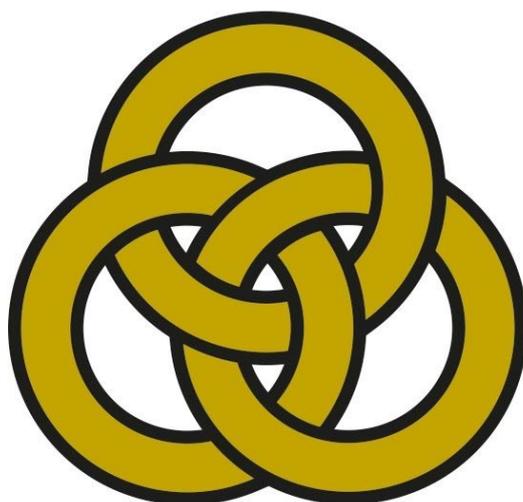


**Trinity Catholic College  
Secondary School**

**Part of the Nicholas Postgate Catholic  
Academy Trust.**



**Home to School Transport  
2020-2021**

**A guide for young people, parents and carers**

Trinity Catholic College Catholic Secondary  
Saltersgill Ave  
Middlesbrough  
TS4 3JW

## Introduction

The School has arranged transport provision for areas in Middlesbrough for the academic year 2020-2021, at the request of parents/carers.

This guide provides information on the transport service we have put in place and outlines the standards that we expect in return. This ensures that we provide a service that is safe, comfortable, and reliable and represents value for money for parents and carers. The guide is divided into four parts:

Part 1 – Information about the School Transport service

Part 2 – Passenger Code of Conduct

Appendix 1 – Bus Timetables

Appendix 2 – School/ Parent / Passenger Agreement

## Part 1

### Dedicated Bus Service

The Trust has appointed **Jack's & CMC Coaches** to run **8** buses for home to school transport. The routes were based on numbers of applications and home locations of the students wishing to use a service. The routes have been designated as follows:

**Jack's 4 - Ormesby & Park End**

**Jack's 5 - Cargo Fleet**

**CMC 6 - Ingleby & Hemlington**

**Jack's 7 - Trimdon & Marton**

**CMC 8 - Nunthorpe & Coulby Newham**

**CMC 9 - North Ormesby & Longlands**

**CMC 10 - Middlesbrough Town & Linthorpe**

**CMC 11 - West Lane & Acklam**

Timetables for the academic year 2020-2021 can be found at Appendix 1.

### Cost of Travel

The cost of travel for the academic year 2020-2021 is **£407.41**.

This can be paid in full, half termly or in ten monthly instalments. Students will be issued with a termly pass at the beginning of each term, however, failure to make payments on time will lead to the withdrawal of the pass.

## Payment Amounts

Payment Options	Full Payment	Sibling Payment
Full Payment	£407.41	£203.70
Half Termly (6 Terms)	£67.90	£33.95
Monthly (10 Months)	£40.74	£20.37

**All payments need to be made through Parent Pay due to the current COVID 19 situation we are unable to accept cash or cheque.**

**Year 7 pupils are currently not on Parent Pay. Please do not worry we will send a text when this is available to make payment in September.**

Parents/Carers who believe they are entitled to free transport should contact Middlesbrough Borough Council. If you require a coach from East Middlesbrough and live more than 2 miles from the College and receive free school meals or maximum Working Tax Credits. If you wish to travel on these coaches you can apply to the Council Integrated Transport Office by filling out an application form online at [act@middlesbrough.gov.uk](mailto:act@middlesbrough.gov.uk) or telephone 01642 353447 for help with school transport costs.

### Changing Address

If you are planning to move house, and will require a bus pass for an alternative route, please let us know as soon as possible. If there is not a seat available in certain circumstances part of the fee that has been paid may be refunded.

### Transport Operator

The appointed bus company for the academic year 2020-2021 is:

Jack's Coaches	CMC Coaches
Bolckow Road Industrial Estate	1 Owens Road
Stapylton Street	Skippers Lane Industrial Estate
Middlesbrough	Middlesbrough
TS6 7BJ	TS6 6HE

Jack's & CMC Coaches only use approved drivers and it will usually be the same driver each day for both journeys. Approved drivers are subject to an enhanced Disclosure and Barring Service (DBS) check and must also attend further driver training.

