



May 2022

To: All Staff, Students and Parents

REVISED BUS ARRANGEMENTS FROM 6TH JUNE 2022

Please be aware that after the half-term break, Prince Henry's will be changing its arrangements for the arrival and departure of the buses. The school has requested that County Transport ensure buses arrive punctually in the morning, and also in the afternoon, ready for a prompt departure at the end of the school day.

The following arrangements will be put in place from Monday 6th June 2022.

Buses will no longer drop off and collect students in Victoria Avenue in front of the main school building. Instead, drop off and collection will take place on the school's main car park, which will now be designated as a bus bay during the school day. This will improve student safety, by enabling them to access buses from a defined area on the school site, rather than the public highway. It will also improve traffic flow and ease congestion on Victoria Avenue at the start and the end of the school day.

In the morning, buses will now stop in the new bus bay, to allow students to alight adjacent to a new footpath to follow directly into school. This will be clearly marked out with a blue box. Buses will only allow students to alight at this point. If there is a queue of vehicles, buses will wait for the bus in front to move, before moving into the correct position where students can alight. **Students alighting from buses must use the new footpath from the top car park and enter school through the Sports Hall entrance.** School staff will be on hand on the morning of 6th June to provide support and guidance for students as they arrive.

At the end of the day, buses will wait in the new bus bay area of the car park. **Students who catch buses will no longer wait in designated classrooms or leave school through the main front doors.** Instead, they will make their way via the rear of the school, or the Sports Hall entrance to the bus bay via the new footpath to board their buses under staff supervision.

Bus numbers for any buses that have **not** arrived by 3.35pm will be highlighted on a dot matrix board that will be positioned behind the Henrician Theatre, overlooking the Sports Hall car park. In this instance, students will be supervised on the tarmac immediately behind the Henrician Theatre, until their bus has arrived and is stationary. They will then be instructed by a member of staff to enter the bus bay and board the bus.

There is no set position or order that buses will be parked in, but they all will be clearly numbered and stationary with engines switched off while students embark. **Once all students are on the buses, a member of staff will dismiss the buses from the bus bay just before 3.45pm. Students are reminded that it is their responsibility to get to the buses on time. Buses will not wait for students who are late.**

Thank you for your continued support.

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Working in collaboration with Bredon Hill and St Egwin's Middle Schools