



BRIGHTON
COLLEGE

BRIGHTON COLLEGE

HOME TO SCHOOL BUS SERVICE 2022-23



BRIGHTON COLLEGE

HOME TO SCHOOL BUS SERVICE

Brighton College offers a comprehensive home to school bus service providing services that operate to and from school and comprises of 23 routes with an extensive range of stops. These consist of 17 routes running Monday to Friday for day pupils and weekly boarders and also 5 dedicated weekly boarders' routes that run Mon AM and Fri PM for pupils living further afield.

WHO IS ELIGIBLE?

Pupils in the Prep School (from Year 4) and Senior School (Years 7 to 13).

Pupils in Years 4 and 5 in the Prep School **must** be accompanied by our Bus Monitors for the short walk from the College to and from the Prep School.

- Prep Pupils in years 6, 7 and 8 have the option to be accompanied by the Bus Monitors in the mornings and evenings for the short walk to and from the Prep School - *parents will have an opportunity to opt in for this when completing the application form online.*

BUS OPERATORS

BRIGHTON COLLEGE MINIBUSES Fourteen routes are run by Brighton College Transport Department who operate a fleet of 16-seater minibuses. These consist of the following routes that drop off and pick up on the College campus:

ROUTE	DAYS OF OPERATION	WHO IS ELIGIBLE?
A Loxwood	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
C Heathfield	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
H Eastbourne	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
I Kingston	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
LI Copthorne	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L2 Handcross	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L3 Pease Pottage	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
L4 Maidenbower/Bolney	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
M Wivelsfield	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
N Chichester	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
O1 Tunbridge Wells	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
O2 Marks Cross & Frant	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
Q Lewes	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
S Hove	Mon-Fri AM & PM	Prep School Pupils ONLY, years 4-8

COACH PARTNERS

Nine routes are managed by our external partners *Brighton & Hove Buses (Spirit Coaches)* and *RDH Coaches*. These consist of the following routes that drop off and pick up on Sutherland Road:

ROUTE	DAYS OF OPERATION	WHO IS ELIGIBLE?
B - Billingshurst	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
D - Angmering	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
E - Danehill	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
F – Lindfield	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
G - Crowborough	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
J - Horsham	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
K - Balcombe	Mon-Fri AM & PM	Prep & Senior School, Day pupils years 4-13 and weekly boarders, years 9-13
P - Clapham	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13
S - Surrey	Mon AM & Fri PM ONLY	Weekly Boarders Only, years 9-13

COMPLIANCE

- All external operators tailor their service to meet the needs of the College and parents, using vehicles operated and maintained under current legislation.
- Regular drivers are used to ensure continuity; all qualified and DBS cleared.
- Minibus and coach drivers are only permitted to pick-up or drop-off at the published bus stops.
- So that drivers know which stop to collect pupils from, the names of the relevant pupils are given to College drivers and our partnering bus companies.
- Information about how the College uses your and your child's information can be found on the College website <https://www.brightoncollege.org.uk/policies/>

The following section details the pricing for all routes, the stops available on each route and the pick-up and drop-off times.

TICKET TYPES AND PRICES

Ticket types and prices for routes in the **green** outer zone are based on **full return usage of each of these bus routes** and available for day pupils and weekly boarders.

Ticket types and prices for routes in the **blue** inner zone are based on **full return usage of each of these bus routes** and available for day pupils and weekly boarders.