The company is required to provide vehicles that are clean, roadworthy and fit for purpose. The same vehicle will normally be used each day, although there will be occasions when a change is needed, for example when vehicles are off the road for maintenance.

Vehicles should be driven in a safe manner and in accordance with the Highway Code and speed limits at all times. Drivers should be polite and respectful of passengers and other road users and should avoid using language that may cause offence. Drivers must not smoke at least 30 minutes before picking up children. If you have any concerns over the vehicle or driver, please let us know.

### Refusal to Travel

It is the right of the driver to refuse travel to any passenger under the following circumstances:

- Failure to produce a valid pass;
- Verbal or physical abuse towards the driver or another passenger;
- Any behaviour deemed to make driving conditions unsafe;
- The bus is at its legally safe capacity for passengers.
- **Failure to wear protective face mask/covering (COVID 19 regulations only)**

### Bad Weather

In the event of extreme weather, the bus service may need to be withdrawn or sent early. The school will make decisions based on local information and there will be times for safety reasons when we will need to withdraw certain services. Regular updates are posted on the Academy Social Media and [trinity.npcat.org.uk](http://trinity.npcat.org.uk) the local authority website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) and on local radio stations.

There will also be times when the school needs to close early and the buses will be brought in as soon as they are available. The school will make every effort to inform parents/carers, by text or email, when this happens so that they can be at home in time to meet their children. Please note that the driver has the discretion to alter the route in accordance with prevailing road conditions and will attempt, where safe, to drop children at the usual drop off points.

During times of adverse weather such as snow/ice, access into some residential streets for the buses can be very difficult and we may be informed that a different pick up and drop off point will be used, for example on a main road. The driver will inform the students of any change in the arrangements.

### Time Keeping

The transport service needs to operate on time. This means that passengers also need to be ready on time. Buses will not wait for those who are late nor shall they pick up/drop off at non designated stops. If students miss the bus, it will be the responsibility of the parents/carers to ensure that they get to school at their own expense.

Bad weather, traffic incidents and road works can all lead to delays but concerns regarding the service provided should be raised with the school.

### Concerns and Complaints

We rely on feedback from young people and parents/carers on the level of service that is provided. Please let us know as soon as possible if you are unhappy with the service or wish to complain. It helps if you can provide as much detail as possible; date, name of driver, frequency, what happened, etc. Leaving problems to build up does not help and without key information it can be very difficult to challenge drivers and transport operators.

We also welcome compliments and positive suggestions for improvement.

### Review of Transport Provision

The school will carry out a full review of the transport provided during the academic year. As part of the review, passengers and parents/carers will be asked for their comments on the journey, cost and convenience of the service. This will be used to provide key information to enable us to review the quality and needs of the service in the future.

## PART 2

### CODE OF CONDUCT

Why have a code of conduct? We know that most young people behave well on school transport, but occasionally the behaviour of a few can make the journey unpleasant for everyone, and can sometimes endanger others. We have a code of conduct because we want everyone to stay safe and travel in comfort.

Parents/Carers and students should complete the Code of Conduct agreement at Appendix 2 and return this to the school before the first day of term.

## Passenger rules

Passengers must:

- Always carry their pass when using school transport. This must be shown to the driver when boarding the vehicle. Travel will be refused without a valid pass. (The school will levy a charge of £2.00 for replacement passes that have been lost or damaged.)
- Behave in a courteous and safe manner which does not threaten the health, safety or comfort of other passengers, staff or other road users. Bullying will not be tolerated.
- Remain seated in the vehicle during travel and avoid unnecessary movement around the bus.
- Always use the seatbelts provided.
- Respect the rights and feelings of others
- Store baggage in appropriate spaces or under seats. Bags should not be left in aisles or on seats.
- Ensure that they take all their belongings with them when they leave the bus. (Please note that passengers are responsible for their own belongings and the school are not liable for any loss or damage to student property)
- Leave the vehicle in a clean and tidy condition, taking any litter with them.
- **NOT** eat or drink on the bus.
- **NOT** smoke or vape. This is forbidden by law on buses. Lighters and matches must not be brought onto the vehicle.
- **Wear protective face mask/covering (COVID 19 regulations only)**

