



BRIGHTON
COLLEGE

BRIGHTON COLLEGE

HOME TO SCHOOL BUS SERVICE 2023-24



BRIGHTON COLLEGE

HOME TO SCHOOL BUS SERVICE

Brighton College offers a comprehensive home to school bus service providing services that operate to and from school with an extensive range of stops available:

- 19 routes running Monday to Friday for day pupils and weekly boarders.
- 5 dedicated weekly boarders' routes that run Mon AM and Fri PM for pupils living further afield.

WHO IS ELIGIBLE?

Pupils in the Prep School (from Year 4) and Senior School (Years 7 to 13).

Pupils in Years 4 and 5 in the Prep School **must** be accompanied by our Bus Monitors for the short walk between the College and the Prep School AM and PM.

- Prep School Pupils in years 6, 7 and 8 have the option to be accompanied by the Bus Monitors in the mornings and evenings for the short walk to and from the Prep School - *parents will have an opportunity to opt-in for this when completing the application form online.*

ROUTE OPERATORS

BRIGHTON COLLEGE MINIBUSES

- 15 routes are run by Brighton College Transport Department who operate a fleet of 16-seater minibuses.
- These consist of the following routes that drop off and pick up on the College campus:

ROUTE	DAYS OF OPERATION	WHO IS ELIGIBLE?
A Loxwood	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
C Heathfield	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
H Eastbourne	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
I Kingston	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L1 Copthorne & Pease Pottage	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L2 Handcross	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L4 Maidenbower/Bolney	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
M1 Wivelsfield	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
M2 Ditchling	Mon-Fri AM&PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
N Chichester	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
O1 Tunbridge Wells	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
O2 Marks Cross & Frant	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
Q Lewes	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
S Hove	Mon-Fri AM & PM	Prep School Pupils ONLY, years 4-8

COACH PARTNERS

- 9 routes are managed by our external partners *Brighton & Hove Buses (Spirit Coaches)* and *RDH Coaches*.
- These consist of the following routes that drop off and pick up on Sutherland Road:

ROUTE	DAYS OF OPERATION	WHO IS ELIGIBLE?
B - Billingshurst	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
D - Angmering	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
E - Danehill	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
F – Lindfield	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
G - Crowborough	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
J - Horsham	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
K - Balcombe	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
P - Clapham	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
R – Berkshire/Surrey	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13

COMPLIANCE

- All external operators tailor their service to meet the needs of the College and parents, using vehicles operated and maintained as required under current legislation.
- Regular drivers are used to ensure continuity; all qualified and DBS cleared.
- Minibus and coach drivers are only permitted to pick-up or drop-off at the published bus stops to maintain schedule timings.
- So that drivers know which stop to collect pupils from, the names of the relevant pupils are given to College drivers and our partnering bus companies.
- Information about how the College uses your and your child’s information can be found on the College website [Policies | Brighton College | Independent School of the Decade](#)

The following section details the pricing for all routes, the stops available on each route and the pick-up and drop-off times.

TICKET TYPES AND PRICES

Ticket types and prices for routes in the **green** outer zone are **calculated on full return journeys** of each of these bus routes and are available for day pupils and weekly boarders.

Ticket types and prices for routes in the **blue** inner zone are **calculated on full return journeys** of each of these bus routes and are available for day pupils and weekly boarders.

Ticket types and prices in the **red** zone are **available for Weekly Boarders only, Monday AM and Friday PM** travelling to and from Clapham and Berkshire/Surrey.

Ticket prices in the **purple** zone are **available for Prep School pupils only** travelling to and from Hove.

All ticket prices include the cost of travel, operation, and administration to provide this service.