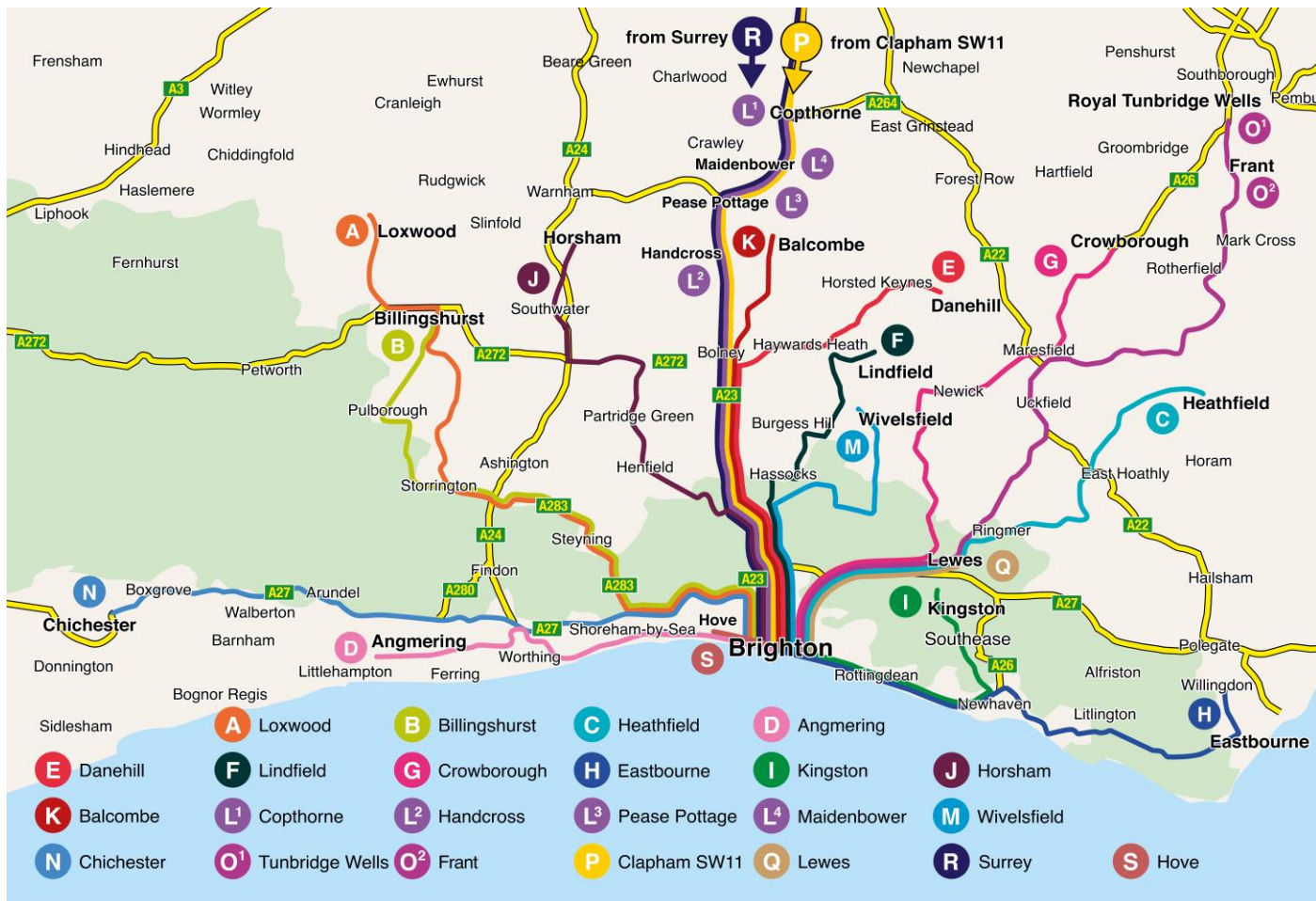
Ticket types and prices in the **red** zone are **available for Weekly Boarders only, Monday AM and Friday PM** travelling to and from Clapham and Surrey.

Ticket prices in the **purple** zone are **available for Prep School pupils only** travelling to and from Hove.

All ticket prices include the cost of travel, operation, and administration to provide this service.

ANNUAL TICKETS		PRICE	TERMLY TICKETS		PRICE
ROUTES A, B, H, J, L1, L3, L4, N, O1, O2					
5 Day – Monday to Friday		£2115	5 Day – Monday to Friday		£755
3 Day – Tues, Wed & Thurs		£1455	3 Day – Tues, Wed & Thurs		£525
2 Day – Monday and Friday		£975	2 Day Monday and Friday		£360
Weekly Boarder – Mon AM & Fri PM		£740	Weekly Boarder – Mon AM & Fri PM		£280
ROUTES C, D, E, F, G, I, K, L2, M, Q					
5 Day – Monday to Friday		£1995	5 Day – Monday to Friday		£695
3 Day – Tues, Wed & Thurs		£1345	3 Day – Tues, Wed & Thurs		£485
2 Day – Monday and Friday		£900	2 Day Monday and Friday		£330
Weekly Boarder – Mon AM & Fri PM		£685	Weekly Boarder – Mon AM & Fri PM		£255
ROUTES P & R (CLAPHAM & SURREY) – WEEKLY BOARDERS ONLY					
Weekly Boarder MON AM ONLY*		£505	Weekly Boarder MON AM ONLY*		£185
Weekly Boarder FRI PM ONLY*		£505	Weekly Boarder FRI PM ONLY*		£185
Weekly Boarder – Mon AM & Fri PM		£1000	Weekly Boarder – Mon AM & Fri PM		£360
* Please ensure you clearly mark whether you require Mon AM or Fri PM only, on the booking form					
ROUTE S HOVE – PREP SCHOOL PUPILS ONLY (Years 4-8)					
Annual Tickets			Termly Tickets		
5 Day – Monday to Friday		£1720	5 Day – Monday to Friday		£595
4 Day (Combination of journeys)		£1430	4 Day (Combination of journeys)		£495
3 Day (Combination of journeys)		£1090	3 Day (Combination of journeys)		£375
2 Day (Combination of journeys)		£740	2 Day (Combination of journeys)		£265

