



TRANSPORT & TRAVEL 2023-24



St John's School
LEATHERHEAD



WELCOME

We are fortunate at St John's to have a location that is easy to reach by many different modes of transport. Less than half a mile from Leatherhead town centre, trains, buses, cycling and walking are all convenient options that are used by many of our pupils.

St John's operates a comprehensive home to school transport service which uses a number of our own mini-buses, in addition to vehicles from other approved coach operators. We have an online booking system to make arranging school transport as convenient as possible for St John's families. Details of how to use this service and make an online booking are included in this booklet.

We have also included an outline of the many other options for travel to and from St John's and we hope you find the solution that works best for your family. However, if you have any questions about transport or travel to St John's, please do not hesitate to get in touch with me by email at transport@stjohns.surreysch.uk.

Best wishes,

Melanie Cox
Transport Manager

WAYS TO TRAVEL TO ST JOHN’S

There are a variety of options for travelling to and from St John’s. Full details of the transport service provided by the School can be found on the following pages. Alternative options, including public transport, are outlined below.

TRAIN

Leatherhead railway station is approximately half a mile away from St John’s, just the other side of the main town centre, and many pupils use the train to travel to and from school. There are regular train services from locations including Effingham Junction, Clapham Junction, Guildford and Dorking. Leatherhead station is a 10-12 minute walk from St John’s. Up to date train timetable information can be found on the following websites:

South Western www.southwesternrailway.com
Southern www.southernrailway.com

LOCAL BUS

The 465 bus from Kingston to Dorking via Leatherhead operates a regular service every 30 minutes. For further bus information visit Surrey County Council’s website.

BIKE & SCOOTERS

Pupils are welcome to cycle or scoot to school, however, electric scooters are not permitted. Bike racks are located near the Sports Centre. We recommend that bicycles are always secured using a suitable lock.

CAR

Pupils are not permitted to drive or park any vehicle on the School site. Pupils who drive to school must park safely and legally off site, without causing inconvenience to local residents. Please note that restrictions on many local roads prevent non-residents from using them for parking. We strongly recommend that pupils use St John’s transport, public transport, or walk or cycle to school, wherever possible. We ask parents who drop off and pick up by car to observe the Highway Code and be considerate of local residents. Parking is not available on site and further details about where to drop off and collect pupils are provided in the [Parent Handbook on the St John’s website](#).

TAXI

St John’s holds a list of recommended taxi service providers for the local area. Please contact the Transport Manager via transport@stjohns.surrey.sch.uk for details.

ST JOHN’S TRAVEL SERVICE

We operate ten bus routes using a combination of our own mini-buses and vehicles from other approved coach operators. All drivers are DBS checked. Details of the routes are provided on the map on the following pages, along with further information about the timetables for these services.

To make organising transport as simple as possible for St John’s families, all bookings should now be made via the online booking system. Simply go to the [St John’s Transport Services website](#) and use the search tool to locate your nearest pick up point. The website will show you the most convenient pick up locations and you can then register on the site and request your booking.

1

Go to <https://stjohnsleatherhead.vectare.co.uk> to find your nearest pick up point.

2

Register using the ‘Sign Up’ button and make your booking – you will receive confirmation automatically.

3

Contact transport@stjohns.surrey.sch.uk if you have any questions.

