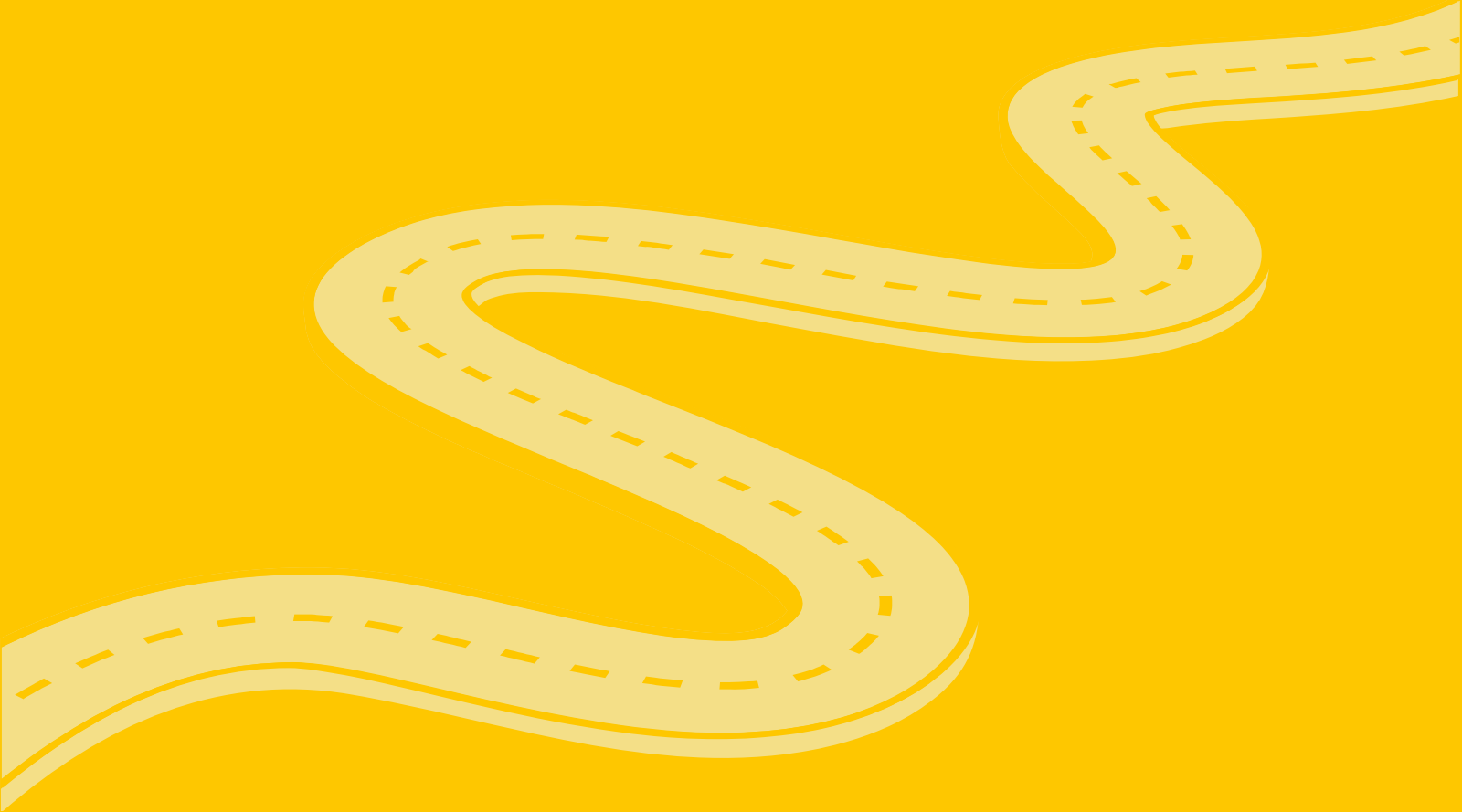




**STAHS**

PREP SENIORS SIXTH



# **TRANSPORT & TRAVEL GUIDE**

**2025-26**

# WELCOME

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We are fortunate at STAHS to have a location that is easy to reach by many different modes of transport. As a city centre school, trains, buses, cycling and walking are all convenient options that are used by many of our pupils.

STAHS operates a comprehensive home to school transport service, through our local coach provider PPH of St Albans. We also have a shuttle coach service that runs between the Senior School and the Prep.

We have introduced a new online booking system to make arranging school transport as convenient as possible for STAHS families. Details of how to use this service and make an online booking are included in this booklet.

This is a private bus service for the use of St Albans High School for Girls only and members of the public cannot, and do not, use this service.

**SIGN UP TO  
OUR  
SCHOOL  
COACH  
SERVICE**



The information in this booklet is correct at the time of printing.  
Please check our website for the latest information.

# OUR COACH NETWORK

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Our extensive coach service makes St Albans High School for Girls accessible to pupils from Hertfordshire, Bedfordshire and North London.



All bookings for our school coach routes should be made via our online booking system, which can be accessed at <https://stahs.vectare.co.uk>



All bookings are made digitally. Payment for all Regular Travel coach services will be added to your School bill. Single Trip bookings are charged at the time of booking through the Vectare website.



All students will be digitally registered as they board and alight the coach each morning and afternoon.



If you need any further assistance, or you would like to discuss travel options from areas not currently served by our coach network, please do not hesitate to contact us at [coaches@stahs.org.uk](mailto:coaches@stahs.org.uk) or **01727 792 540**.