## Safe Travel Rules:

- Passengers waiting for the bus should
  - stand on the pavement, well back from the road. It is dangerous to play around at bus stops.
  - wait for people to get off the bus before getting on.
- During travel passengers should follow the driver's instructions and do not distract the driver when the vehicle is moving.
- After alighting from the bus, passengers should
  - make themselves aware of their surroundings
  - wait for the bus to pull away from the kerb before crossing the road after alighting and be aware of what is around them
  - check that it is safe to cross

## Behaviour

Young people need to be aware that their actions on the school journey could have very serious consequences. We will take action against anyone failing to meet the required standards, including fixed term or permanent exclusion from the bus

## Sanctions

**The journey to and from the school is regarded as part of the school day, and as such, all the school rules must be followed. The Academy will work with the bus company to manage standards of behaviour on vehicles. The following sanctions may be applied:**

- *Fixed term or permanent exclusion from the bus*
- *Billing parents/carers for the cost of any damage caused to the vehicle by their children*
- *Reporting acts of vandalism, theft, assault (verbal and physical) to the police for further action.*
- *Please be aware if transport is withdrawn, the school will not provide any alternative travel arrangements and all transport costs will fall on to parents.*

## Anti-Bullying

The school takes bullying very seriously and expects the support of students, parents/carers and the bus operators as well as staff to stop this activity. Bullying should not be accepted as an inevitable part of school life, nor as a necessary part of growing up. Everyone in the school community is required to take on the responsibility of ensuring a happy and secure environment for staff and students, so that all will benefit from the opportunities made available to them.

Students concerned about incidents of bullying on a school bus can speak to their Form Tutor or Pastoral leaders, a member of the Student Council, or an Anti-bullying Ambassador. In certain circumstances 'buddying' arrangements with an older student or a group of students may be set up.

## Breaches of Conduct

A senior member of staff will initially investigate any breach of conduct by students when travelling on the school bus service. Any serious breach of conduct will be subject to the terms of disciplinary procedures already in place.

## Appendix 1

### Bus Companies:

Jack's Coaches  
 Bolckow Road Industrial Estate  
 Stapylton Street  
 Middlesbrough  
 TS6 7BJ

CMC Coaches  
 1 Owens Road  
 Skippers Lane Industrial Estate  
 Middlesbrough  
 TS6 6HE

### JACKS 4

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
7.40	Normanby Top	15.19
7.41	Skippers Lane	15.18
7.43	St Gabriels Church	15.16
7.46	Ormesby Road (Priestfield Shops)	15.13
7.47	Ormesby Road (Croxden Grove)	15.12
7.48	Ormesby Road ( Sandringham Road)	15.11
7.49	Ormesby Road ( Kelvin Grove)	15.10
7.50	Ormesby Road (Ormesby Grange Care Home/Tad Centre)	15.09
7.53	Ormesby Road (Norfolk Place Shops)	15.07
8.00	Ormesby Road (Dionysia Road)	15.04
8.04	Ingram Road (Various Stops)	15.01
8.08	Overdale Road (Various Stops)	14.57
8.20	Trinity Catholic College	14.45

### JACKS 5

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
7.56	Cranmore Road (Various Stops)	15.07
7.58	Corpus Christi Cargo Fleet Lane	15.05
7.59	College Road	15.04
8.01	Greenway (Various Stops)	15.02
8.13	Cargo Fleet Lane (Fulbeck Road Shops)	14.51
8.19	Trinity Catholic College	14.45