2022-23 ROUTE MAP



ROUTES

- Each route on the 2022-23 timetable lists the location and stops available, with scheduled pick up and drop off times.
- The morning bus timetable is planned to ensure pupils arrive at school before the registration period (0820-0825).
- We endeavour to adhere as closely as possible to these timetables. However, in some circumstances, events, or situations outside the control of the driver or school e.g., breakdowns, or heavy traffic congestion, may result in the late arrival of a bus.
- The College reserves the right to alter routes, pick-up points, times, and coach companies if required; adequate notice of any changes will be communicated to affected parents/pupils.
- To sustain the bus timetables, it is the responsibility of parents to ensure their **child/children arrive at their morning pick-up point at least 5 minutes before the published departure time. Drivers will only wait until the time of departure for pupils to arrive.**
- Pupils are reminded that eating is not allowed on the school bus service. Please also be aware that the College is a 'no nut' school; all are asked to be vigilant should they be bringing any food into school.
- Dedicated weekly boarders' buses will run on the first and last day of every term/half term regardless of whether these fall on a Monday or a Friday.

2022-23 ROUTE TIMETABLES

Route A Loxwood (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Alfold	Sir Roger Tichborne Pub CP (Mon AM & Fri PM ONLY)	6.45 (Mon)	18.50 (Fri)
Loxwood Pond	Wey & Arun Canal Trust, Vicarage Hill B2133	7.00	18.35
Wisborough Green	Whitcroft, New Pound Lane	7.05	18.25
Wisborough Green	The Cricketers Arms – Durbans Rd	7.08	18.20
West Chiltington	The Blacksmiths Arms, Adversane	7.15	18.17
West Chiltington	The Queens Head Pub, The Hollow	7.20	18.00
Brighton	Brighton College (College Campus)	8.15	17.00

Route B Billingshurst (Spirit Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Billingshurst	Weald School, Station Road	6.50	18.15
Pulborough	White Horse Hotel, A283	7.00	18.04
Storrington	Old Mill Drive	7.13	17.57
Washington	The Pike, A283	7.23	17.52
Steyning	Steyning High Street – The Clocktower bus stop	7.33	17.45
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route C Heathfield (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Heathfield	Heathfield Fire Station (Car Park entrance on A265)	7.00	18.07
Blackboys	Blackboys Inn Car Park, by triangle	7.07	18.00
Halland	AM Junction of Old Heath Close on B2192/ PM layby Blacksmiths Arms.	7.12	17.55
Laughton	Roebuck Inn BS, Lewes Road	7.16	17.45
Ringmer	Ham Lane (near entrance to Ham Farm)	7.25	17.40
Lewes	Cliffe Industrial Estate (outside Unit 11)	7.32	17.30
Brighton	Brighton College (College Campus)	8.15	17.00

