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# The British School of Gran Canaria School Entry and Departure (Tafira)

## Policy Document

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# THE BRITISH SCHOOL OF GRAN CANARIA

## SCHOOL ENTRY AND DEPARTURE POLICY (TAFIRA)

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### 1. Context

The British School of Gran Canaria views the travel and safe arrival and departure of BSGC pupils as part of its fundamental duties of care and Health and Safety responsibilities.

### 2. Scope

This policy details arrangements for pupils' travelling to and from school, and procedures for arriving and departing the Tafira School site. It outlines expectations and procedures for parents, students, staff and bus company employees.

### 3. Rationale

The British School of Gran Canaria aims to ensure the safety and welfare of pupils, staff, parents and visitors at all times, but especially during the potentially hazardous arrival and departure times. This will be achieved by ensuring clear roles, expectations and routines that are known and followed.

### 4. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

**BSGC** – The British School of Gran Canaria

**Tafira** – the section of the school based in Tafira

**Primary** – the sector of the school that includes Nursery, Reception and Years 1 to 6.

**Secondary** – Years 7-13

**Infants** – section of the school from Nursery to Year 2

**EYFS** – Early Years and Foundation Stage

**KS1 and KS2** – subdivisions of the Primary age students into Key Stage 1 and 2, each corresponding to Years 1 and 2, and Years 3-6

**6<sup>th</sup> Form** – the students and classes in Years 12 and 13

**School Reception** – the front, downstairs office in Tafira

**School Office** – on the upper floor the administration building next to the Head's office

**Sports hall** – the large assembly hall under the green pitch.

**Secondary Playground** – the school playground on the upper level of the Tafira site.

**Enrichment Activities** – clubs and activities that take place outside of school hours, normally between 3.45-4.45pm each week day.

**Pupils** – synonymous with students

**Staff** – includes all employees, i.e. teachers, administrators, canteen workers and ancillary personnel

**Governors** – member of the school's governing body.

**School day** – from 8.45am to 3.35pm, Monday to Friday during the set academic calendar.

**End of the school day** – depending on age of students, between 3.20 and 3.35pm.

**Departure Changes Noticeboards** – a small whiteboard upon which information is written to communicate changes to daily arrangements for students' departures.

**Departure points** – areas of the school from which students are dismissed i.e. volleyball court, School Reception and Sports Hall.

**Bus monitor** – employee of the bus company with responsibility for supervision and on-board control of school bus services.

**Kangaroo Club** – preschool club for primary students.

**Bus Departure Supervisor** – secondary staff member with responsibility for supervising bus departures.

**Collecting adult** – an authorised adult who does not appear on the Annual Travel Arrangements Form (Appendix E) for picking up a student.

**Drop-off/Collection Supervisor** – member of maintenance staff assigned to supervise the drop-off and collection areas.

**Link Coordinator** – member of staff assigned to support Drop-off/Collection Supervisor.

**Infant Coordinator** – school coordinator for EYFS and KS1.

**Daily Bus Travel Form** – form held by school office to record key daily information and any issues or concerns.

## 5. School Travel Arrangements

At the beginning of each academic year parents must inform the school of their school travel requirements and arrangements for the forthcoming year. The usual methods of transport are school bus, car or taxi.

Each family must complete Annual School Travel Arrangements Form - (Appendix E) including key information related to school travel arrangements, with the identification of authorized adults who can collect children from school being particularly important. Any change to these details must be communicated to the school immediately.

For students travelling by school bus, BSGC will assign students to bus routes, amending end of school departure times on a termly basis dependent on selected Enrichment Activities.

If there is a one-off change to School Travel Arrangements then the school must be informed by 11am at the latest on the affected day, with full details of the responsible adult collecting the student and/or the method of transport to be used. If an adult not identified on the Travel Section of the BSGC Parents' Portal is going to collect a student, then the collecting adults must personally report to the school reception with formal identification (DNI/NIE) to collect the student. Changes to transport arrangements cannot be made after 11am on the day of travel, other than in exceptional circumstances. One-off changes to arrangements will be communicated to the staff supervising departure via the Departure Changes Noticeboards or by amending the bus supervisor's register.