ANNUAL TICKETS		PRICE	TERMLY TICKETS		PRICE
ROUTES A, B, H, J, L1, L3, L4 (Mon-Fri)					
5 Day – Monday to Friday	£2330		5 Day – Monday to Friday		£835
3 Day – Tues, Wed & Thurs	£1605		3 Day – Tues, Wed & Thurs		£580
2 Day – Monday and Friday	£1075		2 Day Monday and Friday		£400
Weekly Boarder – Mon AM & Fri PM	£815		Weekly Boarder – Mon AM & Fri PM		£310
ROUTES N, O1 & O2 (CHICHESTER, T/WELLS & MARKS CROSS/FRANT) – Weekly Boarders Only					
Weekly Boarder – Mon AM & Fri PM	£815		Weekly Boarder – Mon AM & Fri PM		£310
ROUTES C, D, E, F, G, I, K, L2, M1, M2, Q (Mon-Fri)					
5 Day – Monday to Friday	£2155		5 Day – Monday to Friday		£765
3 Day – Tues, Wed & Thurs	£1480		3 Day – Tues, Wed & Thurs		£535
2 Day – Monday and Friday	£990		2 Day Monday and Friday		£365
Weekly Boarder – Mon AM & Fri PM	£755		Weekly Boarder – Mon AM & Fri PM		£285
ROUTES P & R (CLAPHAM & BERKSHIRE/SURREY) – Weekly Boarders Only					
Weekly Boarder MON AM ONLY*	£560		Weekly Boarder MON AM ONLY*		£205
Weekly Boarder FRI PM ONLY*	£560		Weekly Boarder FRI PM ONLY*		£205
Weekly Boarder – Mon AM & Fri PM	£1100		Weekly Boarder – Mon AM & Fri PM		£400
* Please ensure you clearly mark whether you require Mon AM or Fri PM only, on the booking form					
ROUTE S HOVE – PREP SCHOOL PUPILS ONLY (Years 4-8)					
5 Day – Monday to Friday	£1895		5 Day – Monday to Friday		£655
4 Day (Combination of journeys)	£1575		4 Day (Combination of journeys)		£545
3 Day (Combination of journeys)	£1200		3 Day (Combination of journeys)		£415
2 Day (Combination of journeys)	£815		2 Day (Combination of journeys)		£295

2023-24 ROUTE MAP



ROUTES

- Each route on the timetable lists the destination and stops available on that route, with scheduled AM pick up and PM drop off times.
- The morning bus timetable is planned to ensure pupils arrive at school before the registration period (0820-0825).
- We endeavour to adhere as closely as possible to these timetables. However, in some circumstances, events, or situations outside the control of the driver or school e.g., heavy traffic/road closures/ diversions/ breakdowns etc. may result in the late arrival of a bus.
- Brighton College will alert parents via SMS text message as soon as they are aware of any such incident and will inform relevant house staff for AM registration purposes.
- The College reserves the right to alter routes, pick-up points, times, and coach companies if necessary; relevant parents/pupils will be informed in a timely manner.
- To maintain the bus timetables, **it is the responsibility of parents to ensure their child/children arrive at their morning pick-up point at least 5 minutes before the published departure time. Drivers will only wait until the time of departure for pupils to arrive.**
- Pupils are reminded that eating is not allowed on the school bus service. Please also be aware that the College is an Allergen Aware School; all are asked to be vigilant should they be bringing any food into school.
- Dedicated weekly boarders' buses will run on the first and last day of every term/half term regardless of whether these fall on a Monday or a Friday.

2023-24 ROUTE TIMETABLES

Route A Loxwood (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Alfold	Sir Roger Tichborne Pub CP (Mon AM & Fri PM)	6.45	18.50
Loxwood Pond	Gourmet Van in Layby, Vicarage Hill B2133	6.55	18.35
Wisborough Green	Whitecroft, New Pound Lane	7.05	18.25
Wisborough Green	The Cricketers Arms – Durbans Rd	7.08	18.20
West Chiltington	The Blacksmiths Arms, Adversane	7.20	18.17
West Chiltington	The Queens Head Pub, The Hollow	7.25	18.00
Ashington	Hillcrest Drive BS, London Road	PM ONLY	17.50
Brighton	Brighton College (College Campus)	8.15	17.00

