

## **Arrival, Dismissal and Bus Policy**

### **Aim**

The aim of this policy is to ensure the safe, orderly and efficient arrival, dismissal and school bus transport of all students at Brighton International Academy. It supports effective supervision, safe handover between home and school, safe bus use, clear communication with parents/guardians and consistent procedures for managing risks, delays, incidents and behaviour concerns.

### **Scope**

This policy applies to all students, parents/guardians, staff, visitors, contractors, drivers, bus supervisors and transportation personnel involved in arrival, dismissal, collection, drop-off or school transport. It applies during regular school days, after-school activities, school events, educational visits, school-organised transport and any situation where students arrive at or leave the school site.

### **Policy Statement**

Brighton International Academy is committed to maintaining a welcoming, caring, respectful and safe learning environment. Students must be supervised, accounted for and released only through agreed procedures and to authorised adults. School bus transport is an optional service provided for an additional fee and must operate according to clear safety, supervision and behaviour expectations. Any breach of arrival, dismissal or transport safety procedures will be addressed promptly to safeguard students and maintain order.

### **Key Principles**

- Access to the school site is controlled through the school's identification and lanyard system for staff, parents/guardians, visitors and contractors.
- Student safety, supervision and wellbeing are the first priority at all times.
- Arrival and dismissal must take place through designated entry, exit, waiting and collection points.
- Students must only be released to authorised adults or through the agreed bus/transport arrangement.
- Parents/guardians must follow drop-off, pick-up, parking, timing and communication procedures.
- Students using the bus must follow bus safety rules, remain seated, wear seat belts and respect others.
- Incidents, delays, unauthorised collection attempts, changes to transport or safety concerns must be reported and recorded promptly.
- The school may adjust procedures, routes or timings where required for safety, operational needs or emergency circumstances.

### **Arrival Procedures**

1. Students must enter the school through designated entry points only.
2. Staff supervision must be in place at key gates, corridors, waiting areas and entry points during arrival time.
3. Staff must wear their school identification lanyard while on the school premises.
4. Parents/guardians must present their school-issued parent lanyard at the entrance before access is permitted.
5. Visitors and contractors must sign in through reception and wear the school-issued visitor lanyard while on

site.

6. Students should move calmly and safely to their class, assembly point or agreed waiting area as directed by staff.
4. Parents/guardians must follow the school's traffic, parking and drop-off instructions and must not create congestion or unsafe conditions.
5. Late arrivals must follow the school's late arrival procedure and be recorded as required.
6. Any concern about a student's arrival, absence, handover, wellbeing or safety must be reported promptly to the relevant staff member or senior leader.

### Dismissal Procedures

1. Dismissal must be supervised and organised by class, year group, gate, bus line or collection point as directed by school leadership.
2. Staff must follow the school's identification and authorisation procedures before releasing a student where there is any uncertainty regarding the collecting adult.
3. Staff must check any change to collection arrangements before releasing a student. If there is uncertainty, the student must remain supervised until confirmation is received.
4. Early dismissal must be requested through approved school procedures, recorded by the school and managed through reception or the agreed office system.
5. Parents/guardians must collect students on time and inform the school as early as possible if they are delayed.
6. Any student who is not collected on time must remain supervised in a safe location. Staff must inform the relevant supervisor or senior leader and contact parents/guardians as required.
7. Students attending after-school activities must follow the agreed activity dismissal and collection procedure.

### School Bus Service

The school bus service is an optional transportation service for enrolled students and is provided subject to payment, route availability, seat availability and operational capacity. Buses should be safe, air-conditioned, appropriately maintained and equipped with seat belts. A bus supervisor accompanies students to support their safety and wellbeing during morning and afternoon journeys.

1. Parents/guardians must pay transportation fees on time to ensure uninterrupted service.
2. Parents/guardians must follow agreed bus schedules, routes and pick-up/drop-off points.
3. If a student is absent, parents/guardians must notify the bus supervisor before the bus departure time.
4. Parents/guardians must inform the school in advance of any change of address so that route changes can be reviewed. Changes are subject to availability and operational approval.
5. Parents/guardians must receive their child at the designated drop-off point on time, especially for EYFS and lower primary students.
6. The school will notify parents/guardians as soon as possible of delays or emergencies such as vehicle breakdowns, severe weather, road closures or other transport disruptions.
7. The school may modify bus routes or schedules where necessary for safety, efficiency or operational reasons. Parents will be informed whenever possible.