## 6. Arriving and Departing from School

### Arrivals

Students are expected to arrive between 8.20-8.40am, unless they are enrolled for Early Supervision and may enter the school from 7.30am, with Primary age students being supervised in Kangaroo Club from 7.30-8.15am and secondary students remaining in the Agora for this time.

Full-time staff can enter school from 7.30 and should not arrive later than 8.30am unless they are contracted for a different schedule. Part time staff should be in school 10 minutes prior to the start of their work.

Students and staff arriving late, after 8.45am, must be registered at the School Reception, recording the time of arrival and reason for lateness.

Bus students arriving late will be notified at the School Reception by the bus monitor.

### Leaving School and End-of-School Departure

Students and staff leaving school during the school day must sign-out at the School Reception. Staff leaving school must also use their swipe card to 'sign-out'.

Students are dismissed from school at the end of the school day at staggered times depending on Year group, in part to ease the flow of traffic around the school's vicinity.

As a general principle, pupils with siblings in school will depart school for the designated area of the youngest sibling.

Nursery to Year 4 – dismissed from the secondary playground from 3.15pm unless they are remaining for Enrichment Activities, to which they are escorted by staff. Bus students are escorted to the School Reception where they are met by their bus monitor.

Year 5 and 6 – students taken to the sports hall by staff at 3.25pm. Students with younger siblings move independently to the secondary patio, to join their siblings for dismissal. Bus students make their way to the school reception where they will be collected by their bus monitor. Students participating in Enrichment Activities go to their assigned areas to eat their snack and then to activities at 3.50pm.

Secondary – dismissed from class at 3.35pm and then expected to move quickly to their departure point - sports hall, buses or secondary playground, if departing with EYFS/KS1 siblings. Students participating in Enrichment Activities go to assigned areas for their afternoon snack and then to their activities at 3.50pm.

Many students participate in Enrichment Activities and therefore their departure is delayed until these activities have finished at 4.45pm.

### Departure at 4.45pm

EYFS/KS1 – students to end activities and be escorted to sport hall or bus departure point to leave at 3.35pm.

KS2-5 – KS2 students escorted by the activity staff to the sports hall (departure by car) and School Reception (bus), to arrive no later than 4.45pm. KS3-5 students to be dismissed from their activities so that they are able to arrive at their departure points by 4.45pm.

Staff supervision of all departure points is very important. Staff will be assigned duties for the end-of-school-day supervision. Enrichment staff are responsible for helping to supervise the departure of students from the sports hall.

## **7. Bus Travel To-and-From School**

The school contracts the bus services for travel to-and-from school, liaising directly with the selected company. All enquiries relating to buses, however, should be addressed to the school office during school hours. In the event of an issue out of school hours the Sánchez Bus number is: 928 70 03 35.

All buses have a monitor who is provided with a register of students using the bus, together with their assigned bus stops. The role of the bus monitor is to ensure that the journey is conducted in an orderly and safe way (Appendix A – Roles and Responsibilities – Bus Monitor).

### **A. Journey to School**

#### Collection

The school will construct the most efficient and effective bus routes, communicating these to school families before the start of the school year with assigned bus stops and clear collection expectations outlined (Appendix G – Start of Year Bus Routes Letter template). These routes will remain constant although amendments may be made, and communicated, if needed during the school year.

The bus will arrive at each stop at the set time and the supervisor will get off the bus, register students, supervise the storage of bags and laptops in the under-bus store and control the entry, seating and safety aspects of all students. If any students are late, the supervisor will get down from the bus to see if any late comers are within sight. If no one is in sight, the bus will depart. The supervisors register will note any absent students as well as any late students. Late students' names should be added to the Daily Bus Record, completed by the bus monitor. Each time a student is late they will be reminded of expectations and their responsibilities. On the third occasion of being late, the supervisor will inform the school who will take action. Persistent lateness could mean a student being asked to make alternative arrangements for travelling to school.

If all students from an assigned stop are on board the bus, then the bus may depart as soon as they are safely seated.

