

## USING THE St MARY'S SCHOOL BUS SERVICE 2024/2025 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 and you are satisfied to share personal information with Kura.

### Bookings

- When you make your booking, you are securing your seat for the whole academic year and your booking will be classed as a 'season ticket', the same as other public transport services.
- 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.
- 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

Payment will be via Kura Pay, rather than via the termly bills. You will still be able to book for the entire academic year. Payment will either be in full at the time of booking, or you will be able to spread the cost by choosing to pay monthly to the end to the booking period. The first instalment will be taken at time of booking. You will not be able to pay termly.

Payments will automatically be taken by debit or credit card.

The cost is per journey:

Stop point	Cost per journey
Trumpington Park & Ride	£1.75
Babraham Park & Ride	£1.75
Madingley Road Park & Ride	£1.75
Nutty about Pets, Hardwick	£2.10
The Hub, Cambourne	£2.50
Milton Park and Ride (AM ONLY)	£1.75
Swan Meadows car park, Saffron Walden	£3.00

## 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, it is your responsibility to ensure you have changed your bookings to reflect the afterschool clubs.

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

## 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.

## Refunds:

- Refunds are only available for periods of long-term consecutive absence, which must be discussed with and approved by the Bursar.
- Journeys booked but not taken are non-refundable, for example and not limited to, your child's exams, your child is late for the bus, you decide to collect your child up from school, etc.
- Any journey cancelled by you will not reduce the amount charged (unless in-line with the cancellation policy)
- Cancellations must be made in line with the cancellation policy set out below.

## 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](mailto: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, mobile phone number, and email address. We will also provide the child's name. By making a booking via Kura, you are agreeing to share this information.



## 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.
- If you have any allergies or asthma, please ensure you have your medication on the minibus with you.

#### **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.