

BRIGHTON COLLEGE

School Bus Service

2020-2021



BRIGHTON
COLLEGE

Brighton College School Bus Service

Important information for Michaelmas term 2020

The Home to School Bus Service in Michaelmas 2020 is running in line with the most up-to-date guidance issued by the UK government, including guidance from the DfE.

The first and most important guiding priority is to keep pupils and staff safe.

To this end, our Transport Department has identified a range of measures that have been implemented, and each of our routes have been carefully risk assessed.

ALL school bus routes are operating with the following control measures in place:

- Thorough cleaning will take place on all buses before and after each school run.
- **Pupils are required to use the hand sanitiser provided when they enter and exit the bus.**
- **Masks or face coverings must be worn at all times when on the bus.** These should be plain in pattern and colour.
- Where possible, **pupils are to sit with other pupils in their year group.**
- Prep School pupils in years 4 and 5 will continue to be supervised from the arrival points of their bus on the short walk to the Prep School together with any pupils in years 6, 7 and 8 whose parents who have opted for this option.
- Those pupils who have not opted for supervision can make their own way to the Prep School in the usual manner.

It is important that parents also play their part in keeping everybody safe:

- If your child/children show any symptoms of COVID-19 they **MUST NOT** travel on the School Bus Service, or attend school.
- If your child/children are self-isolating as a result of COVID-19 symptoms or sharing a household or support bubble with somebody with symptoms they **MUST NOT** travel on the School Bus Service, or attend school.
- Parents are asked to check carefully for any symptoms before their child leaves home, including taking their temperature each morning as a way of further reducing risk, noting that some people can have Covid-19 but remain asymptomatic.

The College has worked closely with our external bus partners who are committed to following this new protocol from September 2020.

The College will continue to monitor any changes announced by the Government during Michaelmas term.

We will keep you informed should we need to make any adjustments to these protocols in order that we continue to ensure the safety of pupils and staff.

Who is eligible?

Brighton College offer a comprehensive home to school bus service for **pupils in the Prep School and Senior School aged eight upwards**, providing services that operate to and from school and comprises of 19 routes.

- Pupils in Years 4 and 5 in the Prep School must be accompanied by our Bus Monitors for the short walk from the College to and from the Prep School.
- Prep 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.*

Bus operators

Brighton College minibuses

Ten routes are run by our 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
H – Eastbourne	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
I – Southease	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L(i) – Copthorne Only	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L(ii) – Handcross Only	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L(iii) – Pease Pottage	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
M - Wivelsfield	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 9-14
O(i) – Tunbridge Wells	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-14
O(ii) – Tunbridge Wells via Marks Cross	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-14
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

Nine routes are managed by our partners *Brighton & Hove Buses (Sprit Coaches)*, *Mercury Travel* 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
C - Heathfield	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
G- Crowborough	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
F – Scaynes Hill	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
S - Surrey	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13

Compliance

- All our buses have excellent maintenance records and vehicle breakdowns are very rare.
- All our external operators tailor their service to meet the needs of the College and parents, using vehicles operated and maintained 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.
- 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 Colleges uses your and your child's information can be found on the College website <https://www.brightoncollege.org.uk/policies/>

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 **blue** band are based on **full return usage of each of these bus routes** regardless of journey distance and available for day pupils and weekly boarders.

We cannot offer tailored 'per day' ticket options on blue band routes as this would put an additional burden on the admin team resulting in an increase in price; by keeping the prices fixed ensures the overall service continues to be efficient and cost effective.

Ticket types and prices in the **red** band are worked out on distance and **available for Weekly Boarders only, Monday AM and Friday PM Only.**

Ticket prices in the **purple** band are worked out on distance and **available for Prep School pupils only.**

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

ANNUAL TICKETS	PRICE	TERMLY TICKETS	PRICE
ROUTES A-O & ROUTE Q			
5 Day – Monday to Friday	£1705	5 Day – Monday to Friday	£605
3 Day – Tues, Wed & Thurs	£1170	3 Day – Tues, Wed & Thurs	£420
2 Day – Monday and Friday	£780	2 Day Monday and Friday	£285
Weekly Boarder – Mon AM & Fri PM	£595	Weekly Boarder – Mon AM & Fri PM	£220
ROUTES P & R (CLAPHAM & SURREY) – WEEKLY BOARDERS ONLY			
Weekly Boarder MON AM ONLY*	£435	Weekly Boarder MON AM ONLY*	£155
Weekly Boarder FRI PM ONLY*	£435	Weekly Boarder FRI PM ONLY*	£155
Weekly Boarder – Mon AM & Fri PM	£870	Weekly Boarder – Mon AM & Fri PM	£310
* 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			
5 Day – Monday to Friday	£1500	5 Day – Monday to Friday	£515
4 Day (Combination of journeys)	£1250	4 Day (Combination of journeys)	£430
3 Day (Combination of journeys)	£950	3 Day (Combination of journeys)	£325
2 Day (Combination of journeys)	£605	2 Day (Combination of journeys)	£215