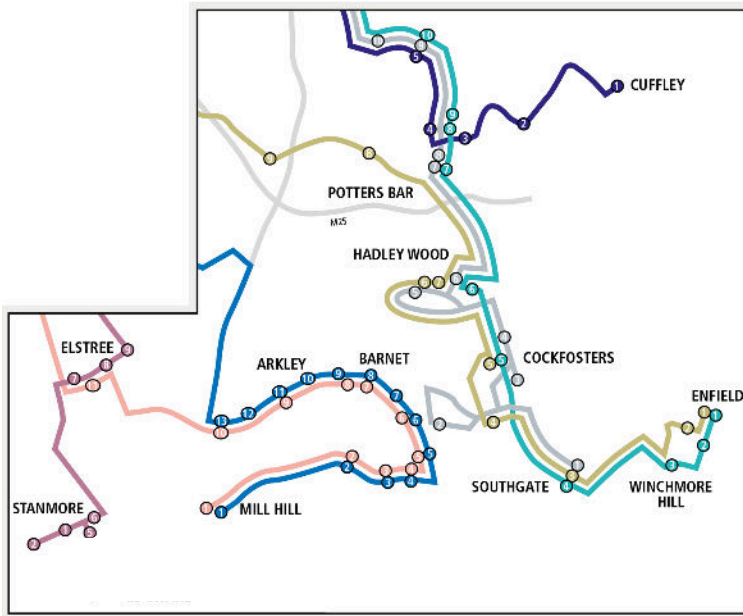
## Coach Routes Serving the Schools

Routes operate morning and evening, except where noted otherwise below **in red**.

- CUFFLEY
- DUNSTABLE (LATE) (PM only)
- DUNSTABLE
- HERTFORD
- HITCHIN
- KINGS LANGLEY (AM only)
- LUTON
- MILL HILL (LATE) (PM only)
- MILL HILL
- RICKMANSWORTH (AM only)
- RICKMANSWORTH, KINGS LANGLEY (PM only)
- RICKMANSWORTH (LATE) (PM only)
- SOUTHGATE PREP
- STANMORE
- WINCHMORE HILL (LATE) (PM only)
- WINCHMORE HILL
- SCHOOL SHUTTLE PREP

The RICKMANSWORTH, KINGS LANGLEY (PM only) and RICKMANSWORTH (LATE) routes have been combine on this map, but note that some stops are not served by both.

- R Rickmansworth Kings Langley PM only
- L Rickmansworth Late only
- Other main roads
- | Bus stop (see also numbered stops lists where there is insufficient space on the map)
- National Rail routes
- Jubilee Line
- Metropolitan Line
- Northern Line
- Piccadilly Line



### Southgate Prep route

- 1 Chase Side  
Cynergy Bank, just before filling station (No bus stop) (AM only)
- 2 Arkley (PM only)  
Galley Lane, Arkley Hotel Stop K
- 3 East Barnet  
York Road
- 4 Cockfosters  
Freston Gardens
- 5 Hadley Wood  
Station, Bus Stop 'X' (PM only)
- 6 Hadley Wood  
Claremont Road, Duchy Road
- 7 Potters Bar  
Cork and Sillage PH
- 8 Potters Bar  
Bus Garage (PM only)
- 9 Potters Bar  
Little Heath Area, Church Road
- 10 Brookmans Park  
Moffats Lane

### Cuffley route

- 1 Cuffley  
The Plough PH
- 2 Potters Bar  
Thaynesfield (PM only)
- 3 Potters Bar  
Quakers Lane / Hatfield Road
- 4 Potters Bar  
Church Road Little Heath Area (PM only)
- 5 Brookmans Park  
Bradmore Green

### Winchmore Hill route

- 1 Enfield  
Methodist Church, Old Park Ridings
- 2 Winchmore Hill  
Moor Link, Hoadecke Gardens (PM only)
- 3 Winchmore Hill  
The Green
- 4 Chase side  
Southgate Police Station
- 5 Cockfosters  
Freston Gardens, Heddon Court Ave stop C
- 6 Hadley Wood  
Cressent East, Lancaster Avenue No Bus Stop
- 7 Hadley Wood  
Duchy Road, Lancaster Avenue
- 8 Potters Bar  
Laurel Avenue, Mutton Avenue
- 9 South Mimms  
The White Hart PH

### Winchmore Hill Late route

- 1 Enfield  
Methodist Church, Old Park Ridings
- 2 Winchmore Hill  
Green Moor Link, Hoadecke Gardens
- 3 Winchmore Hill  
The Green
- 4 Southgate  
Southgate Police Station
- 5 Cockfosters  
Bejeman Court
- 6 Hadley Wood  
Duchy Road
- 7 Potters Bar  
Cask & Stillage PH
- 8 Potters Bar  
Quakers Lane
- 9 Potters Bar  
Church Road
- 10 Brookmans Park  
Bradmore Green

### Stanmore route

- 1 Stanmore  
Torrey Road, Stanmore, Bus Stop 7 (AM only)
- 2 Stanmore  
Stanmore Bracknall, Bus Stop 8 (AM only)
- 3 Stanmore  
Edgeway/Alex, Spur Road
- 4 Harewood  
Fosse Rd/ Mill Aitons Lane, (PM only)
- 5 Harewood  
Alding Court Stop Aitons Lane (PM only)
- 6 Harewood  
Harewood Hill Road Stop Aitons Lane