Students may only get on to a school bus at their assigned stop. Should a change be needed or preferred, a parental request should be made to the school who will agree and authorize the amendment before the

changes is implemented. The school must be informed prior to the change by sending a message to [oficina@bs-gc.net](mailto:oficina@bs-gc.net), using the BSGC App or through the BSGC Parents Portal, by no later than 3pm of the day prior to the change.

### The Journey

Students must remain seated in their assigned place, with seat belts on for the entire journey. Normal standards of school behaviour are expected on the bus. The bus supervisor will monitor safety, behaviour and interpersonal interactions on the bus. Persistent unacceptable behaviour will be reported to the School Reception using the Daily Bus Travel Record (Appendix G).

### Arrival at Destination

On arrival at school, the supervisor will supervise the students' exit from the bus and escort the EYFS/KS1 pupils to their classrooms. The bus registers will be handed in to the school office on arrival at school and any issues or concerns shared, as well as other key information on the Daily Bus Travel Record. These will be passed on to the appropriate member of school staff for action. If a bus is late, the bus supervisor will inform the school office of the list of students affected and enter details on the delay in the Daily Bus Travel Record.

## **B. Travel Home from School**

### Collection

The school buses will leave at 3.50pm and at 4.55pm. Students must be dismissed promptly for class and students must move quickly to ensure that departures are not delayed. EYFS/KS1 students to be escorted to the School Reception where they will be collected by the bus monitor. All other students will go independently to their assigned bus.

Students will be registered by the bus monitor as they get on to their assigned bus. Students not assigned to a bus, i.e. not on the register, are not allowed to board the bus and such students should report immediately to the Departure Supervisor who will clarify their status, assigned bus and departure time, with the School Reception.

At 3.45pm and 4.55pm the Bus Departure Supervisor will confirm with each bus monitor that all students are present, sending out a search if necessary. When all students are accounted for the bus can depart, ahead of scheduled departure times of 3.50pm and 4.55pm.

If a student is not on the bus just before departure time, the Departure Supervisor will clarify with the school office the absent student's status, assigned bus and departure time. The bus supervisor will take the appropriate and necessary action.

Students that are late to their bus will be reminded by the Departure Supervisor of their responsibilities and expectations by handing a hardcopies of the Appendix C – Student Expectations for Bus Travel an of

Appendix G – Start of Year Bus Routes Letter template. Sanctions may be applied to students for repeat offenders.

### Arrival at Destination

On arrival at the assigned bus stops, students will get off the bus supervised by the bus monitor. The bus monitor will get off the bus to ensure the safe retrieval of belongings and collection of younger students by identified adults. Any issues related to safety, behaviour or lateness will be recorded and reported to the School Reception the following morning on the Daily Bus Travel Form. The bus monitor will ensure the identified adults are those collecting each child. Should there be a change, this will be communicated on the Daily Register and the bus monitor should confirm the collecting adult's identify with their DNI.

Should a collecting adult not be at the assigned bus stop, the bus will wait for one minute past the established drop-off time, with the student getting back onto the bus until the terminus or return to school on the 3.50pm Las Palmas bus, if they do not arrive. The supervisor will phone school (before 5.30pm) or Sanchez Bus (after 5.30pm) and they will inform parents to collect the child at the last stop or at Sanchez Bus' Garage: C/José María Millares Sall, 6 (Polig. Industrial el Goro) 35219 Telde. Parents may liaise with Sanchez Bus for collection at the Garage by calling 928-700335 or 928-700582.

All related roles and responsibilities for bus travel are set out in the following appendices;

Appendix A – Roles and Responsibilities – Bus Monitor,

Appendix B – Roles and Responsibilities – Bus Departures,

Appendix C – Student Expectations for Bus Travel.

## **8. Travel To-and-From School by Car**

Students may travel to-and-from school by a car belonging to their family or another identified adult, or by taxi.

### A. Travel to School

Students should arrive no later than 8.40am in order to be in their classrooms by 8.45am.

Families with children of Infant age should drop their child on the upper, secondary playground. Parents of children in Nursery and Reception can park their cars on the secondary playground and escorted their children to their classroom. The gates to this area will be opened at 8.15am and will be supervised until 8.45 when they will be locked. Parents must take care when driving and parking in this area, and are asked to reverse into parking spaces for better vision on departure.