Route D Angmering (Spirit Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Angmering	Preston Place Bus Stop B2140	6.50	18.15
Worthing	The Boulevard (BS n/side of r/bout)	7.00	18.05
Worthing	Broadwater, Cricketers Parade	7.05	18.00
Worthing	Steyne Gardens (BS outside Bowls Centre on Brighton Road A259)	7.10	17.55
Shoreham	Longshore Pub Bus Stop	7.30	17.40
Shoreham	High Street, by footbridge	7.35	17.35
Southwick	Grange Road BS (A259)	7.40	17.30
Hove	Wish Road Bus Stop (A259)	7.45	17.20
Hove	King Alfred BS (Kingsway)	7.48	17.17
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route E Danehill (RDH Coaches)			
Route	Stop	AM times	PM times
Danehill	Triangle Horsted Lane (nr Post Office)	7.00	18.20
Scaynes Hill	Ham Lane Bus Stop, Lewes Road A272	7.15	18.05
Haywards Heath	Princess Royal Hospital Bus Stop	7.20	17.50
Haywards Heath	Fox and Hounds Public House	7.22	17.48
Burgess Hill	Burgess Hill School for Girls	7.30	17.40
Hassocks	Ockley Manor Farm BS	7.33	17.37
Hassocks Station	Railway Bridge BS, by steps in Keymer Road, B2116	7.40	17.30
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route F Lindfield (RDH Coaches)			
Route	Stop	AM times	PM times
Lindfield	Stone Cross Lane	7.00	18.20
Lindfield	High Street (opposite Denman's Lane)	7.05	18.14
Lindfield	Sunte Avenue, The Witch Inn Bus Stop	7.10	18.09
Haywards Heath	Beech Hurst Harvester, Butler's Green Rd	7.17	17.59
Cuckfield	Wheatsheaf Inn Bus Stop	7.20	17.56
Cuckfield	Broad Street (Hatchlands Bus Stop)	7.22	17.50
Hickstead	Hickstead Services BS (AM)/ The Castle Inn BS A2300 (PM)	7.32	17.36
Sayers Common	LVS College, London Road Hassocks	7.40	17.32
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route G Crowborough (Spirit Coaches)			
ROUTE	STOP	AM TIMES	PM TIMES
Crowborough	Crow and Gate Pub – Bus Stop (A26)	7.00	18.11
Maresfield	Bus Stop adj Church, Batts Bridge Rd	7.10	18.02
Newick	Bus Stop adj The Bull Inn	7.17	17.50
North Chailey	Kings Head bus stop on A275	7.20	17.47
South Chailey	A275 just after jnct. with Mill Lane	7.25	17.40
Cooksbridge	Bus Stop adj Railway Station (A275)	7.30	17.33
Lewes	Bus Stop adj Lewes Prison (Warren Dr)	7.38	17.25
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route H Eastbourne (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Eastbourne	Grand Hotel BS AM/Compton St PM	7.00	18.00
Eastbourne	Summerdown Road BS A259	7.09	17.54
Friston	Friston Pond, (A259)	7.16	17.46
Seaford	Sutton Corner (A259)	7.30	17.38
Brighton	Brighton College (College Campus)	8.15	17.00

Route I Kingston (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Kingston	Juggs Arms Car Park (The Street)	7.13	17.52
Kingston	Wellgreen Lane	7.15	17.50
Rodmell	Abergavenny Arms Bus Stop	7.18	17.45
Southeast	Piddinghoe Road Bus Stop	7.20	17.37
Peacehaven	Bramber Avenue BS (A259)	7.34	17.25
Telscombe	Broomfield Ave BS (A259)	7.40	17.19
Saltdean	Chichester Drive West BS (A259)	7.45	17.15
Brighton	Brighton College (College Campus)	8.15	17.00

Route J Horsham (RDH Coaches)			
Route	Stop	AM times	PM times
Horsham	Park Surgery (adj. layby on Albion Way)	7.00	18.05
Horsham	Horsham Station	7.02	18.00
Horsham	Worthing Rd – by junc. River Mead	7.05	17.57
West Grinstead	The Orchard, Cowfold Road	7.12	17.52
Shermanbury	Bus stop by Morley Cottages on A281	7.25	17.39
Henfield	High Street opposite Truffles	7.30	17.35
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route K Balcombe (RDH Coaches)			
Route	Stop	AM times	PM times
Balcombe	Victory Hall, Stockcroft Road (AM opp Victoria Rd.)	7.10	18.00
Cuckfield	Rose & Crown	7.20	17.50
Ansty	Shell Garage, Cuckfield Road	7.25	17.45
Hurstpierpoint	Fairfield Cres. BS (Cuckfield Rd)	7.35	17.35
Hurstpierpoint	Trinity Rd/ junc. with Cuckfield Rd	7.40	17.30
Brighton	Brighton College (Sutherland Road)	8.15	17.00

Route L1 Copthorne (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Copthorne	Dukes Head - Bus Stop (A264)	7.00	18.05
Copthorne	Copthorne Café Layby (A264)	7.05	18.00
Brighton	Brighton College (College Campus)	8.15	17.00

Route L2 Handcross (BC Minibus)			
Handcross Park Pre-Prep School	Car Park (entry via High Beeches Ln.)	7.27	17.35
Brighton	Brighton College (College Campus)	8.15	17.00

Route L3 Pease Pottage (BC Minibus)			
Pease Pottage	Pease Pottage Services	7.20	17.45
Brighton	Brighton College (College Campus)	8.15	17.00

