

**Travel Information  
Academic Year  
2020-2021**



**St Joseph's College**

## Travel Information

St Joseph's College operates its own in-house, transport scheme with a fleet of College minibuses and dedicated drivers. All of whom are employed by the College, are fully trained and have first aid training. This bespoke service offers parents peace of mind, particularly for our younger Prep School passengers.

**Routes:** currently run via Colchester, Dedham Vale, Ipswich, Sudbury, Woodbridge, Felixstowe, Tendring and Hadleigh. The routes and pick up times are listed in this document however, timings are subject to traffic conditions. Additional stops may be requested at the time of making a termly booking as long as they are on the designated route. These will be agreed if they are safe and do not adversely affect the route timings. Requests for additional stops should be made on the booking form.

In addition, if travelling by train, we offer a complementary shuttle service to and from Ipswich railway station, subject to availability, for both mornings and afternoons - please telephone the College for further details.

**Booking:** Please find a full timetable, current price list and booking form in this booklet. For any other enquiries about our transport service, please contact the College's Transport Supervisor via [transport@stjos.co.uk](mailto:transport@stjos.co.uk).

This is a driver only service; there are no additional staff to supervise students. Thus, students are expected to conform to the Code of Conduct, as outlined below. By making a booking to use a College bus it will be assumed that parents and students clearly understand the expectations of the student when using this service. We reserve the right to withdraw the service in the event of repeated poor behaviour.

There are limited spaces available on our services and places are issued on a first come, first served basis. Temporary or one-off journeys may be available in exceptional circumstances with the prior agreement of the College and if space allows. **Charges are based on return journeys Monday-Friday inclusive throughout the term and are levied termly to the parent's fee account.**

**Please note:** in the afternoon, buses normally depart at 5.00pm after our Development Hour however, at the end of each half term departure is at 4.00pm.

As traffic flow can have a significant bearing on timings, please be at your stop in the morning five minutes before the stated leaving time as drivers are unfortunately unable to wait.

**There will be separate instructions for Covid restrictions issued prior to the start of the Christmas Term 2020.**



**Age Restrictions:** There is no minimum age to use this service. However, students must be independent, including fitting of seat belts and booster seats (if required). Where there is a legal requirement for a child to use a booster seat, this must be provided by parents, and stored at the College during the day. Booster seats cannot be left on a bus. We reserve the right to withdraw use of a service if we feel that a student is not able to manage independently on a College minibus.

**Pick up Procedure:** Please ensure your child is at the pickup point in the morning in good time (5 minutes before the designated departure time), as the bus will not wait for late arrivals. Several of the stopping points, though safe for a short halt, would cause serious inconvenience to other road users if the bus waited for more than the minimum time. **In the event of a student not being at the designated stop, the driver will continue on route.**

**Drop off Procedure:** Senior school students will be dropped at the designated stop and allowed to walk home, or wait for a parent unsupervised. Prep School pupils will only be dropped if there is a parent or nominated adult to meet them. In the event that a Prep School child is not met the driver will continue on his/her journey and attempt to drop the child on the return. If there is still no one to meet the bus, the driver will return the child to the College and supervise them. Parents will be given the Transport Supervisor's contact details to be used in the event of an emergency.

**Important Notice to Parents:** When using any of the bus services offered, it is the parent's responsibility to ensure that their child is safe and secure in their transit between pick up/drop off points and home.

**Pricing:**

Below are the prices for the St Joseph's College Bus Clubs for the academic year 2019/20. The Christmas term 2020/21 charge will remain the same as the previous academic year and any change in price for the following terms will be notified ahead of the start of the Lent term 2021. Prices are per term and will be invoiced termly, in advance.

Location	Daily	Christmas Term	Lent Term	Summer Term	Annual Cost
Colchester	£8.65	£562.25	£493.05	£406.55	£1,461.85
Dedham Vale	£8.55	£555.75	£487.35	£401.85	£1,444.95
Ipswich	£5.65	£367.25	£322.05	£265.55	£954.85
Sudbury	£9.50	£617.50	£541.50	£446.50	£1,605.50
Felixstowe	£7.60	£494.00	£433.20	£357.20	£1,284.40
Tendring	£8.90	£578.50	£507.30	£418.30	£1,504.10
Hadleigh	£9.15	£594.75	£521.55	£430.05	£1,546.35
Woodbridge	£8.30	£539.50	£473.10	£390.10	£1,402.70



## Bus Travel Information

All times listed are leaving times. Individuals should be there 5 minutes prior to departure.

