

3 March 2020

Dear Parent/Carer

School Transport

We write to reiterate our expectations of students at SET Saxmundham School whilst using school transport. Students are expected to observe the same high standards of behaviour on their journey to and from school and to obey proper instructions from the bus driver. The Headteacher reserves the right to manage those pupils who behave badly or dangerously.

Our Behaviour Policy is available on our website:

<https://www.saxmundhamschool.org.uk/information-parents/key-documents/>

Section 7.1 Transport (page 9):

Where a student is travelling to one of our schools on transport provided by either the school, Local Authority or Private Company then the School's Behaviour Policy must be adhered to. Students whose behaviour falls below the outlined expectations will have one of the following sanctions applied depending on the nature of the incident.

- For low level incidents of poor behaviour the parent/carer will receive a written warning outlining the nature of the incident and stating that if this type of incident is repeated then the student could be removed from the transport provided.
- For high level, serious incidents then the student in question could be removed from the transport provided. The parent/carer will receive a letter from the Headteacher outlining the nature of the incident and stating the sanction that is being applied.
- The Assistant Headteacher (Pastoral) will make the decision in collaboration with the Headteacher or Head of School on whether the incident is low level or high level.

The transport provided by Seckford Education Trust is heavily subsidised and is not available to all students. I regret therefore that students who cannot behave to the high standards that we expect will not be permitted to take advantage of the transport we provide.

Yours sincerely,

Mr R Battle Mrs E Issac
Heads of School