

PRIMARY SCHOOL: PROTOCOL FOR BUS INCIDENT REPORTING

1st significant incident on bus:

- STS emails teacher/ Head of Year and scans copy of incident report for them to contact parent and inform of poor behavior.
- Assistant Head Teacher and Vice Principal copied into mail.
- **Head of Year** to speak to student and inform parent of behaviour incident and STS Code of Conduct



2nd significant incident on bus:

- STS emails teacher/Head of Year/ Assistant Head Teacher with scanned copy of incident report attached to inform them of an upcoming bus suspension.
- **STS Representative and Assistant Head Teacher** to arrange a meeting with parent and inform of poor behavior and **1 day ban**.
- Deputy Head Teacher and Vice Principal copied into mail.
- Parents who are unhappy with the decision will meet the **Principal**.



3rd significant incident on bus:

- STS emails teacher/Head of Year/ Assistant Head Teacher /Deputy Head Teacher with scanned copy of incident report attached
- Head of School/Vice Principal/Principal copied into mail.
- **STS Representative and Deputy Head Teacher** to arrange a meeting with parent and inform of poor behavior and **1 week ban**.
- Parents who are unhappy with the decision will meet the **Principal**.



4th significant incident on bus:

- STS emails teacher/Head of Year/Assistant Head Teacher /Deputy Head Teacher /Head of School with scanned copy of incident report attached.
- Vice Principal/Principal copied into mail.
- **STS Representative and Head of School** to arrange a meeting with parent and inform of poor behavior and **1 term ban**.
- Parents who are unhappy with the decision will meet the **Principal**.



5th significant incident on bus:

- STS emails teacher/Head of Year/ Assistant Head Teacher/Deputy Head Teacher/Head of School/Vice Principal//Principal with scanned copy of incident report attached.
- **STS Representative and Vice Principal** to arrange a meeting with parent and inform of poor behavior and **permanent ban**.
- Parents who are unhappy with the decision will meet the **Principal**.