Route B Billingshurst (Spirit Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Billingshurst	Weald School, Station Road	6.50	18.15
Pulborough	The White Horse A283	7.03	18.00
Storrington	Old Mill Drive	7.13	17.55
Washington	The Pike, A283	7.23	17.50
Steyning	Steyning High Street – The Clocktower bus stop	7.33	17.40
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route C Heathfield (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Heathfield	Heathfield Fire Station (Mill Road Car Park)	7.00	18.08
Blackboys	Blackboys Inn Car Park, by triangle	7.09	18.00
Laughton	The Wok Inn, B2192 (layby adj to restaurant)	7.17	17.52
Ringmer	The Anchor Inn, Lewes Road (B2192)	7.23	17.44
Lewes	Brooks Road Bus Stop (A2029)	7.33	17.34
Brighton	Brighton College (College Campus)	8.15	17.00

Route D Angmering (Spirit Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Angmering	Preston Place Bus Stop B2140	6.45	18.20
Worthing	The Boulevard (BS n/side of r/bout)	7.00	18.05
Worthing	Broadwater, Cricketers Parade	7.05	18.00
Worthing	Broadwater Bridge (BS at Morrisons A24)	7.07	17.58
Worthing	Steyne Gardens (BS outside Bowls Centre on Brighton Road A259)	7.10	17.55
Shoreham	Longshore Pub Bus Stop	7.30	17.40
Shoreham	High Street, by footbridge	7.35	17.35
Southwick	Grange Road Bus Stop (A259)	7.40	17.30
Hove	Wish Road Bus Stop (A259)	7.45	17.20
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route E Danehill (RDH Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Danehill	School Lane, Oak Tree Cottages Bus Stop	7.00	18.20
Scaynes Hill	Ham Lane Bus Stop, Lewes Road A272	7.15	18.05
Haywards Heath	Princess Royal Hospital Bus Stop	7.20	17.50
Haywards Heath	Fox Hill Bus Stop (B2112)	7.23	17.49
Haywards Heath	Fox and Hounds Public House	7.24	17.48
Burgess Hill	Burgess Hill School for Girls (Keymer Rd BS)	7.33	17.40
Hassocks	Ockley Manor Farm BS	7.35	17.35
Hassocks Station	Railway Bridge BS, by steps in Keymer Road, B2116	7.40	17.30
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route F Lindfield (RDH Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Lindfield	Stone Cross Lane	7.08	18.12
Lindfield	High Street (opposite Denman's Lane)	7.13	18.04
Lindfield	Sunte Avenue, (by r/bout with Summerhill Rd)	7.15	18.00
Haywards Heath	Beech Hurst Harvester, Butler's Green Rd	7.25	17.46
Sayers Common	LVS College BS, B2118	7.36	17.26
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route G1 Crowborough (Spirit Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Crowborough	Steel Cross (BS on Eridge Road by mini roundabout)	6.55	18.20
Crowborough	Crow and Gate Pub – Bus Stop (A26)	7.05	18.11
Maresfield	Bus Stop adj Church, Batts Bridge Rd	7.15	18.00
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route G2 Newick (Spirit Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Newick	Bus Stop adj The Bull Inn	7.17	17.51
North Chailey	Kings Head bus stop on A275	7.20	17.47
South Chailey	A275 just after junction with Mill Lane	7.25	17.42
Cooksbridge	Bus Stop adj Railway Station (A275)	7.30	17.33
Lewes	Lewes Prison Bus Stop - Brighton Road	7.38	17.25
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route H Eastbourne (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Eastbourne	Compton Street AM/Memorial Roundabout PM	7.00	18.00
Eastbourne	Meads – St John's Road Bus Stop	7.03	17.57
Eastbourne	Summerdown Road (AM opp E/b College/PM BS on A259)	7.08	17.54
Cuckmere	Exceat Cuckmere Country Park	7.19	17.42
Seaford	Sutton Corner Bus Stop (A259)	7.26	17.38
Brighton	Brighton College (College Campus)	8.15	17.00