### Student Bus Rules

1. Follow all safety instructions from the bus driver and bus supervisor.
2. Wear the seat belt throughout the journey and remove it only once the bus has stopped safely.
3. Remain seated in the assigned seat while the bus is moving.
4. Use respectful language and behaviour towards the driver, bus supervisor and other students.
5. Keep the bus clean and do not damage, tamper with or misuse any part of the bus.
6. Do not extend any body part out of the window, throw objects, shout from the bus or act in a way that distracts the driver.
7. Do not eat or drink on the bus unless approved by the school or required for medical reasons.
8. Board and leave the bus safely, calmly and in an orderly manner under the direction of the bus supervisor.

### Bus Behaviour and Sanctions

| Area                                  | School response                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minor behaviour concerns              | Examples include inappropriate language, not following safety instructions, not wearing a seat belt, moving around while the bus is moving or not following the bus supervisor's directions.<br>Actions may include a verbal warning, parent notification, a written undertaking and temporary suspension from bus service for repeated concerns.                                                                 |
| Serious behaviour concerns            | Examples include verbal or physical abuse towards staff or students, fighting, smoking or using prohibited substances, tampering with emergency exits or safety equipment, damaging the bus or any behaviour that places passengers or staff at risk.<br>Actions may include an immediate parent meeting, written undertaking, temporary suspension, longer suspension or permanent removal from the bus service. |
| Immediate suspension from bus service | The school may immediately suspend a student from bus service if the behaviour presents a direct risk to the safety of students, staff, the driver or the bus supervisor, pending investigation and final decision.                                                                                                                                                                                               |
| Effect of bus suspension              | Suspension or removal from the bus service does not affect the student's right to attend school. It applies only to transportation arrangements.                                                                                                                                                                                                                                                                  |
| Costs and damage                      | Parents/guardians may be responsible for the cost of repair where their child intentionally damages the bus or transport equipment.                                                                                                                                                                                                                                                                               |

### Emergency, Incident and Safeguarding Procedures

1. All incidents, accidents, hazards, unsafe handover concerns, bus behaviour concerns, delays and transport changes must be reported and documented promptly.
2. In the event of a vehicle breakdown, road closure, severe weather or other emergency, the school and transportation team will take reasonable steps to keep students safe and inform parents/guardians as soon as possible.
3. If a student is not collected from school or the bus drop-off point, the child must remain supervised and the school must contact the parent/guardian and follow safeguarding procedures if required.
4. If an unauthorised person attempts to collect a student, staff must not release the student and must inform a senior leader immediately.
5. Any medical concern, injury or serious welfare concern must be reported immediately to the relevant school

leader, nurse, DSL/DDSL or emergency services as appropriate.

6. Confidentiality must be maintained. Information about students, incidents or family arrangements must be shared only with staff who need to know in order to protect or support the student.

### Communication, Complaints and Changes to Arrangements

1. Parents/guardians must use approved school communication channels for changes to arrival, dismissal, collection or transport arrangements.
2. Same-day changes should be communicated as early as possible and must be confirmed by the school before the student is released to a different arrangement.
3. The school will provide reasonable communication channels for transport queries, route updates, complaints and safety concerns.
4. Complaints or suggestions relating to arrival, dismissal or bus transport will be reviewed fairly and handled confidentially where appropriate.
5. Parents/guardians and students are expected to communicate respectfully with all school and transportation staff.

### Monitoring and Evaluation

- Daily supervision checks during arrival and dismissal times.
- Review of incident reports relating to handover, transport, late collection, bus behaviour and safety.
- Monitoring of bus routes, delays, student conduct and communication with parents/guardians.
- Feedback from staff, students, parents/guardians and transportation personnel.
- Regular review of procedures, duty points, training needs and policy implementation.

### Policy Management and Review

| Area                | Details               |
|---------------------|-----------------------|
| Policy Created By:  | Ms. Ruam and Ms. Mais |
| Reviewed by:        | Ms. Nabilah           |
| Reviewed on:        | June 2026             |
| Next Review Date:   | June 2027             |
| Review Cycle:       | Annual                |
| Approval Authority: | Ms. Eman Omar         |

**Parent/Guardian Acknowledgement - Bus Service**

**Acknowledgement**

I confirm that I have read, understood and agree to follow the Arrival, Dismissal and Bus Policy and all related procedures issued by Brighton International Academy. I understand that the school bus service is optional, subject to the school's transport arrangements, and that my child must follow all bus safety and behaviour expectations.

| Field                      | Details |
|----------------------------|---------|
| Student Name:              | _____   |
| Class / Year Group:        | _____   |
| Parent/Guardian Name:      | _____   |
| Parent/Guardian Signature: | _____   |
| Date:                      | _____   |