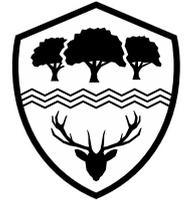


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MEDEN
SCHOOL

Meden1 & Meden2 Bus Application Process

The Meden1 & Meden2 Bus service is a free service run by Stagecoach on behalf of Meden School. It is to provide transport to and from school to pupils who live in the New Ollerton, Kings Clipstone and Edwinstowe areas (Bus catchment area)

Applications must be made EVERY ACADEMIC YEAR, and the instructions are below on how you apply. Please read carefully.

The service is very popular, and we hope to be able to offer all students a place on the bus. The bus does have a maximum capacity and so in the event of receiving too many applications we may have to prioritise allocations based on their main residence.

Initial priority will be given to children, whose main residence is in the New Ollerton/Ollerton, Edwinstowe or Kings Clipstone area. Any student who cannot be offered a place initially will be placed on a waiting list for the next available space.

Each bus has a maximum number of seats and due to changes in attendance we do over allocate each bus by 10 places, knowing that in the unlikely event that every student with a pass boards the bus on that day, the bus can legally carry up to 14 standing passengers. We want to avoid any student having to stand so we would ask that students do not take up extra seats with bags etc. We also know that for all sorts of reasons, rarely does it happen that every single pupil catches the bus on any school day, but it is important that you are aware that this may be the case on occasion.

We do provide a bus pass, and they are a different colour for each bus and change every year. Students must show this pass to the driver on entry. Without a pass they may be turned away so it is vital your child looks after their pass and seeks a replacement from the finance office, should they lose theirs.

HOW TO APPLY

Applications are submitted online using the following link or QR code
<https://forms.office.com/e/MJKTaM90qT>

The deadline for all applications is **6pm on Friday July 4th**
Late applications will be processed separately.

Once you have been allocated a place you will receive an email to confirm this and your pass will be posted to your home address or handed out directly if we can.



RULES FOR USING THE SERVICE ONCE ALLOCATED

- Children must travel on the bus they are allocated to. They are allocated purely on location. They cannot have a pass for each bus, neither can they choose which service they want to use.
- **Students should arrive at the bus stop at least 5 minutes early** and wait sensibly until the bus arrives.
- As the bus approaches, students are asked to indicate to the bus that it needs to stop by putting out their arm - this is especially important if you are not in uniform or there are only a few of you waiting for the bus.
- Your child will not be allowed on the bus without the correct pass. No pass = No entry.
- On entering the bus, students should find a seat quickly and sit down. There is a seat for everyone and although the bus is legally able to carry a small number of standing passengers, this is something we want to avoid.
- We do not allocate seats for bags or other personal belongings, and these must not be used to prevent another passenger from occupying a seat.

CATCHING THE BUS HOME

- At the end of the school day students should line up on the tennis courts, opposite the school according to their allocated bus. This is a safety measure, and students will be directed, by staff, to the bus once it arrives.
- Bus passes must be available to show to staff/driver.
- Road safety is of the utmost importance and once they reach their destination, students should always wait until a bus has left the stop before attempting to cross any road.

LATE BUS

On Mondays and Tuesday there will be a late bus to enable students who access enrichment opportunities to return home afterwards. Students with either a MEDEN1 or MEDEN2 pass can access this bus.

BEHAVIOUR ON THE BUS

Meden have high standards of behaviour, and the same expectations extend to the use of the buses. Failure to behave sensibly on the bus or to follow instructions will result in a ban from using the bus and if we have anyone on the waiting list, your place may be allocated to someone else. You will then have to make your own arrangements to get to school. This is very important to safeguard all children and staff.

LOST PROPERTY

If you do lose something on the bus, then you will need to contact Stagecoach directly and you can do this via telephone or by completing an online form.

Stagecoach telephone 0345 241 8000

For online queries <https://www.stagecoachbus.com/help-and-contact/contact-us>

LOST BUS PASS

If a pass is lost, then students must see Mrs. Coulson in the finance office asap for a replacement. 1 free replacement will be given, and further replacements will incur a charge of £3.

We hope this letter has answered all of your questions regarding the bus. Please get in touch if you require any further information. Email office@medenschool.co.uk