All other students should be dropped off in the parking area at the front of the school, by the side of the sports hall. This area will be supervised from 8.00-8.45am to ensure a smooth passage of traffic and the safe movement of students into the school buildings. Parents are asked to drive slowly and carefully, observe requests and advice of the Drop-off/Collection Supervisor and drop children off adjacent to the sports hall.

Students arriving after 8.45am must report to the School Reception to sign-in. Infant students should be registered by parents and Nursery/Reception students escorted to their classroom by parents.



## B. Departure from School

Students will be brought or sent to their assigned departure points at set times, as stated previously.

In all cases, families with children in different year groups will always leave school with all siblings departing from the youngest sibling's departure point. One important consideration is that the older students often have a slightly later finish and, therefore, parents should time their arrival at school to coincide with these times so as not to cause congestions at the departure points.

EYFS/KS1 and Years 3/4 - Parents or another identified adult should remain in their cars and queue on the secondary playground for their child to be delivered to their car when they reach the front of the queue. Staff will supervise students on the volleyball court, assisting and escorting the children to the appropriate car. This process will take place between 3.20-3.45pm and, after this time, uncollected children will be taken to the School Reception where their parents will be contacted and collection organised.

If a child is to be collected by an adult who is not identified on the School Travel Arrangement information previously notified to the school, the school must be notified and the change will be recorded on the Departure Information Board placed by the volleyball court daily. These adults will be asked for identification and, if there are issues, they should be referred to the School Reception, passing outside the school in order to access this office.

Year 5-6 – students depart from the sports hall, from 3.25pm. Collecting adults to arrive from 3.25pm, queue under the supervision of the Drop-off/Collection Supervisor and remain in their cars. Students will be escorted to the sports hall and, when the collecting car is at the front of the queue, will be brought and helped into their car. Parents should remain in the car and ensure that their children enter the car as quickly as possible and then move on from the loading area. Younger siblings are also collected from sports hall.

Years 7 & 8 - Students from Year 7-8 will also depart from the sports hall, but from 3.35pm. Collecting adults should not arrive before 3.35pm as this causes congestion with the younger students' collection. Cars to queue under the supervision of the Drop-off/Collection Supervisor, with drivers remaining in their cars. When the collecting car is at the front of the queue, the pupils will be brought and helped into their car. Parents should remain in the car, ensure their children enter the car as quickly as possible and then move on from the loading area to alleviate congestion.

Years 9-13 – students from these year groups should be collected from the secondary playground. Students are dismissed from class at 3.35pm and parents should not arrive before this time as this can cause congestions and difficulties with the primary departures. Collecting adults should remain in their cars and queue on the secondary patio. When their car reaches the front of the queue children will be able to enter their car. Staff will supervise students on the volleyball court, as well communicating with the pupils so they are ready to enter their cars at the appropriate time. This process will take place between 3.35-3.50pm after which uncollected children will be taken to the School Reception for collection.

## All Students after Enrichment Activities

At the end of Enrichment Activities all students depart via the sports hall car park. EYFS/KS1 will finish activities at 4.25, so depart from 4.30pm. All other students to leave after 4.40pm. Enrichment staff to escort their pupils to the hall and supervise and help during the departure process.

- The Drop-off/Collection Supervisor will control the flow of traffic, identifying and calling for students when parents reach the front of the queue.
- The Link Coordinator will work closely with the Drop-off/Collection Supervisor, relaying information to staff inside the sports hall and controlling the supervised movement of students to the waiting cars.
- Enrichment staff must supervise students in the sports hall, pass on information about parental arrivals and help with the safe loading of students into cars.

The embarkation point is adjacent to the sports hall doors and students should only move to cars on instruction from staff. The desired process is designed to keep traffic moving, avoid excessive delays when loading cars, and ensure students only walk where they are closely observed and monitored.

Cars must be driven slowly and with extreme caution in and around the school and adults need to follow the directions of members of staff present for safety and efficient functioning reasons.

Changes to normal daily arrangements will be displayed on the Departure Information Board. All supervising staff should read and familiarise themselves with any changes.

#### Late Pick-Up

Students that are not collected at the expected times will be supervised until collected. Infant students will be taken to the School Reception by staff where they will be looked after until their parents arrive.