2020-21 Route Map



Routes

- Each route on the 2020-21 timetable lists the location and stops available, with scheduled pick up and drop off times.
- The morning bus timetable is planned to ensure pupils arrive at school before registration.
- 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 congestion, may result in the late arrival of a bus.
- The College reserves the right to alter routes, pick-up points, times and coach companies if required due to any adverse conditions outside our control; adequate notice of any changes will be communicated to affected parents/pupils, where possible.
- **It is the responsibility of parents to ensure their child arrives at the morning pick-up point at least 5 minutes before the published departure time.** Buses will only wait until the time of departure for pupils to arrive.

2020-21 routes timetable

Route A Loxwood (BC Minibus)			
Route	Stop	AM times	PM times
Alfold	Sir Roger Tichborne Pub CP (MonAM & FriPM ONLY)	6.45 (Mon)	18.50 (Fri)
Loxwood Pond	Wey & Arun Canal Trust, Vicarage Hill B2133	7.00	18.35
Wisborough Green	Whitecroft, Newport Lane	7.05	18.25
Wisborough Green	The Cricketers Arms – Durbans Road	7.08	18.20
West Chiltington	The Blacksmiths Arms, Adversane	7.15	18.17
West Chiltington	The Queens Head Pub, The Hollow	7.20	18.00
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	White Horse Hotel, 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 (Mercury Minibuses)			
Route	Stop	AM times	PM times
Heathfield	Heathfield Fire Station (Car Park to rear)	7.00	18.00
Blackboys	Blackboys Inn Car Park, by triangle	7.07	17.52
Halland	The Blacksmiths Arms	7.12	17.45
Laughton	Roebuck Inn Bus Stop, Lewes Road	7.16	17.36
Ringmer	Ham Lane (near entrance to Ham Farm)	7.25	17.34
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route D Angmering (Spirit Coaches)			
Route	Stop	AM times	PM times
Angmering	Angmering Roundabout (A259), bus stop by footbridge	6.50	18.15
Worthing	Northbrook College, Littlehampton Rd	6.55	18.05
Worthing	The Boulevard (BS n/side of r/bout)	7.00	18.00
Worthing	Broadwater, Cricketers Parade	7.05	17.55
Worthing	Steyne Gardens (BS outside Bowls Centre)	7.10	17.50
Lancing	Beach CP AM/ Setyres BS PM (A259)	7.20	17.45
Shoreham	Longshore Pub Bus Stop	7.30	17.35
Shoreham	High Street, by footbridge	7.35	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	Triangle Horsted Lane	7.00	18.20
Lindfield	Stone Cross Lane	7.08	18.12
Lindfield	High Street (opposite Denman's Lane)	7.13	18.04
Lindfield	Sunte Avenue, The Witch Inn Bus Stop	7.15	18.00
Haywards Heath	Queens Road	7.20	17.54
Haywards Heath	The Harvester Pub	7.25	17.46
Hickstead	Hickstead Services (bus stop on slip Rd)	7.33	17.30
Sayers Common	LVS College	7.36	17.26
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route F Scaynes Hill (RDH Coaches)			
Route	Stop	AM times	PM times
Scaynes Hill	Ham Lane Bus Stop, Lewes Road (A272)	7.07	18.00
Haywards Heath	Princess Royal Hospital Bus Stop	7.10	17.52
Haywards Heath	Fox and Hounds Public House	7.14	17.48
Burgess Hill	Burgess Hill School for Girls	7.25	17.40
Hassocks Station	Railway Bridge BS, by steps in Keymer Road, B21 16	7.35	17.35
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route G Crowborough (Spirit Coaches)			
Route	Stop	AM times	PM times
Crowborough	Crow and Gate Pub – Bus Stop (A26)	7.00	18.11
Maresfield	Bus Stop adj Church, Batts Bridge Rd	7.10	18.02
Piltdown	Bus Stop adj Garage, Goldridge Road	7.14	17.55
Newick	Bus Stop adj The Bull Inn	7.17	17.50
North Chailey	Kings Head bus stop on A275	7.20	17.47
South Chailey	A275 just after jnct. with Mill Lane	7.25	17.40
Cooksbridge	Bus Stop adj Railway Station (A275)	7.30	17.33
Lewes	Bus Stop adj Nevill Green	7.35	17.28
Lewes	Bus Stop adj Lewes Prison (Warren Drive)	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	Sovereign Centre (Fri)	PM ONLY	18.10
Eastbourne	Grand Hotel/Compton Street	7.05	18.00
Eastbourne	Meads/St. Johns	7.10	17.55
Friston	Friston Pond, A259	7.18	17.46
Cuckmere	Exceat Cuckmere Country Park	7.26	17.42
Seaford	Sutton Corner, A259	7.33	17.38
Saltdean	Chichester Drive West BS (A259)	7.54	17.14
Rottingdean	The White Horse Hotel BS (A259)	7.57	17.11
Brighton	Brighton College (College Campus)	8.15	17.00