### Mill Hill route

- 1 Mill Hill  
Mills Lane, Court Close 74, Bus Stop 1
- 2 Tottenham  
New Marston Bus Stop
- 3 Tottenham  
The Green
- 4 Tottenham & Whitestone  
Station, Bus Stop 2
- 5 Whitestone  
Arlington Road, Bus Stop 3
- 6 Whitestone  
Spenswood Road stop P
- 7 Boreham  
Spenswood B7 services The Bus Stop
- 8 Boreham  
High Street Church, Bus Stop 4
- 9 Boreham  
Boreham Street, Bus Stop P
- 10 Arkley  
Galley Lane, Bus Stop 5
- 11 Arkley  
Ouzes Drive (PM only)
- 12 The Gully  
The Hill Lane, Bus Stop C (PM only)

### Mill Hill Late route

- 1 Mill Hill  
Alex Curlew, Bus Stop 11
- 2 Tottenham & Whitestone  
Station, Bus Stop 2
- 3 Tottenham  
Ouzes Drive
- 4 Tottenham  
Spenswood Green
- 5 Mill Hill  
Spax Curlew, Bus Stop 11
- 6 Whitestone  
Arlington Road, Bus Stop 3
- 7 Boreham  
High Street Church, Bus Stop 4
- 8 Boreham  
Dunham Street, Bus Stop 10
- 9 Boreham  
Boreham Hill Court, Boreham Hill
- 10 Arkley  
Ouzes Drive

# TIMETABLES STAHS SENIOR

## CUFFLEY

Zone	Stop	AM	PM
C	Cuffley -The Plough	07:27	17:00
B	Potters Bar - Thaynesfield	-	16:52
B	Potters Bar - Quakers Lane/Hatfield Road	07:42	16:49
B	Potters Bar - Church Road, Little Heath area	-	16:47
B	Brookmans Park - Bradmore Green	07:48	16:40
B	Welham Green - Station Road/stop Bulls Lane	07:50	16:38
B	Hatfield - Memorial Hall, French Horn Lane	07:57	16:30
-	STAHS	08:30	16:10

## DUNSTABLE

Zone	Stop	AM	PM
C	Dunstable - The Square stop S3	07:20	17:14
C	Dunstable - Whipsnade Road/Westdown Gardens (No bus stop)	07:25	17:10
B	Studham - Holywell Road opp Studham Lane	07:27	17:04
B	Studham - The Green (No bus stop)	07:30	17:00
B	Studham - Byslips Road/Oldhill Wood (No bus stop)	07:32	16:58
B	Markyate - High Street opp Fire Station (am), the Fire Station (pm)	07:40	16:53
A	Redbourn - Dunstable Road/Meadow View (am), Redding Lane (pm)	07:45	16:46
A	Redbourn - Fire Station (No bus stop)	07:50	16:40
-	STAHS	08:30	16:10



# HERTFORD

Zone	Stop	AM	PM
C	Hertford - Hertford North Bus Station stop B (am), stop A (pm)	07:20	16:56
C	Hertford - Golden Griffin PH	-	16:54
B	Digswell - Digswell Viaduct/Harmer Green Lane (No bus stop)	07:33	16:44
B	WGC - College Way, Campus East Lower Car Park (No bus stop)	07:38	-
B	WGC - Digswell Road/Pentley Park	-	16:35
B	WGC - Valley Road/Youngs Rise	07:40	16:32
A	Wheathampstead - Memorial Hall opp Marford Hall	07:55	16:23
-	STAHS	08:30	16:10

# HITCHIN

Zone	Stop	AM	PM
C	Hitchin - The Maples, Stevenage Road	07:15	17:40
C	Stevenage - Hitchin Road opp John Henry Newman School	07:20	17:33
B	Knebworth - Station Road stop D (am), Station Road stop C (pm), Stevenage Road	07:32	17:22
B	Woolmer Green - Opp Red Lion PH	07:38	17:18
B	Oaklands - Opp North Star PH	07:39	17:15
B	Welwyn - St Mary's Church, Church Street	07:43	17:11
-	STAHS	08:15	16:30



# LUTON

Zone	Stop	AM	PM
B	Luton - Outside Matalan, Holly Street	-	16:50
A	Luton - London Road opp Stockwood Park Entrance	07:20	16:47
A	Harpenden - The Common, Kinsbourne Green	07:32	16:40
A	Harpenden - Ridgewood Drive	07:34	16:38
A	Harpenden - Park Mount, Tesco Express	07:35	16:37
A	Harpenden - Luton Road/Old Rectory Close, Townsend Road	07:37	16:35
A	Harpenden - Opp The George PH (bus stop D) (am), The George PH stop C (pm)	07:40	16:33
A	Harpenden - Southdown Road, Plough & Harrow PH	07:45	16:29
A	Harpenden - St Albans Road/West Common Way, Limbrick Road*	07:50	16:25
A	St Albans - St Albans Road, Old Albanians Hawkswick stop.	07:50	16:20
-	STAHS	08:30	16:10