Route I Kingston (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Kingston	Wellgreen Lane	7.15	17.55
Rodmell	Abergavenny Arms Bus Stop	7.20	17.48
Southeast	Piddinghoe Road Bus Stop	7.23	17.45
Telscombe	Broomfield Ave BS (A259)	7.45	17.23
Rottingdean	The White Horse BS	7.53	17.15
Brighton	Brighton College (College Campus)	8.15	17.00

Route J Horsham (RDH Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Horsham	Park Surgery (adj. layby on Albion Way)	7.00	18.05
Horsham	Horsham Station	7.02	18.00
Horsham	Worthing Rd – by junc. River Mead	7.05	17.57
West Grinstead	Cowfold Road A272 (AM West Grinstead Old Station / PM King & Stevens)	7.13	17.52
Shermanbury	A281 – AM BS by Morley Cottages/ PM Hazeldene BS	7.26	17.40
Henfield	High Street opposite Truffles	7.33	17.36
Henfield	Rushfields Garden Centre BS (A281)	7.40	17.30
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route K Balcombe (RDH Coaches)			
ROUTE	ROUTE	AM TIMES	PM TIMES
Balcombe	Victory Hall, Stockcroft Road	7.10	18.00
Cuckfield	Rose & Crown Pub, London Road	7.20	17.55
Cuckfield	Wheatsheaf Inn Bus Stop	7.22	17.47
Cuckfield	Broad Street (Hatchlands Bus Stop)	7.23	17.45
Hurstpierpoint	Fairfield Cres. Bus Stop (Cuckfield Rd)	7.34	17.31
Hurstpierpoint	Trinity Rd/junc. w Cuckfield Rd (AM)/ Church BS on Cuckfield Rd (PM)	7.35	17.30
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route L1 Copthorne & Pease Pottage (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Copthorne	Dukes Head - Bus Stop (A264)	7.05	18.10
Copthorne	Copthorne Café Layby (A264)	7.10	18.05
Pease Pottage	Pease Pottage Services	7.25	17.45
Brighton	Brighton College (College Campus)	8.15	17.00

Route L2 Handcross (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Handcross Park Pre-Prep School	Car Park (entry via High Beeches Lane)	7.27	17.35
Brighton	Brighton College (College Campus)	8.15	17.00

Route L4 Maidenbower (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Maidenbower	Harwoods Crawley Audi, Balcombe Rd	7.15	18.00
Bolney	The Bolney Stage Pub	7.30	17.40
Brighton	Brighton College (College Campus)	8.15	17.00

Route M1 Wivelsfield (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Wivelsfield Green	Wivelsfield Primary School	7.20	17.45
Plumpton Green	The Plough Inn, Station Rd	7.25	17.40
Brighton	Brighton College (College Campus)	8.15	17.00

Route M2 Ditchling (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Plumpton	Streat Forge near junc. with Plumpton Lane	7.15	17.45
[Plumpton]	Cedar House, Plumpton Lane	7.20	17.40
Ditchling	The Bull Pub BS, Lewes Road B2116	7.35	17.25
Brighton	Brighton College (College Campus)	8.15	17.00

Route N Chichester – Weekly Boarders Mon AM & Fri PM ONLY (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Chichester	Sainsbury's Superstore	6.45	18.15
Fontwell	Fontwell Services, Arundel Road	7.05	18.10
Brighton	Brighton College (College Campus)	8.15	17.00

NB: This bus will run every Mon & Fri or on the first and last day of term if these fall on different days.

Route O1 Tunbridge Wells (BC Minibus) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Tunbridge Wells	Homebase Car Park, Broadwater Lane	7.00	18.10
Brighton	Brighton College	8.15	17.00

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days.