### 1. Colchester Travel Club: Mr T Ryan (mobile 07834 175605)

0720	Football Stadium, Colchester	0750	Moore Road, Langham
0725	Langham Road, Boxted	0752	School Road, Langham
0730	Maximus Drive, Colchester	0755	Lamb Corner, Dedham
0735	Ipswich Road, Colchester	0825	Arrive St Joseph's College
0740	The Crown, Ardleigh		

### 2. Tendring Travel Club: Mr N Camu (mobile 07934 298122)

0710	Thorpe Road, Little Clacton	0740	Horsley Cross, Tattingstone
0720	Landermere Road, Thorpe-le-Soken	0815	Arrive St Joseph's College
0725	Beaumont-cum-Moze		

### 3. Dedham Vale Travel Club: Ms T Khalil (mobile 07501 464145)

0725	Lawford	0805	Stratford St Mary
0740	Ardleigh	0810	Belstead
0755	Coggeshall Road, Dedham	0820	Arrive St Joseph's College
0750	Dedham		

### 4. Sudbury Travel Club: TBC (mobile 07595 568370)

0700	Waitrose Lorry Park, Sudbury	0800	Stratford St Mary
0715	Little India, Little Maplestead	0810	Belstead
0720	Red Bus Layby, Halstead	0820	Arrive St Joseph's College
0725	Earls Colne		

### 5. Woodbridge/ Ipswich Travel Club: Mr D Owen (mobile 07720 091479)

0705	Woodbridge	0755	Woodstone Avenue / Henley Road
0715	Little Bealings	0800	Ivry Street / Broughton Road
0745	Tuddenham Road	0820	Arrive St Joseph's College

### 6. Felixstowe Travel Club: Mr K Orris (mobile 07860 846090)

0730	Grange Farm, Felixstowe	0750	The Trimleys
0740	Undercliff Road, Felixstowe	0820	Arrive St Joseph's College
0745	Brackenbury Sports Centre		

### 7. Hadleigh/Boxford Travel Club: Mr C Culham (mobile 07834 175604)

0730	Boxford	0800	Burstall, Sproughton
0745	Magdalen Road Car Park, Hadleigh	0815	Arrive St Joseph's College

For all enquiries please contact the Transport Office: [transport@stjos.co.uk](mailto:transport@stjos.co.uk)



## Bus Club: Booking Form

Parent's Name:	
Address:	
Postcode:	
Telephone Number:	
Email:	

### DETAILS OF PASSENGERS

	Student 1	Student 2
Name:		
Date of Birth:		
Form / Year:		
Date of commencement for passenger using bus:		
Bus route required:		
Bus stop required:		

I accept that the fares will be charged to my St Joseph's College fee account to be paid termly in advance. All bus clubs require **one term's notice** if my child/ren no longer require the service. I can confirm that I have read and accept the St Joseph's College Bus Club Rules on behalf of my child/ren as well as the General Terms and Conditions for the In-house Bus Club Service.

Signature of parent: \_\_\_\_\_

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

For 3 or more children, please use a duplicate of this sheet, attach both sheets and return together to the Transport Office.

Please complete and return this form to: Transport Department - [transport@stjos.co.uk](mailto:transport@stjos.co.uk)



## BUS PASSENGER CODE OF CONDUCT / HEALTH & SAFETY CONTRACT

(Expectations for behaviour on the College minibuses and Health and Safety Contract for students)

Students travelling on the College minibuses represent St Joseph's College and accordingly must act responsibly and respect the following rules:

1. Remain seated with seatbelts fastened from boarding the bus and until the bus has come to a standstill at school/drop-off points.
2. Will not take other students' belongings, throw anything on the bus, call out or deliberately annoy other students or the driver.
3. Be courteous and considerate to the driver and other students on the bus. Unkind or bullying behavior is not acceptable.
4. Obey instructions given by the driver.
5. Keep noise level low to avoid distracting the driver.
6. Older students are expected to take some responsibility for younger students, helping if there are any difficulties and alerting the driver or a member of staff of any concerns.
7. Students should be considerate and courteous to members of the public.
8. Place all rubbish into the bins/bags provided before leaving the bus.

Failure to adhere to these simple rules may jeopardise the safety of all concerned. Any incidents or allegations regarding poor or unsafe conduct will be investigated. Students who abuse the rules can expect to lose the right to travel on College buses.

Any concerns regarding the behaviour of students on College buses should be reported to the Transport Supervisor, who will forward the information to the relevant Head of Faculty/Principal.

We have read and understood this Health and Safety Contract. We agree to uphold this contract and support the staff of St Joseph's College and any other provider used by the College.