Route I Southease (BC Minibus)			
Route	Stop	AM times	PM times
Southease	Gorhams/Ashcombe Lane	7.20	18.00
Kingston	The Avenue	7.30	17.30
Kingston	Wellgreen Lane	7.40	17.35
Lewes	Iford	PM ONLY	17.50
Lewes	Railway Station (opp entrance)	7.45	17.30
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 Road – by junc. with River Mead	7.05	17.57
West Grinstead	The Orchard, Cowfold Road	7.12	17.52
Shermanbury	Bus stop by Morley Cottages on A281	7.25	17.39
Henfield	High Street opposite Truffles	7.30	17.35
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route K Balcombe (RDH Coaches)			
Route	Stop	AM times	PM times
Balcombe	Victory Hall, Stockcroft Road	7.07	18.00
Cuckfield	Wheatsheaf Inn Bus Stop	7.14	17.52
Cuckfield	Broad Street (Hatchlands Bus Stop)	7.16	17.49
Ansty	Shell Garage, Cuckfield Road	7.22	17.45
Burgess Hill	Sussex Way Bus Stop (A273)	7.31	17.39
Hurstpierpoint	Fairfield Cres. BusStop(Cuckfield Rd)	7.35	17.29
Hurstpierpoint	Trinity Rd/ junc. with Cuckfield Rd	7.38	17.25
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route L Copthorne/Pease Pottage/Handcross (BC Minibus)			
Route	Stop	AM times	PM times
Bus 1 Copthorne	Bus Stop A264 Dukes Head	7.00	18.05
Copthorne	Bus Stop A264 Copthorne Hotel	7.05	18.00
Brighton	Brighton College (College Campus)	8.15	17.00
Bus 2 HandcrossPark PrePrep	Car Park (entry via High Beeches Ln.)	7.27	17.35
Brighton	Brighton College (College Campus)	8.15	17.00
Bus 3 Pease Pottage	Pease Pottage Services	7.20	17.45
Brighton	Brighton College (College Campus)	8.15	17.00

Route M Wivelsfield (BC Minibus)			
Route	Stop	AM times	PM times
Wivelsfield Green	Green Rd/South Rd,	7.15	18.00
Plumpton	Cedar House, Plumpton Lane	7.20	17.50
Westmeston	Middleton Manor Bus Stop (B2116)	7.30	17.49
Ditchling	The Bull Pub BS, Lewes Road B2116	7.36	17.39
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	6.55	18.15
Fontwell	Fontwell Services, Arundel Road	7.03	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 O Tunbridge Wells/Frant (BC Mini-bus) Weekly Boarders Mon AM & Fri PM ONLY

Route	Stop	AM times	PM times
Bus 1			
Tunbridge Wells	Homebase Car Park, Broadwater Lane	7.00	18.00
Brighton	Brighton College	8.15	17.00
Bus 2			
Frant	Abergavenny Arms pub on A267	6.50	18.20
Marks Cross	The Marks Cross Inn	7.05	18.15
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 P Clapham (Spirit Coaches) Weekly Boarders Mon AM & Fri PM ONLY

Route	Stop	AM times	PM times
Clapham, SW11	Broomwood Road	6.30	19.15
Brighton	Brighton College (Sutherland Road)	8.15	17.05

NB: This bus will run 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
Phoenix Causeway	Bus stop east (am)/Bus stop west (pm)	7.30	17.50
Lewes	Sussex House, Lewes High Street	7.40	18.00
Lewes	Old Post Office (AM ONLY)	7.45	AM ONLY
Lewes	Law Courts (PM ONLY)	PM ONLY	17.45
Lewes	Pelham Arms	7.50	17.40
Brighton	Brighton College (College Campus)	8.15	17.00

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

Route	Stop	AM times	PM times
Feltonfleet School	Byfleet Road Bus Stop	6.30	19.00
Oxshott	Railway Station (bus stop before bridge)	6.45	18.45
Brighton	Brighton College (College Campus)	8.15	17.05