Route L4 Maidenbower (BC Minibus)			
Maidenbower	Harwoods Crawley Audi	7.15	18.00
Bolney	The Bolney Stage Pub	7.30	17.40
Brighton	Brighton College (College Campus)	8.15	17.00

Route M Wivelsfield (BC Minibus)			
ROUTE	STOP	AM TIMES	PM TIMES
Wivelsfield Green	Green Rd/South Rd	7.10	18.05
Wivelsfield Green	Wivelsfield Primary School	7.15	18.00
Plumpton	The Plough Inn, Station Rd	7.19	17.55
Plumpton	Cedar House, Plumpton Lane	7.25	17.50
Ditchling	The Bull Pub BS, Lewes Road B2116	7.36	17.39
Brighton	Brighton College (College Campus)	8.15	17.00

Route N Chichester – Weekly Boarders Mon AM & Fri PM ONLY (BC Minibus)

ROUTE	STOP	AM TIMES	PM TIMES
Chichester	Sainsbury's Superstore	6.55	18.15
Fontwell	Fontwell Services, Arundel Road	7.03	18.10
Brighton	Brighton College (College Campus)	8.15	17.00

NB: This bus will run every Mon & Fri or on the first and last day of term if these fall on different days

Route O1 Tunbridge Wells (BC Minibus) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Tunbridge Wells	Homebase Car Park, Broadwater Lane	7.00	18.10
Brighton	Brighton College	8.15	17.00

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days

Route O2 Marks Cross/Frant (BC Minibus) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Frant	Abergavenny Arms pub on A267	6.50	18.10
Marks Cross	The Lazy Fox	7.05	18.05
Brighton	Brighton College (College Campus)	8.15	17.00

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days

Route P Clapham (Spirit Coaches) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Clapham, SW11	Broomwood Road (Clapham Common)	6.30	19.15
Brighton	Brighton College (Sutherland Road)	8.15	17.05

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days

Route Q Lewes (BC Minibus)

ROUTE	STOP	AM TIMES	PM TIMES
Lewes	War Memorial (AM ONLY)	7.30	AM ONLY
Lewes	Law Courts (PM ONLY)	PM ONLY	17.45
Lewes	Pelham Arms	7.40	17.40
Brighton	Brighton College (College Campus)	8.15	17.00

Route R Surrey (Spirit Coaches) Weekly Boarders Mon AM & Fri PM ONLY

ROUTE	STOP	AM TIMES	PM TIMES
Feltonfleet School	Byfleet Road Bus Stop	6.30	18.30
Oxshott	Railway Station (bus stop before bridge)	6.45	18.15
Brighton	Brighton College (Sutherland Road)	8.15	17.05

NB: This bus runs every Mon & Fri or on the first and last day of term if these fall on different days

Route S Hove (BC Minibus) – Prep School pupils ONLY (years 4-8)

ROUTE	STOP	AM TIMES	PM TIMES
Hove Park Way, Hove	Corner of Woodruff Ave	7.30	17.51
Hove	Corner of Bishops Road/The Droveaway	7.33	17.47
Hove	Newtown Road	7.35	17.42
Hove	St. Christopher's School	7.39	17.37
Hove	Denmark Villas	7.45	17.31
Brighton	Fleet Street Bus Stop	7.56	17.20
Brighton	Brighton (College Campus)	8.15	17.00

APPLYING FOR A SEAT ON YOUR CHOSEN ROUTE

STEP 1	STEP 2	STEP 3	STEP 4
<p>Once you have chosen your route and ticket type in the relevant pricing zones, go to our online school bus service page and complete the application form at https://www.brightoncollege.org.uk/bus-routes/</p>	<p>Once you have completed the form indicating your route and AM pick-up and PM drop-off points, press 'PROCEED'. This will take you to the online payment form.</p>	<p>Complete the online payment form – <i>make sure you mark the first box on the form as 'School Bus' and enter the correct amount for your chosen ticket</i> in the relevant pricing band, then press 'PROCEED'</p>	<p>You will now be redirected to our payment portal – complete your payment by either credit or debit card. <i>You will receive a SagePay payment confirmation email.</i></p>

If you choose to buy termly tickets on our bus service, you MUST complete an application form and make payment in advance for each term, if you wish to retain your seat/s for each new school term – you will be invited to re-apply by email.

EMERGENCY CONTACT NUMBERS

In the event of an emergency* out of school hours (before 8.30am and after 6pm) i.e. should a bus not turn up or appears to be running late, contact Brighton College Security Team on 01273 704241.