TRANSPORT CHARGES

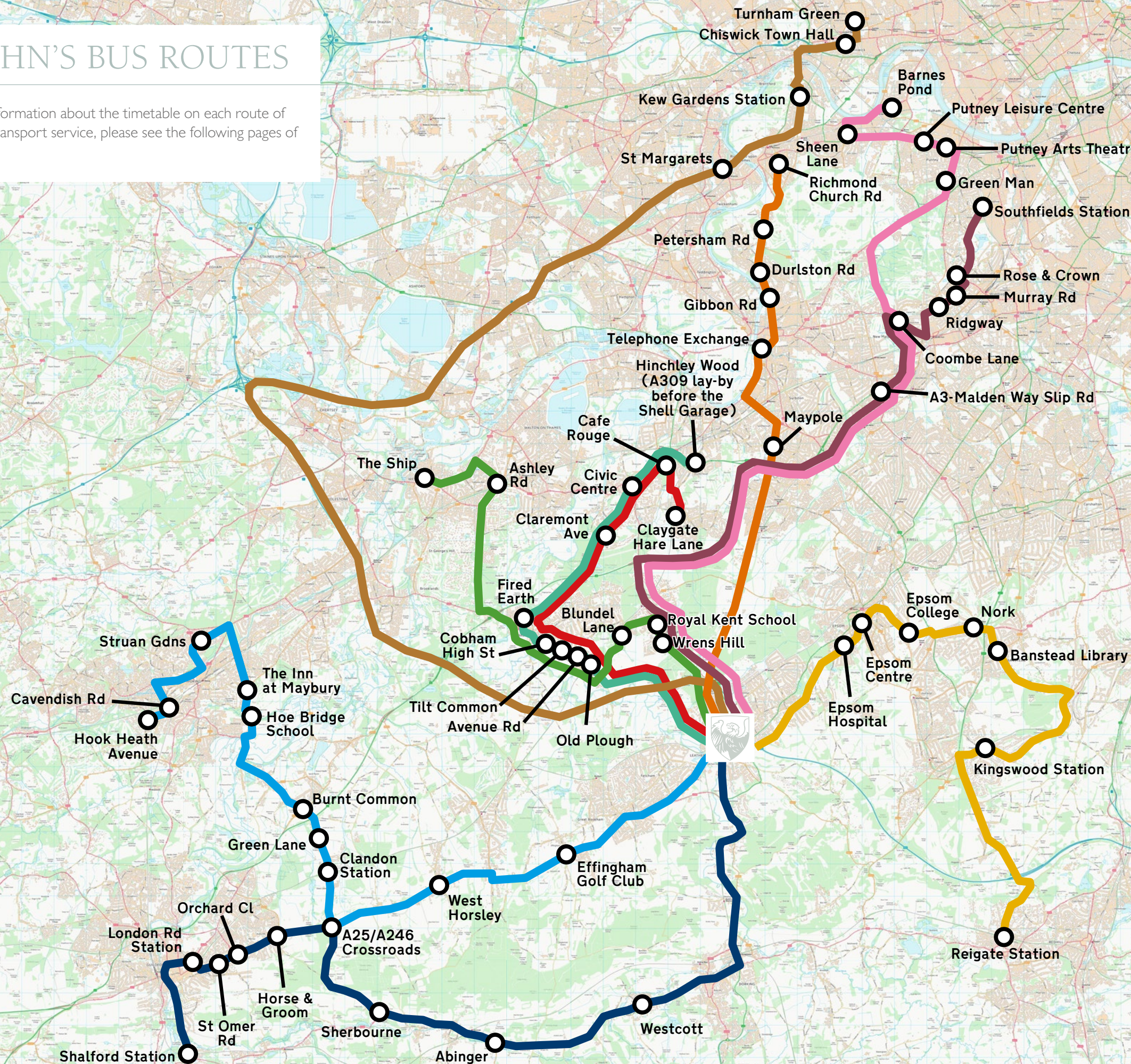
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7
Autumn 2023	£471	£550	£691	£774	£811	£936	£989
Spring 2024	£362	£423	£533	£597	£626	£722	£761
Summer 2024	£362	£423	£533	£597	£626	£722	£761

- Bookings must be for the entire year; with half a term’s notice for any changes or cancellations.
- Day pupils must book for the whole term; ad hoc and one-way use is not available.
- Two and three night boarders receive a 20% discount to the termly price. Contact the Transport Manager to obtain the relevant discount code.
- Weekly boarders can book the transport service on Monday morning and Friday evening for a £14 charge per journey.

ST JOHN'S BUS ROUTES

For further information about the timetable on each route of the St John's transport service, please see the following pages of this booklet.

- Route 1 - Claygate
- Route 2 - Weybridge
- Route 3 - Esher
- Route 4 - Woking
- Route 5 - Chiswick
- Route 6 - Guildford
- Route 7 - Reigate
- Route 8 - Wimbledon
- Route 9 - Barnes Pond
- Route 10 - Richmond



St John's School
LEATHERHEAD

ROUTE 1 CLAYGATE				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Claygate	7:20	18:22	17:30	2
Hinchley Wood	7:25	18:17	17:25	2
Civic Centre	7:35	18:07	17:15	2
Claremont Avenue	7:40	18:02	17:10	2
Fairmile Lane	7:45	17:57	17:05	2
St John's School	8:15	17:35	16:40	-

ROUTE 2 WEYBRIDGE				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
The Ship	7:25	18:20	17:25	3
Ashley Road	7:32	18:13	17:18	3
Cobham High Street	7:47	17:58	17:03	2
Tilt Common	7:49	17:56	17:01	1
Blundel Lane	7:56	17:49	16:54	1
Royal Kent School	7:58	17:47	16:52	1
Wrens Hill	8:00	17:45	16:50	1
St John's School	8:15	17:35	16:40	-