Route O2 Marks Cross/Frant (BC Minibus) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Frant	Abergavenny Arms pub on A267	6.50	18.10
Marks Cross	The Lazy Fox Pub	7.05	18.05
Brighton	Brighton College (College Campus)	8.15	17.00

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days.

Route P Clapham (Spirit Coaches) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Clapham, SW4	Broomwood Road (Clapham Common)	6.30	19.15
Brighton	Brighton College (Sutherland Road)	8.15	17.05

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days.

Route Q Lewes (BC Minibus)

ROUTE	STOP	AM TIMES	PM TIMES
Lewes	War Memorial (AM ONLY)	7.30	AM ONLY
Lewes	Law Courts (PM ONLY)	PM ONLY	17.45
Lewes	Pelham Arms	7.40	17.40
Brighton	Brighton College (College Campus)	8.15	17.00

Route R Berkshire/Surrey (Spirit Coaches) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Sunningdale	Railway Stn London Rd (outside Romans Est. Agent)	5.55	19.15
Feltonfleet School	Byfleet Road Bus Stop	6.30	18.30
Oxshott	Railway Station (bus stop before bridge)	6.45	18.15
Brighton	Brighton College (Sutherland Road)	8.15	17.05

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days.

Route S Hove (BC Minibus) – Prep School pupils ONLY (years 4-8)

ROUTE	STOP	AM TIMES	PM TIMES
Hove Park Way, Hove	Corner of Woodruff Ave/Hove Park Way	7.30	17.51
Hove	Corner of Bishops Road/The Droveaway	7.33	19.15
Hove	St. Christopher's School	7.40	17.28
Hove	Denmark Villas	7.45	17.22
Brighton	Brighton (College Campus)	8.15	17.00

APPLYING FOR A SEAT ON YOUR CHOSEN ROUTE

- All seats are subject to demand and booking is operated on a First Come First Served basis.
- Please note that completion of the application form alone does not secure a seat. All tickets **MUST** be paid for in advance of travel.

STEP 1	STEP 2	STEP 3	STEP 4
<p>Once you have chosen your route and ticket type from the relevant pricing zones, go to our online school bus service page and complete the APPLICATION FORM at https://www.brightoncollege.org.uk/bus-routes/</p>	<p>Once you have completed the form indicating your route and AM pick-up and PM drop-off points, press 'PROCEED.' This will take you to the Flywire Payment facility.</p>	<p>Set the country or region box (eg United Kingdom) and enter the correct amount for your chosen ticket in the payment box.</p> <p>Once completed, press 'NEXT.'</p>	<p>Select your preferred payment method (please note we do not accept AMEX).</p> <p>Complete all the relevant steps to finish your payment making sure you add the route you require in the School Bus Service box and select 'Annual or Termly' in the Ticket Type box, depending on which you choose to buy.</p> <p><i>Once the payment has gone through you have the option to download a payment receipt.</i></p>

*If you choose to buy termly tickets on our bus service, you **MUST** complete an application form and make payment in advance before the beginning of each term – you will be invited to re-apply by email.*

IMPORTANT CONTACT NUMBERS

In the event of an emergency, Brighton College will alert parents via SMS text message of any problems with buses, due to unforeseen circumstances (heavy traffic/road closures/ diversions/ breakdowns etc.) as soon as they are informed.

In the event that a bus does not turn up at the scheduled time in the morning or appears to be running late, please use the following contact numbers so that the transport team can investigate the issue and respond accordingly:

Before 8.30am

Transport/Security – 07436 094038 or 01273 704241

After 5.30pm

Security – 01273 704241

For other general enquiries during school hours (8.30am-5.30pm), please contact Brighton College Home to School Buses Team on **01273 704200** or email buses@brightoncollege.net