Students from Year 3 and above will remain in the sports hall until 3.50pm and 5pm after which they will be escorted to the School Reception. A member of staff will control the departure of late students until 4.00pm and 5.10pm after which time they will be sent to sit outside the upstairs school office/head's office until parents arrive for collection.

After 5.00pm parents will be contacted to find out the reason for the late pick-up. Pick-ups after 5.15pm will be recorded in the school the Late Pick-Up Register (Appendix J). Persistently late families will be contacted by the school to rectify this situation and, if the tardiness continues, the possibility of making a charge for child care/supervision exists.

## **9. Visitor's Arrival and Departure**

All visitors (including parents, former pupils, suppliers and contractors) should park in the area in front of the sports hall. It is important that this area is vacated after 3pm as parked cars can cause significant congestion issues for the departure of students (office staff will advise visitors of the need to vacate this area after 3pm when they sign-in). Visitors must sign in at the School Reception, where they will be issued with a visitor's badge which must be worn at all times. Visitors should wait at the School Reception until they are authorised to enter the school.

Staff are expected to escort their visitors whilst they are in school and to ensure that they sign out (and return their badges) on leaving. The school has full access for visitors with a disability.

## **10. Sixth Form Students**

Sixth Form students, with signed parental consent, may leave the school premises at lunchtime, signing in and out at the School Reception on each occasion. (Appendix I – Sixth Form Lunch Arrangements Form)

## **11. International Examination Students**

During the international examination period, KS 4 and 5 students are required to attend school for their examinations and for set periods of supervised revision. Parents can authorize their child not to attend school during these times, or leave school outside of the normal departure times, but this be accompanied by written parental authorisation and students signing in and out at School Reception.

## **Appendices - Index**

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Appendix F – Start of Year Bus Routes Letter template

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Appendix H – Sixth Form Lunch Arrangements Form

Appendix I – Bus Register Template

Appendix J – Late Student Pick-up Record

## Appendix A – Roles and Responsibilities – Bus Monitor

### Role

To ensure the safe, orderly and efficient travel of students and staff to and from The British School of Gran Canaria for the start and end of each day. Although bus supervisors are not direct employees of the school, they are expected to uphold the standards and values that characterize the daily routines and practice of the school.

- To control and supervise students from collection to departure from the buses.
- Ensure safe practice and good behavior at all times.
- Liaise closely with the school to ensure information is shared promptly and a safe and efficient service is provided.

### Collection

- Register all students
- Only collect students from assigned stops
- Get off bus to supervise collection of students and storage of bags and laptops.
- Help younger students to seats
- Ensure all students' seat belts are properly secured

### Travel

- Ensure students are seated with seat belts on throughout journey
- Monitor conduct of students throughout the journey

### Leaving

- Get off the bus to supervise the safe departure of all students
- Supervise the retrieval of bags and laptops, and closing of storage door
- Ensure students being collected are handed over to the identified adults

### Wider Responsibilities

- Collect and take younger students to and from assigned points at start and end of journey
- Collect bus register from school reception and complete accurately for each journey
- Record information on lateness
- Complete the Daily Bus Travel Form and share additional important information.
- Before travelling, ensure cleanliness of the bus's interior, as well, that its seat belts are in perfect condition and that boxes for device-storage are in the boot.

## Appendix B – Roles and Responsibilities – Bus Departures

### School Administration Staff

- Design bus routes and bus stops and communicate to parents, students and bus company
- Inform parents, students and bus company of changes to routes and timings
- Produce bus registers, amended on a daily basis to take account of student absence
- Support the departure of buses by providing information or contacting parents or staff about students using buses
- Record issues and concerns on the Daily Bus Travel Form
- Contact and inform parents of any delays or issues on a daily service
- Monitor the completion and storage of the Daily Bus Travel Form
- Inform a member of the SMT of any serious issue reported by a bus supervisor

### Bus Departure Supervisor

- Overall responsibility for the monitoring and control of student supervision to ensure timely and efficient bus departure
- Supervising the school entrance area from 3.35-3.50 and 4.50-.5.00 to ensure a smooth and efficient movement through this area
- Monitor and support the process of identifying and finding late students, taking appropriate action where necessary
- Take the decision for an early bus to departure without all students being on board
- Issues to be recorded on the Daily Bus Travel Form in School Reception