ROUTE 3 ESHER				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Imber Court	7:25	18:25	17:30	2
The Drive	7:26	18:26	17:31	2
Café Rouge	7:30	18:15	17:20	2
Portsmouth Road, Cobham	7:45	18:00	17:05	2
Avenue Road	7:50	17:55	17:00	1
Old Plough	7:52	17:53	16:58	1
St John's School	8:15	17:35	16:40	-

ROUTE 4 WOKING				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Hook Heath Avenue	7:00	18:48	17:53	5
Cavendish Road	7:07	18:41	17:46	5
Struan Gardens	7:13	18:35	17:40	5
Inn at Maybury	7:20	18:28	17:33	5
Hoe Bridge School	PM ONLY	18:26	17:31	4
Burnt Common	7:30	18:20	17:25	4
Green Lane	7:33	18:17	17:22	4
Clandon Station	7:35	18:15	17:20	4
A25	7:40	18:10	17:15	4
West Horsley (Cranmore School)	7:47	18:03	17:08	2
Effingham Golf Club	7:55	17:55	17:00	1
St John's School	8:15	17:35	16:40	-

ROUTE 5 CHISWICK/KEW				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Turnham Green	7:00	18:55	18:05	7
Chiswick Town Hall	7:05	18:50	18:00	7
Kew Gardens Station	7:20	18:35	17:45	6
St Margaret's/Twickenham	7:30	18:25	17:35	6
St John's School	8:20	17:35	16:40	-

ROUTE 6 GUILDFORD 1				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Bramley	7:12	18:32	17:37	6
Shalford	7:20	18:24	17:29	6
Sherbourne	7:35	18:09	17:14	4
Gomshall	7:38	18:06	17:11	3
Hollow Lane	7:42	18:02	17:07	3
Westcott Road	7:50	17:54	16:59	2
Zig Zag Road	7:57	17:47	16:52	1
St John's School	8:10	17:35	16:40	-

ROUTE 6 GUILDFORD 2				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
London Road Station	7:35	18:19	17:24	5
St Omer Road	7:40	18:14	17:19	5
Orchard Close	7:42	18:12	17:17	5
Horse and Groom, Merrow	7:45	18:09	17:14	4
St John's School	8:10	17:35	16:40	-

ROUTE 7 REIGATE				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Reigate	7:05	18:41	17:46	4
Kingswood Station	7:20	18:26	17:31	3
Banstead Library	7:30	18:15	17:20	2
Nork Way	7:35	18:10	17:15	2
Epsom College	7:42	18:03	17:08	1
Epsom Centre	7:50	17:55	17:00	1
Epsom Hospital	7:55	17:50	16:55	1
St John's School	8:10	17:35	16:40	-

ROUTE 8 WIMBLEDON				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Southfields	7:15	18:33	17:38	5
Rose and Crown	7:20	18:28	17:33	4
Murray Road	7:23	18:25	17:30	4
Ridgway	7:25	18:23	17:28	4
Copse Hill	7:35	18:21	17:26	4
St John's School	8:15	17:35	16:40	-

ROUTE 9 BARNES				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Barnes Pond	7:00	18:47	17:52	6
Sheen Lane	7:08	18:37	17:42	5
Queens Ride	7:13	18:32	17:37	5
Putney Leisure Centre	7:18	18:27	17:32	5
Putney Arts Theatre	7:20	18:25	17:30	5
Green Man	7:25	18:18	17:23	5
Grasmere Avenue	7:35	18:13	17:18	5
St John's School	8:10	17:35	16:40	-

ROUTE 10 RICHMOND				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Richmond	7:10	18:45	17:50	5
Petersham	7:20	18:35	17:40	5
Durlston Road	7:28	18:27	17:32	4
Gibbon Road	7:30	18:25	17:30	4
Maplehurst Close	7:37	18:18	17:23	3
Hollyfield School	7:40	18:15	17:20	3
Ditton Road	7:45	18:10	17:15	3
St John's School	8:20	17:35	16:40	-

ROUTE 11 COOMBE LANE/MALDEN WAY				
Stop	AM	PM (Mon-Thur)	PM (Fri)	Zone
Coombe Lane	7:30	18:15	17:20	4
Malden Way	7:37	18:10	17:15	4
St John's School	8:20	17:35	16:40	-

*All times are provisional

CONDITIONS OF CARRIAGE

1. Background

The School operates a number of its own mini-buses, along with vehicles from other coach operators to offer a comprehensive home to School service. The transport service exists to provide St John's parents help in getting their children to and from School, although public transport options are available. The service is managed by the School's Transport Manager.

2. Timetable

The morning bus timetable has been planned to ensure all children arrive at School before their registration time. In some circumstances, events or situations outside the control of the driver or school, e.g. heavy traffic congestion, may result in the late arrival of the bus. Routes and stops may be changed when required due to any adverse road conditions on a particular route. Any changes to routes or stops will be communicated to the parent/pupils affected where possible.

