

15 July 2020

Dear Parent(s)/Carer(s)

Year 6 Academy Minibus Arrangements for East Worlington and Lapford Pupils - Sept 2020

As your child will be travelling on the Academy mini bus to Chulmleigh for their Academy Year 6, we wish to inform you of timings and expectations:

Scheduled times

The year six bus will be running daily to bring in pupils to Chulmleigh from Lapford and East Worlington schools. Buses will depart from the schools at 8.30am and return by 4.00pm.

To ensure the buses run smoothly please note all points below:

- Please inform the East Worlington or Lapford school office in advance, should your child not be travelling on the bus **at any time**.
- Please ensure you arrive in time for your child to board the minibus as it arrives. The drivers **will not** wait for late arrivals.
- Scheduled designated dropping off points will be adhered to and no additional points will be available.
- Should the bus be delayed by traffic etc. we will endeavour to keep you informed.
- Adverse weather may result in cancellation of the minibus, you will be informed of any changes to the timetable via text message. Please keep your contact information up to date.
- In order to transport pupils safely, we need the cooperation of the pupils. Good behaviour is expected at all times of travelling. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers. Should the driver report any issues to the Heads of School you will be informed and asked to remind your child about appropriate behaviour on the bus.
- Should you have any concerns about the bus, please talk to your Head of School who will liaise with Mr Pullen, Estates Manager to resolve any problems.
- Your bus drivers will be: Kevin Swainson, Keith Luxton or Terry Pullen.

Please note these times may change slightly once journey times have been verified. We will notify you in advance of any possible changes.

In addition, should the situation arise where pupil numbers are low returning to home schools a combined bus will run, requiring a slightly later arrival time at one of the schools; to this end, please ensure your child knows in the morning whether they will be on the bus that afternoon. Parents will be notified via text mid-morning.

COVID-19 Precautions

Whilst the global pandemic still requires additional regulations and guidance please be aware that when travelling on the minibus, the two front passenger seats will be empty wherever possible. Pupils must follow the following rules:

- Pupils to line up in an orderly fashion and remain socially distanced when waiting for the bus.
- Pupils must sanitise hands when entering the bus.
- Face coverings are optional but pupils will need to be able to apply and remove them safely. During the day they are to be kept safely stored away in an airtight container or plastic bag.
- Pupils must remain in the same seat at all times and must wear their seatbelt.
- Pupils must face the front.
- Pupils must be seated from the back seats first and leave from the front seats first to reduce contact when walking past occupied seats.
- The driver will ensure maximum ventilation commensurate with the outside conditions.

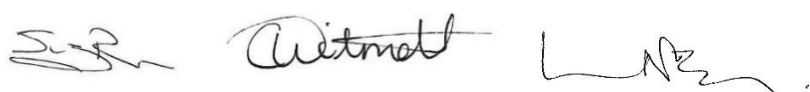
Younger Siblings Provision

Should you have younger children at East Worlington and Lapford Schools, the schools will be open for your child to come inside until the school day starts. At the end of the school day, siblings of your Year 6 pupil will be entitled to a place in the after school provision until 4.00pm, when the Year 6 minibus will arrive back at each School.

We hope the Year 6 have a wonderful time at the Year 6 Academy as those have before them and enjoy this important transition year.

Thank you for your cooperation and continued support.

Yours faithfully,



Suzie Pinn, Clare Wilmott and Lully Newman
Heads of School