



EPSOM

COLLEGE

SUPERVISION OF SCHOOL BUSES BY SENIOR PUPILS

Background:

For many of our Day Pupils, the four bus services running morning and evening offer an effective and safe method of getting to and from school each day. It is an important part of our appeal to parents who live some distance away from the school, but want their children to be Day Pupils. Many of those who use the service tend to be from our most junior pupils from the Lower School, M4, U4 and 5th Forms; many of the older pupils in the U6 drive themselves to school.

The College recognises that it can be quite daunting for our youngest pupils to travel on the school buses where they may not know any others, and that at times standards of behaviour may fall short of the College's expectations. The College is determined to ensure consistency in our expectations of pupil behaviour. By appointing senior pupils to take on the role of 'bus supervisors' we seek to maintain our high standards of behaviour.

Process:

For each bus two senior pupils (generally members of the Lower Sixth) who are recognised as being responsible and reliable members of the community, will be selected by the Second Master, to act as supervisors on journeys to and from school. Those selected will come from pupils whose journeys cover most, if not all, their particular bus route.

All pupils who travel on the school buses will be made aware of the names and authority of 'bus supervisors'.

Those selected will be given a 50% discount on their bus charges for the period in which they carry out the duties as noted below. Parents will be informed by letter from the Second Master; the Bursar will arrange for this discount to appear on the pupils' next end of term bill.

It is also hoped that this duty will give those selected some useful experience in the areas of leadership and responsibility.

Once the pupils have been selected, the Second Master will arrange a meeting with all the pupils to explain their duties which are set out below:

Duties:

- To ensure that all pupils on the bus, and particularly the junior pupils, are supervised to a standard acceptable to the school and in line with our expectations of pupils.
- To ensure good and proper behaviour at all times. This will involve behaviour in general, but also the behaviour of pupils towards each other.
- To sit close to the front of the bus to and from school each day - this is generally where the junior pupils sit.

- To report to the Second Master, or via their Housemaster/mistress as appropriate, any instances of poor behaviour by, or between, pupils. This should particularly include any instances where it is felt that behaviour of a bullying nature is taking place.
- To keep a register of all pupils who are travelling on the bus, morning and evening, and to deliver this register to Main Reception as and when requested by the Second Master or Bursar.

The duration for which any pupils selected as bus supervisors carry out their duties will be determined by the Second Master. Should a pupil wish to withdraw from this role, and thus stop receiving the bus charge discount, they must inform the Second Master in writing and giving notice of at least **two weeks**.

If it is reported that a pupil is not carrying out their duties as indicated above, the Second Master will investigate and has the right to withdraw a pupil from this role with immediate effect. The bus charge discount will be removed and parents informed.