

**Stars College High School - Transportation Policy**  
**Academic Year: 2025 – 2026**



Name of Policy	Transportation Policy
Reviewed by	Head of School, Safeguarding Mentor
Date	Sep.19, 2025
Date of next review	June.19, 2026

**1) Purpose**

This policy sets clear procedures for student dismissal and safe transportation to and from school, including private pick-up and school transport.

**2) Scope**

This policy applies to all students and families using:

- Private transportation (parent/guardian pick-up or authorized person)
- School transportation (school-designated bus/driver)

**3) School Timing and Dismissal Supervision**

- The school opens at 7:30 and cannot receive students before that time.
- The school day ends at 14:00 (Monday to Friday).
- If parents are late at dismissal, students remain under school supervision until 14:30.

**4) Student Release (End of Day)**

At the end of the school day:

- Students who use private transportation are handed over to their parents, an assigned person, or the school-designated bus driver.

### **5) Changes to Pick-Up Time or Destination**

Any change in leaving time or transportation destination must be communicated in advance through:

- A written letter to the responsible principal, or
- A phone call from the guardian to the receptionist.

### **6) School Transport Rules (Bus Students)**

#### **6.1 Morning Bus Pick-Up**

- Students must be ready at the designated time.
- The driver waits only 3 minutes before leaving.

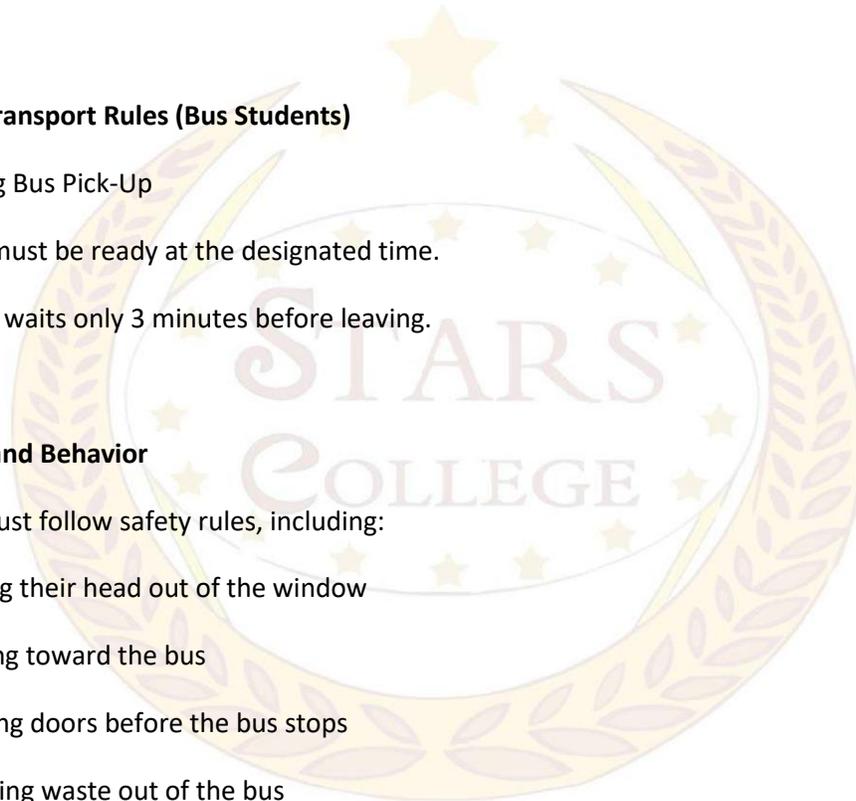
#### **6.2 Safety and Behavior**

Students must follow safety rules, including:

- Not putting their head out of the window
- Not running toward the bus
- Not opening doors before the bus stops
- Not throwing waste out of the bus
- Using appropriate language

#### **6.3 Bus Cleanliness and Damage**

- Students must keep the bus clean.
- Guardians are responsible for repair costs if damage occurs.



#### 6.4 Complaints and Feedback

- Complaints should be directed to the transportation officer using the provided contact number.

#### **7) Campus Vehicle Restriction**

Students' cars and motorcycles are not allowed on campus.

#### **8) Emergency Closure / Disruption to Transport**

If an emergency affects transportation, families will be notified via official school communication channels.