\*When Luton and West Common routes are combined

# MILL HILL

Zone	Stop	AM	PM
C	Mill Hill - Marsh Lane/Croft Close (No bus stop)	07:10	17:21
C	Totteridge - Totteridge War Memorial	07:15	17:13
C	Totteridge - Pine Grove (am), Totteridge Green (pm)	07:18	17:12
C	Totteridge and Whetstone Station stop A (am), stop B (pm)	07:22	17:09
C	Whetstone - Whetstone High Road/Athernaeum Road stop J (am), stop M (pm)	07:25	17:06
C	Whetstone - Friern Mount Drive stop	07:27	17:05
B	Whetstone - Lyonsdown Road stop P (am), opp Hole in the Wall Cafe (No bus stop) (pm)	07:28	17:03
B	Barnet - Odeon outside BP garage (No bus stop) (am), Potters Lane stop A (pm)	07:30	17:01
B	Barnet - Barnet High Street, Barnet Church stop L (am), stop H (pm)	07:31	16:57
B	Barnet - Union Street stop F (am), Wood Street stop M (pm)	07:33	16:51
B	Arkley - Galley Lane, Arkley Hotel stop E (am), stop K (pm)	07:35	16:48
B	Barnet Rd, Quinta Drive Bus stop (PM Only)	-	16:47
B	The Gate - Brickfield Lane stop C, The Gate PH	-	16:45
B	Stirling Corner - Barnet Road stop E	-	16:42
B	Shenley - Black Lion Hill, Combe Wood	-	16:30
A	London Colney - opp Leisure Centre	-	16:22
A	St Albans - London Road - Drakes Drive	07:57	16:17
-	STAHS	08:30	16:10



# KINGS LANGLEY

Zone	Stop	AM
B	Kings Langley - High Street, Vicarage Lane	07:15
B	Kings Langley - Apsley Station stop A	07:19
B	Hemel Hempstead - Two Waters Road, Heath Park	07:23
A	Leverstock Green - The Leather Bottle PH	07:35
A	St Albans - Blue House Hill, King Harry stop (on request)	07:40
-	STAHS	08:30

# RICKMANSWORTH

Zone	Stop	AM
C	Rickmansworth - Railway Station stop A, Rectory Road	07:15
B	Watford - Park Avenue just past Cassiobury Park Road, Rickmansworth Road	07:25
B	Watford - Rear of Town Hall stop W	07:30
B	Watford - Hempstead Road/Ridge Lane	07:35
B	Abbots Langley - Langleybury Church Bus Stop, Watford Road A41	07:40
-	STAHS	08:30





## RICKMANSWORTH / KINGS LANGLEY

Zone	Stop	PM
-	STAHS	16:10
A	Leverstock Green - The Leather Bottle PH	16:40
B	Hemel Hempstead - Two Waters Road, Heath Park	16:49
B	Kings Langley - Apsley Station stop B	16:54
B	Kings Langley - High Street between Vicarage Lane Bus Stop	17:02
B	Kings Langley - BR Station stop A	17:06
B	Abbots Langley - Gallows Hill, The Unicorn Pub Bus Stop	17:07
B	Abbots Langley - Hamilton Road	17:09
B	Watford - Hempstead Road/Ridge Lane	17:16
B	Watford - Hempstead Road/Langley Road	17:18
B	Watford - rear of Town Hall stop Y	17:20
B	Watford - Rickmansworth Road, Cassiobury Park Avenue	17:21
B	Watford - Metropolitan Station Approach	17:22
B	Croxley Green - Metropolitan Station	17:32
C	Rickmansworth - Railway Station stop A, Rectory Road	17:35



# STANMORE

Zone	Stop	AM	PM
B	Stanmore - The Broadway stop D (am), stop J (pm)	07:11	17:16
B	Stanmore - London Road Synagogue stop H (am), stop J (pm)	07:14	17:12
B	Stanmore - London Road, Canons Corner Bus stop K (am), stop M (pm)	07:15	17:11
B	Stanmore - Spur Road, Edgware Way stop (am), stop F (pm)	07:20	17:09
B	Elstree - Elstree Hill North - Watling Court stop (pm)	-	16:56
B	Elstree - Allum Lane - Deacons Hill Road stop	07:30	16:51
A	Radlett - Post Office	07:40	16:41
A	Radlett - Recreation Ground stop C (am), stop B (pm)	07:43	16:38
A	Radlett - Watling Street, Kitswell Way stop	07:45	16:35
A	Radlett - Watling Street, Old Parkbury Lane (Request Only)	07:48	16:33
A	Park Street - War Memorial	07:50	16:30
-	STAHS	08:30	16:10

# WINCHMORE HILL

Zone	Stop	AM	PM
C	Enfield - Grange Park Methodist Church, Old Park Ridings (No bus stop)	07:10	17:26
C	Winchmore Hill - Moor Link/Hoodcote Gardens (No bus stop)	-	17:25
C	Winchmore Hill - The Green (No bus stop)	07:15	17:22
C	Southgate - Chaseside Southgate Police Station stop M (am), stop L (pm)	07:22	17:14
C	Cockfosters - Freston gardens stop C (am), Freston gardens stop D (pm)	07:25	17:05
B	Hadley Wood - Crescent East just before Lancaster Ave (No bus stop)	07:30	16:56
B	Hadley Wood - Lancaster Avenue/Duchy Road (No bus stop)	07:32	16:54
B	Potters Bar - Laurel Ave/Mutton Lane	07:50	16:42
B	South Mimms - White Hart PH	07:53	16:37
-	STAHS	08:30	16:10



