except in an emergency.
- Eat or drink on the bus.
- Take part in any other anti-social behaviour.
- Leave any items on the bus.
- Ask to be dropped off anywhere other than their agreed stop.