### Health and Safety Advisor

- Monitor the Daily Bus Travel Forms on a weekly basis, identifying trends and issues to be addressed
- Report any discipline or behavioral issues to the appropriate staff
- Liaise with bus company on matters related to Health and Safety and bus supervisors

### Parents

- Ensure school is fully informed of travel arrangements and any subsequent changes
- Ensure students are at their assigned bus stop 5 minutes prior to the collection time and, if they are collecting their child, that they are also at the drop off point 5 minutes prior to the set time

## Appendix C – Student Expectations for Bus Travel

The school bus should be seen as an extension of the school with expectations and rules applying to users.

Important expectations for students are;

- **Safety** must be at the forefront of all students' minds when travelling to and from school. This begins when waiting for the bus, to boarding, travelling and leaving the bus. Particular attention to road safety must be considered at all times and remaining seated and with safety belt on at all times on the bus. Respect for other pedestrians must also be remembered.
- **Punctuality** is essential, in part as respect to fellow users and also to ensure that destinations are reached at the set times. Persistent tardiness cannot be tolerated.
- **Respect** to fellow students and bus employees is important.
- **Help** younger students, particularly with getting on and off the bus.
- **Assigned routes** will be set by the school and any related questions or requests should be addressed to the School Reception.
- Students may **only board** and **get off** at their assigned bus at their assigned bus stops. Failure to comply with this will be reported to the school.
- Students needing to **change** their daily or weekly bus travel arrangements must inform the School Reception, with parental authorisation, by 1pm on the day prior to the affected day, and preferably with a week's notice.

## Appendix D – Roles and Responsibilities – Infant Departures

Below are outlined the roles for members of staff to ensure an efficient and safe departure from the Infant Departure Point – Volleyball Court.

### School Office Staff

- Receive and record information about changes to students' travel arrangements and authorised adults picking students up.
- Update and display Departure Information Board on a daily basis.
- Check identity and record details of adults picking up students from school on an irregular basis.

### Teachers

- To escort students who are leaving school at 3.20pm to the volleyball court and supervise them until they are collected.
- Identify parents or named adults to collect students and hand the student to these carers.
- Monitor and take necessary action if any health and safety issues materialise.

### Infant Departure Supervisor/Key Stage Coordinator

- Monitor and control the Infant Departure process.
- Collect and display the Departure Information Board and ensure that changes are verified and applied. Any doubts should be referred to School Reception.
- Report any concerns to the School Reception.

### Drop-off/Collection Supervisor

- To open school gates at 3.15pm and close them at 3.50pm.
- Monitor and supervise traffic and parking, advising parents when needed.
- Any issues or concerns to be reported to School Reception.

### Parents

- To collect children within the set time frame.
- To be fully aware and vigilant of all safety issues related to collecting students, and driving and parking in the near vicinity of children.
- To inform the school of any changes to collection arrangements by 1pm on the day in question. Also to ensure that the *collecting adult* is fully aware of BSGC expectations related to procedures, safety and producing identification.



## Appendix E – Roles and Responsibilities – Car Departures from Sports Hall Area

Below are outlined the roles, responsibilities and expectations that must be followed in order to ensure an efficient and safe departure from the Sports Hall into waiting cars at 3.30 and 4.50pm.

### School Office Staff

- Receive and record information about changes to students' travel arrangements and authorised adults picking students up.
- Update and display Departure Information Board on a daily basis.
- Check identity and record details of adults picking up students from school on an irregular basis.
- Remind school visitors not to leave cars parked in front of the sports hall after 3pm.

### All Teaching Staff

- Ensure students leave classroom punctually, with time to reach departure points by the set time.
- Escort and supervise all primary students to the sports hall at departure time.

### Supervising Staff

- Staff to monitor and control students within the sports hall and help with their movement to their cars.

### Link Coordinator

- To liaise with the Drop-off/Collection Supervisor and pass-on information about which students' cars have arrived.
- Help control and ensure a smooth and efficient flow of traffic through the pick-up zone.
- Review Departure Information Board on a daily basis to ensure full information about changes to students' travel arrangements is known.
- Control supervise the safe and efficient movement of students to their cars.

