



Spencer Park Primary School School Buses Procedure

- Students catching a bus should go to Room 13 as soon as possible after the siren. (Buses include WANSLEA and PCYC as well as Education Support and Loves buses.)
- The bus duty teachers then record those who are present. (A master sheet of all bus children catching the bus on any given day is updated by Admin staff daily.)
- Students and supervising teachers move out to the pick up points.
- Parents are asked to notify the school when their child will not be catching the bus home

Note:

- It is important that bus duty teachers attend as soon as possible, as a matter of urgency, after the final siren.
- It is important that all teachers enable bus students to move to Room 13 as soon as possible after the final siren.
- It is requested that teachers do not detain bus students after school.

