



EARLY DEPARTURES POLICY

In the end of term mailing, parents are sent a form headed:

'LEAVE OUT WEEKENDS AND HALF TERM DESTINATIONS AND REQUESTS FOR EARLY DEPARTURE', detailing travel plans and destinations for Leave outs, Half Term and the end of the following term. This is to be returned to the Housem at the start of each term.

Ten days before the coaches run, the Deputy Head: Logistics sends a House List to House Admin in each House.

The Housem or Assistant enters a tick on the House list against the names of pupils who intend to leave for a stated destination, either by train, by taxi or by coach. Those travelling by coach or minibus must sign against their name. If in doubt, and possibly to save Housems' time later, pupils should check with their parents that permission has been sought from the Housem to leave early.

The Housem or Assistant checks that a request from parents has indeed been received and agreed, and emails the list to the Transport Manager (PJ Beales) no later than break on the Monday.

As a matter of courtesy, pupils should request permission from teachers to miss lessons.

In the lead-up to the Friday, the Housems emails the MIS Administrator who records on SIMS the planned absences for each pupil, so that teachers are able to check.

A pupil who turns up for a coach unexpected will be denied carriage if the coach is full. Any pupil who fails to observe the protocol will normally be gated.

Housems are asked to inform the Deputy Head: Logistics if parents fail to follow the procedure.

BEHAVIOUR ON COACHES

PUPILS TRAVELLING ON COACHES ARE STILL SUBJECT TO COLLEGE RULES

1. Every passenger travelling by coach must be aware that any behaviour which distracts the driver is endangering the lives of others on the coach and indeed those of other road-users. There must be no excessive or sudden noise, no unnecessary walking up or down the central aisle, no smoking and no drinking of alcohol.
2. It is each individual passenger's responsibility to look after his or her own luggage, to make sure that he/she gets off at the right stopping point and, on return journeys, arrives punctually at the right pick-up point.
3. No luggage or anything which could impede exit in the case of emergency is to be stowed in the central aisle.
4. It is the responsibility of every passenger on every coach to see that there is no litter left in the coach either on the journey home or on the return journey.