# TIMETABLES

## STAHS PREP

### KINGS LANGLEY

Zone	Stop	AM
B	Kings Langley - High Street, Vicarage Lane stop	07:15
B	Apsley - Railway Station stop A	07:19
B	Hemel Hempstead - Two Waters Road, Heath Park stop	07:23
A	Leverstock Green - The Leather Bottle PH	07:35
A	St Albans - Blue House Hill, King Harry stop (on request)	07:40
A	STAHS Senior	08:00
A	St Albans - Sandridge Road, Lancaster Road stop	08:05
-	STAHS Prep	08:30

### SHUTTLE COACH - AM/PM/LATE

Zone	Stop	AM	PM	LATE
A	STAHS Senior	08:00	15:55	17:35
A	St Albans - Sandridge Road, Lancaster Road stop	08:05	15:50	17:25
A	STAHS Prep	08:30	15:40	17:15



# SOUTHGATE

Zone	Stop	AM	PM
C	Chaseside - Cynergy Bank just before filling station (No bus stop)	07:30	-
C	Arkley - Galley Lane, Arkley Hotel stop K (pm)	-	16:30
C	East Barnet - GPO Longmore Avenue/York Road	-	16:25
C	Cockfosters - Freston gardens stop C (am), Freston gardens stop D (pm)	07:33	16:17
B	Hadley Wood - Hadley Wood Train Station (stop A) (PM Only)	-	16:12
B	Hadley Wood - Duchy Road/Claremont Road (No bus stop)	07:40	16:10
B	Potters Bar - High Street, Cork & Stillage PH stop	07:50	15:55
B	Potters Bar - High Street, Bus Garage stop	-	15:54
B	Potters Bar - Little Heath area, Church Road stop between Hawkshead and Church Rd (am), between Church Road and Highlands (pm)	07:55	15:52
B	Brookmans Park - Mymms Drive/Moffats Lane (No bus stop)	08:00	15:50
A	Hatfield - French Horn Lane, Memorial Hall stop	08:10	15:45
-	STAHS Prep	08:30	15:40



# TIMETABLES LATE COACHES

## DUNSTABLE LATE COACH

Stop	PM
STAHS	17:40
St Albans - St Albans Road, Old Albanians Hawkswick stop	17:43
Harpenden - St Albans Road, West Common Way stop	17:45
Harpenden - Southdown Road, Plough & Harrow PH	17:47
Harpenden - The George PH stop C	17:49
Harpenden - BP Garage, Old Rectory Close	17:50
Harpenden - Park Mount stop	17:51
Harpenden - Ridgewood Drive stop	17:51
Kinsbourne Green - The Common stop	17:52
Luton - London Road, Stockwood Park Entrance	17:55
Luton - Holly Street stop, outside Matalan	18:02
Dunstable - The Square stop S3	18:07

## HERTFORD LATE COACH

Stop	PM
STAHS	17:40
Wheathampstead - Marford Road, Memorial Hall stop	17:50
WGC - Valley Road/Youngs Rise	18:00
WGC - Digswell Road/Pentley Park	18:03
WGC - Digswell Road/Knightsfield Pumping Station	18:04
WGC - Digswell Viaduct/Harmer Green Lane (No bus stop)	18:05
Hertford - Golden Griffin PH	18:10
Hertford - Hertford North Station stop A	18:15



# MILL HILL LATE COACH

Stop	PM
STAHS	17:40
Park Street - War Memorial stop	17:55
Radlett - Watling Street, Old Parkbury Lane (Request Only)	17:57
Radlett - Watling Street, Kitswell Way stop	17:58
Radlett - Post Office	18:00
Elstree - Bottom of Deacons Hill (No bus stop, near Hollywood Court)	18:05
Stirling Corner - Barnet Road stop E	18:15
Barnet Road Quinta Drive stop	18:20
Barnet - Wood Street, Union Street stop M	18:22
Barnet - High Street, Barnet Church stop H	18:27
Whetstone - High Street opp Hole in the Wall Cafe (No bus stop)	18:32
Whetstone - Friern Mount Drive (request only)	18:33
Whetstone - Athenaeum Road stop M	18:35
Totteridge and Whetstone Station stop B	18:37
Totteridge - Totteridge Green	18:38
Totteridge - Totteridge War Memorial	18:40
Mill Hill - Apex Corner Marsh Lane/Croft Close (No bus stop)	18:50



# RICKMANSWORTH LATE COACH

Stop	PM
STAHS	17:40
Leverstock Green - The Leather Bottle PH	17:55
Hemel Hempstead - Two Waters Road, Heath Park stop	17:57
Kings Langley - Apsley Station stop B	17:58
Kings Langley - High Street between Vicarage lane Bus Stop	18:00
Kings Langley - BR Station stop A	18:05
Abbots Langley - Gallows Hill, The Unicorn Pub Bus Stop	18:15
Abbots Langley - Hamilton Road	18:20
Watford - Hempstead Road/Ridge Lane	18:22
Watford - Hempstead Road, Langley Road	18:25
Watford - Town Hall stop Y	18:27
Watford - Rickmansworth Road, Cassiobury Road Park Avenue	18:28
Watford - Metropolitan Station Approach	18:32
Croxley Green - Metropolitan Station	18:35
Rickmansworth Railway Station stop A, Rectory Road	18:37
Chorley Wood - Rickmansworth Road/Parkfield (No bus stop)	18:38