HOME TO SCHOOL BUS SERVICE IMPORTANT INFORMATION

Important Information and Terms and Conditions for 2023-24

- *Brighton College Home to School Bus Service is extremely popular and some of our routes have limited spaces available.*
- *Booking is operated on a First Come First Served basis and subject to availability of seats.*
- *Please note that completion of the application form alone does not secure your seat. All tickets MUST be paid in advance of travel.*
- *Travel on the school bus is dependent on your agreement of the **School Bus Service Health and Safety Agreement**. This form can be downloaded from the website. Both you and your child/children are required to read and agree to the terms by checking the box on the application form.*
- **Cancellation Policy** – *half a term's notice is required to cancel either annual or termly tickets.*
- *The morning bus timetable is planned to ensure pupils arrive at school in time for registration (0820-0825).*
- *We endeavour to adhere as closely as possible to the route timetables, however, in some circumstances, events or situations outside the control of the driver or school e.g., heavy traffic congestion, this may result in the late arrival of a bus; in the event of such an incident occurring, Brighton College will alert parents via SMS text message and will inform relevant house staff for AM registration purposes as soon as they are informed.*
- *The College reserves the right to alter routes, pick-up points, times, and coach companies if necessary; adequate notice of any changes will be communicated to affected parents/pupils, where possible.*
- *All pupils are required to wear a seat belt when seated on school transport.*
- *Pupils are reminded that eating is not allowed on the school bus service. Please also be aware that the College is an Allergen Aware School; all are asked to be vigilant should they be bringing any food into school.*
- *External coach providers (RDH & B&H Spirit Coaches) will drop-off and pick-up pupils on Sutherland Road.*
- *Brighton College School minibuses will drop-off and pick-up pupils within the College campus.*
- *Prep-school pupils in years 4 and 5 will be supervised by our school bus monitors for the short walk to and from the Prep School.*
- *Prep School pupils in years 6-8, whose parents have not opted for supervision, will be allowed to make their own way to and from the Prep School through the main College campus.*
- *To maintain the bus timetables, it is the **responsibility of parents to ensure their child/children arrive at the morning pick-up point AT LEAST five minutes before the published departure time**. Drivers will only wait until the scheduled time of departure for pupils to arrive.*
- *The school and its bus partners cannot accept responsibility for loss or damage to the personal property of pupils on our bus routes. For a copy of our Lost Property Policy see document attached.*



HOME TO SCHOOL BUS SERVICE LOST PROPERTY POLICY

AIM: To clarify the school's position regarding the care of personal items brought on to the school bus service by pupils and the procedures to be followed if personal items are left on buses.

The school and its bus partners cannot accept responsibility for loss or damage to the personal property of pupils.

To minimise the possibility of property being lost:

- All pupils and their parents are required to make sure that all items of clothing and equipment is labelled, where possible, so that lost property is returned to its owner as soon as possible.
- Pupils are required to make sure that all their personal property and any school property issued to them is kept safely on their person whilst they are travelling on school transport.
- If items are placed in the storage compartment beneath the coaches, pupils must remember to collect them when they arrive at College in the morning and when they are dropped off in the evening.

Any items found on our **partner's buses (B&H Spirit Coaches and RDH Coaches)** will, if retrieved by the driver, be placed on the next bus for collection by the pupil. Smaller items left on external coaches retrieved by personnel other than the driver, will be processed and kept at their offices for 28 days or until claimed; after this time, they will be given to charities.

Any items found on **Brighton College minibuses** will be stored in the College lost property. Any valuable items such as wallets, laptops or mobile phones will be kept in the Security Lodge. All unnamed/unclaimed lost property at the College is disposed of at the end of each term and given to charities, except for high value items, which are retained for the duration of the academic year.

REPORTING A LOSS

So that a search can be made, **report any items left on any bus to Main Reception, or to the Home to School Buses Department** via email - buses@brightoncollege.net as soon as possible, stating clearly which bus the item/s were left quoting the bus Route name and which school run (am or pm) e.g. *Loxwood Route A, PM run*.

GENERAL

Parents are responsible for insuring their child's personal items. All parents are offered the opportunity to take out Personal Effects Insurance through the College. Should you wish to do so, please contact febillingenquiries@brightoncollege.net