For other general enquiries during school hours (8.30am – 6pm), please contact Brighton College Home to School Buses Team on 01273 704200 or email buses@brightoncollege.net

** Brighton College will alert parents in the event of any problems with buses due to unforeseen circumstances (heavy traffic/breakdowns etc.) via the school digital communications system (iSams email/text).*



BRIGHTON COLLEGE

HOME TO SCHOOL BUS SERVICE

Important Information and Terms & Conditions for 2022-23

- *Brighton College Home to School Bus Service is very popular and some of our routes have limited spaces available.*
- *Booking is operated on a First Come First Served basis and subject to availability of seats.*
- ***Please note that completion of the application form alone does not secure your seat. All tickets MUST be paid in advance of travel.***
- *Travel on the school bus is dependent on your agreement of the **School Bus Service Health and Safety Contract**. This form can be downloaded from the website. Both you and your child/children are required to read and agree to the terms by checking the box on the application form.*
- ***Cancellation Policy*** – *half a term's notice is required to cancel either annual or termly tickets.*
- *The morning bus timetable is planned to ensure pupils arrive at school before registration (0820-0825).*
- *We endeavour to adhere as closely as possible to these timetables, however, 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 a bus.*
- *The College reserves the right to alter routes, pick-up points, times, and coach companies if required, due to any adverse conditions outside our control; adequate notice of any changes will be communicated to affected parents/pupils, where possible.*
- *All pupils are required to wear a seat belt when seated on school transport.*
- *Pupils are reminded that eating is not allowed on the school bus service. Please also be aware that the College is a 'no nut' school; all pupils are asked to be vigilant should they be bringing any food into school.*
- *External coach providers (RDH & B&H Spirit Coaches) will drop-off and pick-up pupils on Sutherland Road.*
- *Brighton College School minibuses will drop-off and pick-up pupils within the College campus.*
- *Prep-school pupils in years 4 and 5 will be supervised by our school bus monitors for the short walk to and from the Prep School.*
- *Prep School pupils in years 6-8, whose parents have not opted for supervision, will be allowed to make their own way to and from the Prep School through the main College campus.*
- *To sustain the bus timetables, It is the responsibility of parents to **ensure their child/children arrive at the morning pick-up point AT LEAST five minutes before the published departure time**. Drivers will only wait until the time of departure for pupils to arrive.*
- *The school and its bus partners cannot accept responsibility for loss or damage to the personal property of pupils on our bus routes. For a copy of our Lost Property Policy see document attached.*



BRIGHTON COLLEGE

HOME TO SCHOOL BUS SERVICE

LOST PROPERTY POLICY

AIM: To clarify the school's position regarding the care of personal items brought on to the school bus service by pupils and the procedures to be followed if personal items are left on buses.

The school and its bus partners cannot accept responsibility for loss or damage to the personal property of pupils.

To minimise the possibility of property being lost:

- All pupils and their parents are required to make sure that all items of clothing and equipment is labelled, where possible, so that lost property is returned to its owner as soon as possible.
- Pupils are required to make sure that all their personal property and any school property issued to them is kept safely on their person whilst they are travelling on school transport.
- If items are placed in the storage compartment beneath the coaches, pupils must remember to collect when they arrive at College in the morning and when they are dropped off in the evening.

Any items found on our **partner's buses (B&H and RDH)** will, if retrieved by the driver, be placed on the next bus for collection by the pupil at the next available opportunity. Smaller items left on external coaches retrieved by personnel other than the driver, will be processed and kept at their offices for 28 days or until claimed; after this time, they will be given to charities.

Any items found on **Brighton College minibuses** will be stored in the College Lost Property Department, which is located in the basement of The Great Hall - down the steps adjacent to the Yeoh building. Any valuable items such as wallets, laptops or mobile phones will be kept in the Security Lodge. All unnamed/unclaimed lost property at the College is disposed of at the end of each term and given to charities, except for high value items, which are retained for the duration of the academic year.

REPORTING A LOSS

So that a search can be made, **report any items left on any bus to Main Reception, or to the Home to School Buses Department** via email - buses@brightoncollege.net as soon as possible, stating clearly which bus the item/s were left and which school run (am/pm) quoting the bus Route name e.g. *Loxwood Route A, PM run.*

GENERAL

Parents are responsible for insuring their child's personal items. All parents are offered the opportunity to take out Personal Effects Insurance through the College. Should you wish to do so, please contact accounts@brightoncollege.net