# WINCHMORE HILL LATE COACH

Stop	PM
STAHS	17:40
Hatfield - French Horn Lane, Memorial Hall	17:50
Brookmans Park - Bradmore Green	18:05
Potters Bar - Little Heath area, Church Road stop	18:09
Potters Bar - Hatfield Road, Quakers Lane stop	18:10
Potters Bar - High Street, Cask & Stillage PH	18:12
Hadley Wood - Lancaster Avenue/Duchy Road (No bus stop)	18:20
Cockfosters - Freston Gardens stop D	18:25
Southgate - Chaseside Southgate Police Station stop L	18:30
Winchmore Hill - The Green (No bus stop)	18:40
Winchmore Hill - Green Moor/Hoodcote Gardens (No bus stop)	18:43
Enfield - Old Park Ridings/Park Drive (No bus stop)	18:50



# FARE INFORMATION

## PREP

Regular travel - AM and PM (per term) return

£600

£690

£730

Regular travel - AM or PM (per term) one way

£355

£379

£400

Single trip (per journey)

£8.00

£8.00

£8.00

## SENIOR

Regular travel - AM and PM (per term) return

£600

£690

£730

Single travel (per journey)

£12.85

£12.85

£12.85

For further information, please refer to Terms and Conditions.



# OTHER TRANSPORT

## BIKES



Students are welcome to cycle to school and we have bicycle racks on site. It is recommended that bikes are secured using a suitable lock.

## CARS



It is highly recommended that students do not drive to and from school. STAHS has very good public transport links and parking around the school is limited. There is no parking on the STAHS Senior site.

## PUBLIC BUSES



Thanks to our city centre location, students have access to a number of the public bus routes serving St Albans. More information on routes, timetables and maps can be found at [intalink.org.uk/services](http://intalink.org.uk/services).

## TRAINS



St Albans train station is a 15 minute walk (approximately half a mile) away from STAHS Senior and many students use the train to travel to and from school. There are regular train services into London on the Bedford-St Pancras line.





# TERMS & CONDITIONS

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## Definitions

Coach User means a Regular Travel User, Single Trip User.

Regular Travel User means a pupil at the Prep School who uses a coach service, including the Shuttle Coach, for at least 5 mornings, or 5 afternoons (or both 5 mornings and 5 afternoons) a week throughout a school Term and a pupil at the Senior School who uses a coach service 5 mornings and 5 afternoons a week throughout a school Term.

Single Trip User means a pupil who uses the coach service on an ad hoc basis or otherwise is not a Regular Travel User.

Shuttle Coach means the coach service which leaves the Senior School for the Prep School in the morning and which leaves the Prep School for the Senior School in the afternoons.

Vectare System means the system available at <https://stahs.vectare.co.uk/>. Term/Termly means a term of the School as notified to parents from time to time.

## 1. General Terms and Conditions for Parents

1.1. The School is responsible for setting prices, routes and timetables for the School coach services. The coach providers who deliver the service are contracted in by the School and are obliged to:

1.1.1. provide vehicles that are sufficient for the number of passengers to be carried, including luggage capacity, and are adequately heated and ventilated and in a clean and tidy condition;

1.1.2 clearly display the correct route and destination notices.

1.2. All Coach Users must be in Year 1 or above or have special permission from the Head of Prep.

1.3. Any child with a serious medical condition must be able to self-administer any medication that might be required on the journey.

1.4. The parents/guardians must inform the School of any concerns they have about their child using the coach services, whether this relates to a medical condition or otherwise. The School can then decide, in conjunction with the parents/guardians whether it is appropriate to let that child use the coach services and if so what support that child requires.

1.5. Parents/guardians are reminded to liaise only with the School about the School coach services and not with the coach companies direct.

1.6. The School may need to provide the coach providers with personal data relating to Coach Users and other confidential information about pupils. The coach providers are obliged by their terms and conditions to treat any such information appropriately and only to pass on to others that which it is strictly necessary to do so.

1.7. Under the terms of the contract between the School and the Coach providers, all drivers will have undergone safeguarding checks, and will be properly qualified for driving the School coaches. The School requires all vehicles used to be compliant with all relevant regulatory requirements including safety checks.

1.8. Coach drivers are only permitted to stop at the designated pick up and drop off points and are expressly prohibited from deviating from this schedule.

1.9. It is the responsibility of parents of Prep School Coach Users to ensure they are always at the coach stop 5 minutes before the scheduled arrival time mornings and afternoons.

## 2. Booking and Payment:

### Regular Travel Users

2.1. New Regular Travel Users must book their coach journeys in advance for the whole year before the start of each academic year using the Vectare System. Prices are as set out on the Vectare System and the Transport and Travel Guide. Booking dates will be notified to parents in advance.

2.2. All new and existing Regular Travel Users' bookings will be added to the termly bill and bookings will be rolled over at the start of each academic year. Cancellations must be made in accordance with clause 4.

2.3. For siblings who are both at the Prep School and who are both Regular Travel Users using the coach services both morning and afternoon 5 days a week, a 50% coach discount will apply to the second sibling using the same routes. This discount will be automatically applied at the time of booking and will be reflected on your termly bill.

### Single Trip Users

2.4. Single Trip Users must both book and pay for coach journeys through the Vectare System.

2.5. Prep Pupils who use the Shuttle Coach for after school activities run by the school will have to book a seat on the shuttle coach via the Vectare System and will be given a discount code for free coach travel if applicable e.g. travel for orchestra practice is currently free of charge.



## General

2.6. All Coach Users should use the same route in the mornings and returning in the afternoons. If you would like to travel on different routes in the morning and afternoon this may be able to be organized but please contact Mrs Lofts to discuss before booking, as priority is given to those Coach Users who travelling on the same route morning and afternoon. Please note that the School reserves the right to cancel such a journey should there not be enough seats available.