NB: This bus will run 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

Route	Stop	AM times	PM times
Shirley Drive	Woodruff Avenue Bus Stop	7.30	17.41
Shirley Drive	The Droveaway Bus Stop	7.32	17.39
Rigden Road	Rigden Road (outside No.3)	7.36	17.35
Denmark Villas	Denmark Villas (outside No.20)	7.45	17.31
7 Dials	Clifton Terrace	7.50	17.20
Brighton	Brighton College Main Campus	8.15	17.00

Applying for a seat on your chosen route

Step 1	Step 2	Step 3	Step 4
<p>Once you have chosen your route and ticket type, go to our online school bus service page and complete the application form on https://www.brightoncollege.org.uk/bus-routes/</p>	<p>Once you have completed the form press 'PROCEED'. This will take you to the online payment form.</p>	<p>Complete the online payment form – <i>make sure you have indicated what the payment is for and entered the correct amount for your chosen ticket</i>, then press 'PROCEED'</p>	<p>You will now be redirected to our payment portal – complete your payment by either credit or debit card. <i>You will receive an email confirmation of payment.</i></p>

Parents whose children already use school transport *MUST* complete an application form and make payment in advance, if they wish to retain their seat/s for 2020-21.

- ***Our bus service is very popular and some of our routes have limited spaces available***
- ***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 Contract**. 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.***

Emergency contact numbers

In the event of an emergency out of school hours (before 8.30am and after 6pm), contact Brighton College Security on 01273 704241.

For other general queries during school hours (8.30am – 6pm), please contact Brighton College Buses Team on 01273 704200 or email buses@brightoncollege.net

NB: Brighton College will alert parents in the event of any problems with buses due to unforeseen circumstances (heavy traffic/breakdowns etc.) via the school digital communications system (iSams email/text).

FAQ'S (frequently asked questions)

Q. Where do the buses drop-off/pick-up at Brighton College?

A. Routes B, C, D, E, F, G, J, K, P and R drop-off in Sutherland Road. This is also the pick-up point for the return journey. Routes A, H, I, L, M, N, O, Q and S drop-off and pick-up on the Senior School College Campus.

Q. My child is in the Prep School; will he/she be escorted from the bus to Walpole Road?

A. Yes. Pupils in years 4 and 5 **must** be accompanied by our Bus Monitors to and from the Prep School. Supervision for pupils in years 6, 7 and 8 is not compulsory, but parents can request this service when they make their seat application online.

Q. Can I buy a termly or annual ticket for one-way travel on routes in the blue band?

A. No. We do not offer one-way tickets. Ticket prices are fixed for the whole year based on full return usage of the bus, which includes the cost of travel and administration to provide the service.

Q. Can weekly boarders use any of the School Buses?

A. Yes. They can use any of the routes on a Weekly Boarders ticket for a Monday morning pick-up and a Friday evening drop-off.

Q. Can I buy a ticket on the bus for an extra journey if I have only bought either a three or 2-day ticket?

A. No. Because of the protocols implemented due to Covid-19 Government guidance in terms of capacity, we cannot offer this service on our minibuses during Michealmas term 2020. However, some of the larger coaches may have extra capacity – please contact the buses team [buses@brightoncollege.net] at least 24 hours before travel is required to check availability.

Q. If my child does not use the bus for any reason, can I have a discount?

A. No. You are securing a seat on the bus for the duration of the ticket type you purchase, regardless of whether your child might not take the bus for any reason. This includes study leave during exams.

Q. If I buy a ticket and we decide to stop using the service, can I have a refund?

A. Yes. However, you must give half a term's notice to cancel either an annual or a termly ticket.

Q. Why do I have to pay the same for my ticket regardless of the length of my journey on routes on the blue band?

A. Ticket prices are set annually at a flat rate, based on the number of seats/expected demand/cost of running and administering the service; this helps to regulate the prices each year.

Q. Do the boarders buses [Clapham, Chichester, Tunbridge Wells, Clapham & Surrey] run as normal if the first and last days of term do not fall on a Monday or a Friday?

A. Yes. All boarders' buses will run their normal service regardless of which day term begins or ends.

Lost Property Policy – School Bus Service

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 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, Mercury and RDH)** will, if retrieved by the driver, be placed on the next bus, for collection by the pupil at the next available opportunity. 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 Department, which is located in the basement of The Great Hall - down the steps adjacent to the Yeoh building. 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 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 Buses Department** via email - buses@brightoncollege.net as soon as possible, stating clearly which bus the item/s were left and which school run (am/pm) quoting the bus Route name 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 accounts@brightoncollege.net