Signed: .....(parent/guardian)

Signed: .....(student)

Name: ..... (student) print Date:.....

The information you give us on the Bus Booking and Health & Safety Contact Form is used by the College as part of the process to allocate seats on the College buses. Personal data on these forms is stored securely by the College; we ensure that appropriate technical and organisational measures are in place to ensure its security in line with GDPR. If you do not accept the offer of a seat we will only keep the information for a long as we need to, but will destroy it within in one term. For more information about how the College uses your and your child's information, please see our privacy notices on the College's website: <https://www.stjos.co.uk>. Where you are providing personal data in relation to your child aged 12 years or older, please ensure that he or she is happy for you to provide this to the College. You should also show him or her a copy of the Student Privacy Notice and discuss it with him or her.





**GENERAL TERMS AND CONDITIONS FOR THE IN-HOUSE BUS CLUB SERVICE  
TO AND FROM ST JOSEPH'S COLLEGE**

1. Background St Joseph's College runs this bespoke in-house service to enable parents requiring assistance in getting their children to and from school. The service is run on a day-to-day basis by the Transport Supervisor. A list of the current bus routes is enclosed.
2. Financial Policy The service, including overheads, is paid for by those parents using the service and is subsidised by the College. Charges will be collected termly via the College billing system. In the event that a child does not use the place for a day or period of days, no refunds can be given.
3. Timetable The morning timetable is designed to allow the student to arrive at the College in good time for the start of the working school day. Normally students arrive on time, but given the level of traffic congestion in the area, it is not possible to guarantee this will always happen. Parents should take this into account when their child has an early start for a public examination.
4. Booking & Allocation of Places Parents wishing to use the service must complete a Booking Form. Once a place is allocated it will remain with the student unless:
  - The place is withdrawn in accordance with Paragraph 7.
  - Notice is given to cease using the service in accordance with Paragraph 12.
  - Demand for the particular route falls to such a point that it is no longer economically viable. In that case a place on an alternative service will be offered, if feasible.
5. Service It is the objective of the service to provide a place for every student for whom a booking form has been received and who resides within the catchment area. Wherever possible this will be on the route requested by the parent. Where this is not possible, the student will be placed on a waiting list and allocated a seat on the preferred route as soon as a place becomes available. Temporary alternative arrangements may be offered.
6. Pick Up & Drop Off Points The pick-up and drop off points will be notified by the College to all parents who use the service. Bus drivers are only permitted to stop at these points and are expressly forbidden from deviating from this schedule. It is the responsibility of parents to ensure their child arrives at the pick-up point in good time and that they are adequately supervised until the bus arrives. Morning and afternoon arrangements must take account of delays caused by traffic congestion.
7. Supervision on Buses Whilst the College bus service is run by its own minibus drivers, there are no supervisory staff on the buses and it is to the credit of the students that instances of poor discipline are rare. Nevertheless, bus drivers have instructions to report all such instances and the College treats reports of this nature in a very serious manner. Normally, one warning will be given and any repeated occurrence may lead to the student's place on the bus being withdrawn temporarily or permanently without refund. Where the incident is of a very serious nature, the withdrawal will be immediate.
8. Safety In the mornings, students are dropped off on campus. When on a minibus your child must remain seated at all times and use the safety belt provided. Parents are asked to impress upon their children the importance of using the seatbelt.



9. Departure In the afternoon, buses depart promptly from College and it is important your child appreciates the need to go straight to the appointed bus park at the end of the school day.
10. Change to Routes etc. In order to run a cost effective and punctual service, the College may need from time-to-time, to alter the bus arrangements. We must therefore reserve the right to alter routes, pick up points, times and use external bus companies. We will endeavour to keep changes to a minimum and provide as much warning as the circumstances allow.
11. Visitors Where your child is hosting a visitor at their school e.g. overseas exchange student, or wishes to take a friend home, the parent must first contact the Transport Supervisor and check there is space available on the bus.
12. Notice The notice period is one term. The notice must be in writing and received by the Transport Supervisor by 12.00pm on the first day of the new term. Notice is not required where the student is leaving at the end of the Upper Sixth Form Year.
13. Termly Charge The termly charge will normally remain the same for the whole of the academic year however, we do reserve the right to make changes in-year and pass on increased costs above that allowed for in the business plan. The charge for the next academic year will be notified to parents by no later than 31 March annually.
14. Emergencies In the event of an emergency e.g. minibus breakdown, the Transport Supervisor will endeavour to establish the nature of the problem and pass the information to parents.