2.7. Once your booking is confirmed on the Vectare System you are guaranteed a place on the coach booked. However, the School cannot guarantee any changes made to journeys unless those changes are made through the Vectare System.

### 3. Changes to Journeys

3.1. Coach Users must not use the coaches for any journeys that they have not been pre-booked onto.

3.2. Please note that it is important that the School knows which pupils will be travelling on which coaches each day and any changes to bookings, including cancellations of a journey, must be made as soon as possible and all changes to afternoon journeys must be made through the Vectare System by no later than 10.30am on the day of travel.

3.3. Any emergency bookings or emergency changes to existing bookings for Prep School Coach Users should be made by contacting Mrs Inder at the Prep School on 01582 839270 or by emailing [prepcoaches@stahs.org.uk](mailto:prepcoaches@stahs.org.uk) and for Senior School Coach Users by contacting Mrs Lofts on 01727 792 540 or by emailing [coaches@stahs.org.uk](mailto:coaches@stahs.org.uk)

### 4. Cancellation of Journeys

4.1. If a Regular Travel User no longer wishes to use the coaches not less than a half Term's notice must be given to the School as set out below, otherwise you maybe liable for cancellation charges.

To cancel coach service	Notice required by the end of
With effect from the start of Lent term	October half-term
With effect from the start of Trinity term	February half-term
With effect from the start of Michaelmas term	May half-term

4.2. Notice should be given in writing by sending an email to [coaches@stahs.org.uk](mailto:coaches@stahs.org.uk).

4.3. All Single Trip Users book and pay for coach journeys in advance.

4.4. Refunds will be given only at the School's discretion in the event of a club being cancelled or a pupil moving house etc.

4.5. Pupils in Years 11 and 13 will be sent a letter in Lent Term from the School setting out travel options for the Trinity Term.

## 5. Summary

User Type	Prep School*	Senior School	Booking Conditions	Cancellation
Regular Travel User	Uses the coach 5 morning AND/OR 5 afternoons a week throughout the Term.	Uses the coach 5 mornings AND 5 afternoons a week throughout the Term.	Must book the whole year in advance. Cost will be added to termly bills.	Must give half-Term's notice in order to cancel. See table of notice periods in Clause 4.
Single Trip User	Uses the coach on an ad hoc irregular basis - not permitted without the express authorisation of the School.	Uses the coach on an ad hoc irregular basis.	Must be paid for online at the time of booking.	Can cancel but no refunds given.

\*Prep School coach Users must be in Year 1 or above to use the coach services generally and in Year 5 or above to use the Shuttle Coach to connect to an onward return coach from the Senior School. Special circumstances will be considered and authorisation must be given in advance by the Head of Prep School by contacting Mrs Inder at [prepcoaches@stahs.org.uk](mailto:prepcoaches@stahs.org.uk).

### Terms of Use

5.1. Regular Travel Users have an ID card which they must look after and use to tap on and off a coach at the beginning and end of each coach journey.

5.2. Single Travel Coach users are required to locate their record on the Vectare App confirming their attendance at the point of boarding the coach.

5.3. If a Coach User loses their ID pass then Mrs Lofts should be notified immediately on 01727 792 540 or [coaches@stahs.org.uk](mailto:coaches@stahs.org.uk) and she will arrange for a new one to be issued subject to the payment of an administration fee, as follows:

First time replacement	£5
Second time replacement	£10
Third time replacement and each time thereafter over the academic year	£15

5.4. All Coach Users must be at the official coach boarding points at least 5 minutes before the scheduled pick-up time and parents of Prep School pupils should be at the official coach disembarkation points at least 5 minutes before the scheduled drop off time.

5.5. All coach drivers have been fully vetted and DBS checked, however coach drivers are not responsible for supervising Coach Users and parents should note that their children will travel unchaperoned by the School on the coaches.



5.6. The School wants all passengers to stay safe and travel in comfort and the School has high expectations about the standard of behavior expected from a pupil whilst on a coach. Parents should remind pupils that whilst they are travelling on the coach they must:

- 5.6.1. Act in accordance with School rules
- 5.6.2. Wear a seat belt at all times
- 5.6.3. Remain seated at all times until the coach comes to a stop
- 5.6.4. Not consume food or drinks other than water whilst on the coach unless medically necessary
- 5.6.5. Take all litter with them when they leave the coach and dispose of it properly in a bin
- 5.6.6. Be respectful of other passengers and the coach driver
- 5.6.7. Not attempt to alight from the coach other than at a designated stopping place. They must never approach a moving coach and must not attempt to join or leave a coach when, for example, it is brought to a halt at other places by traffic conditions
- 5.6.8. Follow instructions given to them by the coach driver or any member of staff
- 5.6.9. Board and alight in an orderly fashion and not jostle or push other passengers
- 5.6.10. Store bags and luggage in the spaces provided, not on top of one another and only handle their own bags
- 5.6.11. Not vandalise the coach or other people's property
- 5.6.12. Not carry an offensive weapon, real or replica
- 5.6.13. Not throw objects from or within the coach
- 5.6.14. Use mobile phones or other electronic devices sensibly and in a way that does not offend or upset the driver or other coach users. Filming others on the coach is not permitted without their consent. The School's Acceptable Use Policy continues to apply on the School coaches and pupils must only use their devices in accordance with this policy.
- 5.6.15. Ask the coach driver to open the luggage compartment and must not try to operate it or any exits themselves.