3. Booking and allocation of places

Booking of the service must be for the whole School year. Two or three night pre-paid boarders will receive a 20% discount on the termly price. Please request the discount code at the time of booking. Weekly boarders can book the transport service for Monday morning and Friday evening for a £14.00 charge per journey.

It is the responsibility of the parent to book a space on the bus via our transport booking system. A new booking must be made for every School year during the three week booking window in April. Requests for bookings made after this time space cannot be guaranteed. It is the School's aim to provide a place for each pupil wishing to use the transport. Wherever possible this will be the route and stop requested by the parent. If this is not possible then the pupil will be placed on a waiting list and allocated a space when one comes available.

Once a place is booked and allocated to a pupil this space will remain with the pupil for the academic year unless:

- The place is withdrawn in accordance with paragraph 5 (Pupil Behaviour).
- Notice is given to cease using the service in accordance with paragraph 10.
- Demand for a particular route falls to such a

point that is no longer economically viable for the School.

4. Pick Up and Drop Off Points

Minibus and coach drivers are only permitted to pick up or drop off at the School's published bus stops and are also forbidden from deviating from the schedule unless in an emergency situation. It is the responsibility of the parent to ensure their child arrives at the pick-up point in good time.

5. Pupil Behaviour

There are no supervisory staff on any of St John's School vehicles Drivers of the School transport have the instruction to report all instances of misbehaviour or rule breaking to the Transport Manager. All such incidents will be treated very seriously and the appropriate action will be taken (in accordance with the School's Behaviour Policy). Normally, the pupil will be warned once in the first instance and thereafter if a repeat occurrence transpires this will lead to the pupil's seat being withdrawn without a refund. If the incident is of a very serious nature the pupil's seat on the School transport could be withdrawn with immediate effect, without a refund being provided. We ask that pupils do not eat on board the coaches.

6. Safety

The safety of pupils using the School transport is of paramount importance to the School. With this in mind, in the morning and afternoon all Pupils need to be aware of moving vehicles in the School's pick up and drop off zone (outside the Science Centre). At School departure, all pupils must wait in their year group zone until they are called to board the vehicles. All pupils will be electronically registered when boarding and disembarking the bus. While travelling on the School transport all pupils must be seated and their seatbelt must be fastened whilst the vehicle is moving; this is a legal requirement. Loud music must not be played and the driver should not be distracted unless it is an emergency.

7. Departure

All pupils need to be aware that the School's transport will not wait for them after the published departure time from the Schools pickup point unless previously agreed by the School. Pupils should aim to be at the pick up point five minutes before departure. In the evening buses depart from outside the Science Centre at 5.35pm Monday to Thursday and at 4.40pm on a

Friday. Please note that school transport will not wait for latecomers. If a pupil misses a departure, we will contact the parent(s) to arrange an alternative form of transport. If a taxi is booked, the cost of this will be added to the termly bill.

8. Change to routes

The School has the right to alter routes, pick up points, times and coach companies used by the School, if it so wishes. We will provide, where possible adequate notice of any changes to the service to all parents affected.

9. Limitations

Only pupils from St John's School can use the transport service provided by the School, unless specific permission has been granted by the School.

10. Notice

The deadlines for giving notice to cancel or amend a booking for the transport service provided by St John's School are given below. The notice must be in writing and received by the Transport Department as follows;

- Cancellation of Spring Term onwards - no later than October half term.
- Cancellation of Summer Term - no later than February half term.

Notice is not required if the pupil is leaving at the end of the Upper Sixth. All correspondence to

cancel should be sent to St John's School Transport Department, Epsom Road, Leatherhead, KT22 8SP or via e-mail to transport@stjohns.surrey.sch.uk

11. Termly Charge

The termly charge is added to the fee invoice in advance. The termly charge will be adjusted each term depending on the number of weeks within that term. Subsequently, the termly fee will change to reflect this. Please note that transport charges are non-refundable.

12. Emergencies

In the event of a transport emergency e.g. coach breakdown, the Transport Manager or a representative from St John's School will endeavour, where possible, to inform the parents of the pupils affected.

We hope you find all the information you need in this booklet to make travel arrangements that work for your family.

If you have any questions about transport or travel to St John's, please do not hesitate to get in touch with our Transport Manager via transport@stjohns.surrey.sch.uk or on +44 (0)1372 231 507.





ST JOHN'S SCHOOL

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www.stjohnsleatherhead.co.uk

Registered Charity No: 312064

February 2024