



WHAT TO DO IF THINGS GO WRONG



If the bus or coach does not arrive in the morning, students are required to either inform their parents/carers or to contact school, usually replacement transport is sent to the affected route.

However, if due to the cold weather conditions, students are left waiting for their bus or coach for more than 30 minutes they should go back home and again and contact parents/carers who are expected to advise the school that they are aware their son/daughter is at home.

On most occasions a service will be replaced and the alternative will collect students accordingly. If the bus/coach is late in the afternoon students are told to contact home via their own mobile phones or they can use the school office telephone to ensure contact is made with a parent/carer

If for any reason the school is to be closed due to bad weather i.e. snow, flooding etc. announcements are made via the school website, Facebook/Twitter and a message will be recorded on the school switchboard. We will also report the closure to local radio stations, Heart FM, BBC local radio and Meridian FM.

If you have any complaints regarding transport please always contact either West Sussex or Surrey County Council Transport as well as the school, we can then work together to address the situation.

IMBERHORNE SCHOOL TRAVEL PLAN

**IMBERHORNE SCHOOL
IMBERHORNE LANE
EAST GRINSTEAD
WEST SUSSEX
RH19 1QY**

TELEPHONE NUMBER : 01342 323562

FAX NUMBER: 01342 317366

EMAIL: scook@imberhorne.co.uk



IMBERHORNE SCHOOL TRAVEL GUIDANCE LEAFLET

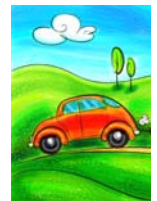


The School Travel Plan works in conjunction with West Sussex County Council

Imberhorne School is served by many routes that enable students to travel to and from school. This leaflet outlines the options open to students on both sites and also provides information about who to contact in the case of any queries.

The majority of students are brought to school by transport funded by West Sussex County Council.

- ◆ Students who live near the school are encouraged to walk, or make use of the cycle routes around both sites. There are cycle parks on both sites, where students can lock their cycles during the day. We encourage safe cycling to school and helmets are strongly advised.
- ◆ Pedestrians have good pathways around the sites. A light operated pedestrian Toucan crossing at Imberhorne Lane has been installed near the entrance to the site. Access for Lower School can be gained in Dorset Avenue for pedestrians and cyclists away from the front of the school where the buses and coaches drop off and collect.
- ◆ We realise that some students do not have any option other than to travel by car we therefore encourage car sharing between parents.
- ◆ As agreed with the County Council, the Dorset Avenue pedestrian gate should **not** be used by Parents dropping/collecting Lower School students by car. Cars should wait at the front of the school in Windmill Lane and students should take care crossing this road which can become busy at the beginning and end of the school day.





**WEST SUSSEX COUNTY COUNCIL
AND IMBERHORNE SCHOOL
TRANSPORT PROVISION**



West Sussex County Council fund school transport for students in Years 7-11, who live over 3 miles from the school site to which they attend, and whose address is within the catchment area. Sixth Form students need to contact their designated council to see if they qualify.

Coaches and double decker buses are used to transport students from Sharpthorne, West Hoathly, Crawley Down, Turners Hill and Copthorne.

Students who have an address outside of West Sussex have to apply to their own local authority therefore students who live in Smallfield, Lingfield and Horley, need to contact Surrey County Council. It is at the Council's discretion to allocate assisted or free transport.

A small number of students with special circumstances are brought to school by taxi; the local authority allocate these services.

Useful Telephone numbers:

West Sussex County Council Transport: 01243 753530

Surrey County Council Transport: 0300 200 1004

Metrobus also offer a season ticket facility to all students who catch their public service vehicles and information regarding the cost and how this scheme operates can be found by contacting Metrobus direct on 01293 449191.

LOST PASSES

METROBUS PASSES—01293 449191

COACHES— 01243 753530



**WEST SUSSEX COUNTY COUNCIL
AND IMBERHORNE SCHOOL
TRANSPORT PROVISION**



Imberhorne School and West Sussex Council expect all students to behave in a safe and appropriate manner travelling to and from school. Students are representing the school and the home-school Partnership agreement extends to school transport.

- ◆ Students are to respect the vehicles and drivers and be courteous and polite to all members of the public and other bus users travelling on the service.
- ◆ All students should be in a seat where available; students are reminded that passengers are entitled to use of all of the seats and they should not be used for bag storage.
- ◆ 6th Form Student Bus Monitors are travelling on each of the school services and are acting as monitors on behalf of the school and will report any incidents to staff on arrival at school. Students can also speak to the monitors regarding any concerns they have.

643	TURNERS HILL AND CRAWLEY DOWN	01293 596578 (METROBUS)
642	COPTHORNE AND CRAWLEY DOWN	01293 596578 (METROBUS)
638	COPTHORNE, SNOWHILL, NEW DOME-WOOD	01293 596578 (METROBUS)
648	COPTHORNE, IMBERHORNE LANE ONLY	01293 596578 (METROBUS)
624	HORLEY, COPTHORNE, CRAWLEY DOWN	01293 596578 (METROBUS)
281	COPTHORNE, CRAWLEY DOWN	01293 596578 (METROBUS)
291	COPTHORNE, CRAWLEY DOWN	01293 596578 (METROBUS)
903	TURNERS HILL, WEST HOATHLY, SHARPTHORNE	01293 521002 (C. LUXURY)
	LINGFIELD MINIBUS	01342 835099
509/236	LINGFIELD/DORMANSLAND	01342 719619 (SOUTHDOWN)