

Dear Parents/Guardians,

A great welcome to this academic school year 2021-2022!

This email contains an update pertaining to the school bus service provided by **Discovery College** and operated by **Eastway Travel Co. Limited**. Below are some guidelines as to what the expectations are required from parents and guardians.

1. **Schedules and Routes this School Year**

The 2021-2022 school bus schedules and routes have been emailed to parents/guardians of ALL school bus-riding DC students. Please be aware that routes may change every year, so it is advisable to check and familiarize yourself with the bus route assigned to your child/children, and timing at the beginning of the school year.

2. **Pick-up and Drop-off**

It is important for all students to be at the pick-up point **5-10 minutes** prior to departure time, as school buses run on a very tight schedule in the morning, and will not wait for late students.

Year 1 to 3 students must be dropped-off and picked-up by a parent or guardian. If upon arrival from school there is no parent/guardian present, bus supervisors will call the priority phone number on the bus register. However, we urge parents/guardians to be at the drop-off point **5-10 minutes** prior to the arrival time, as buses run on a very tight schedule in the afternoon. If you are unable to pick up your child, please make arrangements for someone else to pick him/her up **and** do communicate via WhatsApp or text message to the bus supervisor, the details of the person collecting your child as your child will not be handed over to anyone else other than the parents or the designated guardian.

3. **Will Not Take the School Bus**

It is very important to message the bus supervisor on occasions when your child will not be using the school bus: when they are sick, will be out of the country, or a "walker" – to be picked up by a parent/guardian after school. This ensures a smooth running, especially after school as it stops the bus supervisor from having to walk around the school to locate your child, and at the same time ensuring that we keep to the time schedule for departure.

You can also email the bus administrator (buses@dc.edu.hk) or phone the school office if you have advance notice of absence or any other changes that need to be made.

4. **Colour-Coded Bus Pass**

Year 1 to 3 students will be issued with a colour coded bus pass that will be attached to their backpack at all times (only one tag will be given per student). This helps to ensure that they board the correct bus after school. Also, if they go missing, other bus supervisors and school staff can locate them quickly and direct them to the correct bus.

5. **Backpacks and Safety**

Each child is to carry his or her own backpack on their back when boarding and getting off the bus. Backpacks are practical that make their hands are kept free at all times.

6. **Raincoats**

School raincoats are **MANDATORY** and we advise against umbrellas especially to younger students, as it could be hazardous to the person carrying it, as well as others on the school bus or when walking to and from school. It is the parents/guardians responsibility to ensure that your child/children have their raincoats in their bag at all times. **NOTE: Parents/guardians are responsible to ensure that their child/children from Year 1 to 6, learn/practice how to put and remove their raincoat themselves. Bus supervisors will guide them on the process as in Discovery College, we empower each and every child to be independent in doing little tasks for themselves.**

In the event that it is raining on a school day, please get your child/children to put on their raincoat from home before boarding the school bus. Bus supervisors have limited time in the morning in ensuring that all students are seated and seat belted before departure, and will not be able to assist with the putting of raincoats until they reach school.

7. **Seating Arrangements**

Seating is assigned by the bus supervisors. All Year 1 students are seated at the front of the bus together with their peers. Older children sit at the back of the bus.

8. **No Parents/Guardians are Allowed on the Bus**

Parents and guardians are **NOT ALLOWED** to board the school bus at any given time both morning and afternoon. This is to allow fast flowing of students boarding the bus especially in the morning as we run on a very tight schedule.

NOTE: Ensure that your child has all their necessary equipment, snacks and lunch pack before departing home. If by any chance on rare occasions you forget to pass on something to your child, please seek the attention of the bus supervisors who will kindly assist, but

will not wait for you to go home to get an item for your child as the bus must depart exactly on time.

9. Secondary Students

Students who take school buses will be allowed to leave their lessons at 3:25pm, which should give enough time to reach their school buses. All secondary students (Year 7 onwards) are to make their way to the bus stop once they are released from their last lesson. The bus will not wait for any secondary students who are late to arrive at the departure point after school, thus, they will have to find their own way home. Do have a talk with your son/daughter to remind them.

Please do not hesitate to contact me on buses@dc.edu.hk if you have any query, or in need of clarification.

Kind regards,
Gigi Trujillo-Jose
DC Bus Administrator