### Drop-off/Collection Supervisor

- Overall responsibility for the safe and efficient functioning of the collection of students in cars from the sports hall area.
- Identify and share information on family cars and taxi's arriving to pick up students.
- Identify unknown/unauthorized adults and ask them to report to school reception before allowing students to enter this different vehicle.
- Control the flow and movement of traffic in the pick-up zone.
- Review Departure Information Board on a daily basis to ensure full information about changes to students' travel arrangements is known.

### Adults Collecting Students

- Arrive at the pick-up area at a suitable and appropriate time – e.g. secondary students depart from 3.40pm so arriving at school and waiting from 3.20pm causes congestion and delays.
- Remain with car.
- Collect student from the area adjacent to the sports hall doors.
- Follow the instructions and requests of the Drop-off/Collection Supervisor.
- Drive slowly and carefully at all times.

## Appendix F – Start of Year Bus Routes Letter template

Dear Parents,

We are writing to provide you with information about the organization of the school bus service for the start of the academic year.

Please find attached the bus schedule for Term 1 2023-24 and, as a previous user of the service, you have been assigned the same pick-up and drop-off bus stops as last year. If you would like to make a change to these assigned stops then please contact **information@bs-gc.net** as soon as possible so that we can amend the schedule. Also please contact the same email address if you do not wish to continue using the bus service for this year.

Please also see key expectations for the smooth and efficient functioning of the service. It is very important that all users follow these expectations as even small deviations within the process can mean significant delays and difficulties further down the line. Therefore, please could you;

- Ensure that you and/or your child are at the assigned bus stop at least 5 minutes prior to the set times on the schedule.
- Students to only use their assigned bus stop.
- Planned changes to a student's normal bus routine must be informed, **in writing** to the school office at **oficina@bs-gc.net** by 4pm on Thursday of the previous week to the change.
- Last minute, unanticipated changes to bus routines must be informed to the school office **by 11am, in writing to oficina@bs-gc.net , on the day of the change**. With these changes we cannot guarantee that the request can be complied with, although we will do our very best to help.
- All students must wear seatbelts during the entire bus route and need to follow instructions from the bus supervisor at all times.
- Although electronic devices are not allowed in school, students may use mobile phones during the bus route to play or read only. Students using devices should avoid music and loud noises, which may disturb others.

If need further information or have any questions please refer to the school website or contact the school.

Yours sincerely,



Julian M. Clark  
Headmaster

Appendix G - Daily Bus Travel Record

<b>Route:</b>					
<b>Date</b>	<b>Arrival/Departure Time</b>	<b>Reason</b>	<b>Issues</b>	<b>Action</b>	<b>Signature</b>

Appendix H – Sixth Form Lunch Arrangements Form

**Sixth Form Pupils Leaving/Arriving School for Lunch at Guillermo's Bar**

NAME	Date	Leaving Time	Signature	Arriving Time	Signature

En cumplimiento de la Ley Orgánica de Protección de Datos de Carácter Personal se le informa que los datos personales que nos ha facilitado sólo serán utilizados para la finalidad descrita en el formulario. Para ejercitar sus derechos de acceso, rectificación, cancelación y oposición , puede dirigirse C.E BRITANICO DE LAS PALMAS (BRITISH SCHOOL), Ctra. Tafira a Marzagán s/n, El Sabinal, 35017, Las Palmas de G.C.

## Appendix I – Bus Register Template

**BUS: L3 18/09/2017**

**15:50 El Fondillo**

CCCC

XXXX

**15:58 Estación Teatro Pérez Galdós**

Kkkk

BBBB

**16:01 Estacion San Telmo**

CCCC

MMMM

NNN

**16:07 Luis Doreste Silva / Carvajal**

**16:09 Luis Doreste Silva - HiperDino**

**16:15 Avenida Maritima / Torre Las Palmas**

**16:23 Juan Rejon / La Madera**

**16:25 Hotel AC**

**16:29 Juan Manuel Durán / Farmacia**

**16:32 Mesa y Lopez / Spar**

