

TIMELY BOARDING OF SCHOOL BUSES & STUDENT DISCIPLINE

Dear Parents,

To ensure the **safety, punctuality, and comfort of all students commuting by school transport**, we would like to remind you of the following important guidelines. The school is already taking several steps to ensure compliance to these guidelines. However, your cooperation in reinforcing these expectations at home with your children is greatly appreciated.

 1. Timely Boarding After Dispersal

It has been observed that some of the older students **do not proceed directly to their buses after school dispersal**. Instead, they are often seen **lingering around the canteen or other areas of the school**, which leads to unnecessary delays in the bus departures, longer travel time and late arrivals at home.

To address this, several school staff have been assigned duties in strategic areas of the school to ensure safe and speedy dispersal. We request parents to also **speak to their children** and reiterate the importance of boarding buses immediately after dispersal.

Please note that the canteen will remain closed during dispersal to avoid delay in boarding buses in both campuses.

Please note the following consequences for repeated delays in boarding the bus during dispersal:

1. **First Instance:** A verbal warning to the student will be issued by the staff on duty and a note to the concerned supervisor.
2. **Second Instance:** The parent is informed via email by the supervisor of the repeated delays in boarding the bus.
3. **If the student continues to board the bus late despite the two reminders, he/she may be suspended from using the school transport service.**

Additionally, buses **will not wait** for students who delay or wander around the campus after school. This policy ensures that **all students reach home on time**.

 2. Morning Pick-Up Guidelines

Please note that as per the STS Terms & Conditions, it is the responsibility of the parent or guardian to ensure that their child(ren) are at the designated pick-up point on time. Buses will not depart before the scheduled time but cannot wait beyond it. Inclement weather and traffic conditions may cause delays. If a delay exceeds 15 minutes, the parent or guardian will be notified via STS App and/or SMS. In the case of extended delays, follow-up communication will be provided to keep parents or guardians informed.

3. Discipline expectations while commuting on the bus:

To maintain a safe and respectful environment on the bus, students are expected to:

- Scan their bus ID cards as they enter and exit the bus.
- Stay **seated and wear seat belts** throughout the journey.
- **Avoid eating or drinking** on the bus **for safety and hygiene reasons**.
- **Refrain from shouting, teasing, or spraying water** at others.
- **Respect the fellow students, bus conductor and staff**.
- **Follow all instructions** from the driver, conductor, and accompanying staff.

Any misconduct on the bus will be reported, and necessary actions will be taken by the school administration.

As per the STS Terms & Conditions, Fee refunds will not be provided if students are suspended/deregistered through bus service behavioural issues or failing to observe bus service standards/regulatory protocols.

We sincerely request your cooperation in reinforcing these expectations at home. By working together, we can ensure **safe, efficient, and comfortable commute** for all students.

Warm regards,



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Principal مديرة المدرسة

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