5.7. Poor behavior, in particular that which puts others at risk, may lead to sanctions in line with the School's Behavior Policy, such as warning, detention or temporary bans being imposed and ultimately the withdrawal of the coach services leaving responsibility for transporting your child or children to School with the parent/guardian. All of our coaches have CCTV installed and behavior is monitored and recorded.

5.8. If your child behaves anti-socially or causes damage on a coach, they risk being banned and parents will also be liable to pay for the cost of repairs/replacement of property damaged as a result of their child's actions.

5.9. The School reserves the right to refuse to carry a Prep School Coach User who is not collected from within 10 minutes of the arrival of their coach or who is not waiting at their embarkation stop when the coach arrives on more than 3 occasions in an academic year. Parents should put in place back-up arrangements so that another adult can meet a Coach User if they are unable to do so.

5.10. If your child leaves the coach unsure of where they are, neither the driver nor the coach operator is responsible for them. Please note a driver cannot hold a pupil on board if they insist on disembarking but will contact the School immediately if they have any concerns. In the event that no parent or guardian is waiting to collect a Prep School child at a disembarkation point the coach company will immediately contact the School and the School will try and contact the parent to arrange for the child to be collected. If the School is unable to contact a parent or guardian the child will return to the School where they will be looked after by an appropriate member of staff until they are collected.

## **6. Property**

6.1. All property is the responsibility of their owners. The coach company and the School cannot accept any liability for their loss or damage.

6.2. Coach Users should take care on every journey to make sure they do not leave any property on the coach. All personal belongings left on a coach should be notified to Mrs Inder at the Prep School on 01582 839270 or by emailing [prepcoaches@stahs.org.uk](mailto:prepcoaches@stahs.org.uk) and/or Mrs Lofts at the Senior School on 01727 792 540 or by emailing [coaches@stahs.org.uk](mailto:coaches@stahs.org.uk), who will contact the coach operator and attempt to locate and return the items.

## **7. Coach Timings**

7.1. The morning coaches departure times are as set out on the Vectare System and Transport and Travel Guide.

## **8. Shuttle Coach**

8.1. Pupils for the morning Shuttle Coach should arrive at the Senior School no later than 7:55. They must be supervised by a parent, carer or guardian until they have boarded the Shuttle Coach. There will be a member of School staff available to assist with coach boarding.

8.2. The Shuttle Coach is met at the Senior School in the afternoons by a member of staff who will ensure that all pupils are collected by their parent, carer or guardian or that they are transferred onto the correct onward coach.

8.3. Only pupils in Year 5 and above may use the Shuttle Coach to onward connect to return coaches leaving from the Senior School. Younger pupils wishing to use this service must obtain pre-authorization to do so from the School and should contact Mrs Inder at the Prep School on 01582 839270 or by emailing [prepcoaches@stahs.org.uk](mailto:prepcoaches@stahs.org.uk) to discuss. Please note that permission will only be granted in exceptional circumstances.

## **9. Incidents**

9.1. All drivers will have received instruction and guidance on procedures to be followed in emergency situations e.g. illness, road traffic accidents, breakdown or fire.

9.2. Where the journey cannot continue in accordance with the scheduled timetable, alternative transport will be arranged.

9.3. In the case of any accident or 'near miss', the School and/or the Coach provider will follow all due processes for investigating and recording the incident and any action taken.

9.4. In the event of an emergency e.g. coach breakdown, the School will endeavor to establish the cause of the problem and pass the information to parents as soon as practicable.



## 10. School Changes to Coach Services

10.1. Please note that the School is under no obligation to provide school coach services.

10.2. In the unlikely event that the coach company used by the School to run coach services can no longer provide the required services, a refund will be issued from the last date of travel. The School will endeavor to put in place a replacement service but until that can be done parents will need to arrange alternative travel.

10.3. In the event that the government legislates school closure or partial closure or the School is closed following an outbreak of an infectious disease, payment for the bus service will need to continue to be paid in full unless otherwise stated. Any refunds in these circumstances are at the discretion of the School.

10.4. Should demand for the particular coach route fall to such a point that it is no longer economically viable the School reserves the right to discontinue that coach service. The School will give a minimum of a half-Term's notice of this. In that case a place on an alternative service will be offered, if feasible.

10.5. In order to run a cost effective and punctual service we may need from time-to-time to alter the coach arrangements. We must, therefore, reserve the right to alter routes, pick up points, times and the coach companies used. We will endeavor to keep changes to a minimum and provide as much warning as the circumstances allow.

## 11. Miscellaneous

11.1. Our liability under these Terms and Conditions shall be limited to the amount paid by you for Coach services over the last 12 months. Nothing in these Terms and Conditions affect or limit your rights under English law, or will exclude or limit our liability for death or personal injury resulting from our negligence.

11.2. The School reserves the right to change these Terms and Conditions at any time but will always endeavor to give as much notice as possible before any changes are implemented. In the event that changes are made, revised terms and conditions will be uploaded to the Vectare System and will also be available on the School website and via the parent portal.

11.3. Neither party shall be liable in damages for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its reasonable control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections, strikes, including, without limitation, failure of suppliers, subcontractors, and carriers, bad weather, and/or any other cause beyond the reasonable control of the party whose performance is affected to substantially meet its performance obligations under this Agreement.

These Terms and Conditions and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.





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