## CMC 6

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
7.55	The Rings, Ingleby	15.10
7.57	Blair Avenue	15.08
7.58	Roundhill Avenue	15.07
8.00	Sober Hall Avenue	15.05
8.07	Stainton Village	14.58
8.09	Stainton Way / Cass House Road	14.56
8.11	Viewley Hill Shops	14.54
8.15	Hemlington Hall Road	14.50
8.18	Low Lane	14.47
8.19	Blue Bell	14.46
8.20	Trinity Catholic College	14.45

## JACKS 7

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
7.45	Mandale Road	15.20
7.46	Coronation Pub	15.19
7.49	Trimdon Avenue	15.16
7.5	Trimdon Shops	15.15
7.53	Baldoon Sands Loop	15.12
7.55	Trimdon Avenue Various Stops	15.10
8.10	Gunnergate Lane, Marton	14.55
8.12	Rudds Arms, Marton	14.53
8.20	Trinity Catholic College	14.45

## CMC 8

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
7.35	Ormesby Bank	15.11
7.39	Nunthorpe Shops	15.08
7.45	Stokesley Road/Guisborough Road	15.06
7.47	Beverley Road/Gypsy Lane	15.05
7.48	Guisborough Road	15.03
7.50	St Bernadette's/The Avenue	15.02
7.52	Southern Cross (Stainton Way Bus Stop)	14.59
7.56	Brass Castle Lane	14.58
7.58	Turnberry Way	14.56
8.00	The Fairway	14.53
8.04	Lingfield Way	14.52
8.06	Bonnygrove Loop	14.51
8.08	Parkway Shops	14.49
8.10	Newham Way	14.48
8.12	Sandyflatts Lane	14.47
8.14	Trinity Catholic College	14.45

## CMC 9

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
7.45	Birchington Avenue (Bull Ring)	15.20
7.48	Fabian Road	15.17
7.53	Boyds Shops	15.12
7.56	Buccaneer	15.09
7.58	Kings Road	15.07
8.01	North Ormesby Market Place	15.04
8.06	Marton Road / Stamford Street	14.59
8.09	Marton Road / Breckon Hill Road	14.56
8.11	Longlands Shops	14.54
8.13	Highfield Hotel	14.52
8.15	Keith Road	14.50
8.20	Trinity Catholic College	14.45

## CMC 10

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
7.56	Borough Road	15.07
08:00	Linthorpe Road	15.05
8.04	Ayresome Street	15.01
8.05	Ayresome Green Lane	15.00
8.07	St Barnabas Road	14.58
8.09	Linthorpe Road	14.56
08:10	Eastbourne Road	14.55
8.14	The Vale	14.51
8.20	Trinity Catholic College	14.45

## CMC 11

Pick Up Time AM	Pick Up and Drop Off Point	Drop Off Time PM
8.01	Union Street	15.04
8.03	Longford Street	15.02
8.05	West Lane	15.00
8.07	Acklam Road	14.58
8.09	Whinney Banks	14.56
8.11	Cambridge Road	14.54
8.13	Roman Road	14.52
8.16	Emmerson Avenue	14.49
8.20	Trinity Catholic College	14.45

## Appendix 2 – Code of Conduct

### Student

I \_\_\_\_\_ have read the booklet “Home to School Transport 2020-2021” and understand what is expected of me as a passenger.

- I would like to travel on \_\_\_\_\_ bus.
- I will abide by the rules set out to ensure that everyone has a safe and comfortable journey to school.
- I understand that failure to comply with the rules may lead to the withdrawal of my bus pass.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Carer

I \_\_\_\_\_ have read the booklet “Home to School Transport 2020-2021” and understand what is expected of my child/ren whilst they are travelling on the school service.

- I will ensure that my child is aware of the rules in order to comply with the code of conduct
- I will inform the school if I am unable to pay any balance on the account
- I am aware that I may be liable for any damages caused by my child to the vehicle
- **I am aware that failure to comply with the code of conduct will lead to the removal of the bus pass and that refunds may not be given for any unused travel.**
- I will pay the full required amount via Parent Pay for the bus pass, either in a

Full Amount

Half Termly  
(6 Terms)

Monthly Instalments  
(10 months)

(please tick as appropriate)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to School no later than Tuesday 25th August**

