

4.0 BUSINESS MANAGEMENT

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4.10 Facilities Capitalisation Programme

General Statement:

ISA's guiding principle is to provide school buildings and grounds that will offer the best possible environment, within financial and site limitations, for learning and teaching in a safe environment. The purchasing and/or construction of facilities will follow the strict guidelines of this section of the Policy Manual to ensure that the needs of the School, students, and stakeholders are met.

CROSS REFERENCE: 3.30.1 Registration and Capital/Contingency Fees

4.10.1 Facilities Capitalisation Programme

It is the policy of the School Board to strive for school buildings and grounds that will offer the best possible environment within financial and site limitations for learning and teaching. The School Board specifically aims towards:

- planning new buildings and alterations so that they support the School Board's educational philosophy and goals;
- building and remodelling facilities so that they are safe and healthy for the people who use them;
- choosing building and remodelling designs that meet educational requirements and are economical, taking into account initial investment cost, expected life, maintenance, utilities, etc.

In planning new construction and alterations, it is normal practice to consult staff affected by the plans as much as practicality allows. Educational specifications will be developed in consultation with the School's Strategic Plan, school staff and other appropriate groups, such as PALOAK.

Relevant sections of UK and EU law, local building codes, and directives of government and education agencies (insofar as ISA is subject to them) will be observed in planning the ISA's facilities.

CROSS REFERENCE: 3.30.1 Registration and Capital/Contingency Fees

4.10.2 Facilities Construction

Evaluation inspections of the existing school facilities and planning for major rehabilitation and remodelling will be the responsibility of the Director and/or his/her designate, in co-operation with the School Board and School Board appointed sub-committees (e.g. Finance Committee, Facilities Planning Sub-Committee, etc.), whose duties include, but are not limited to, responsibility for planning for future construction, maintenance of existing plant, liaison with engineers, contractors, and the ISA Administration in connection with those matters.

Funding for Construction and/or Facilities Rehabilitation

It is the policy of the School Board that funding for construction and/or facilities rehabilitation will have the specific aims of:

- Limiting borrowed funds to the least possible amount and for the shortest possible time;
- Seeking financial support for such programmes from PALOAK and its member companies and any other companies enrolling students in ISA;
- Imposing an annual capital/facilities charge for each student enrolled at ISA. The Capital Fee will be determined annually at the time of approving the annual budget. This amount can be set aside for the capital improvements for the School. The School Board will have the right to alter this capital surcharge as deemed necessary.

The School Board will seek additional sources of funding, and these sources may take the form of local governmental agencies, lottery grants, gifts, donations, etc.

CROSS REFERENCE: 2.10.1 School Board Powers and Duties
 3.30.1 Registration and Capital/Contingency Fees

4.10.2.1 Educational Specifications

The Director and/or his/her designate will, with the assistance of the High/Middle and Elementary School Principals, affected staff members and recognised educational facility planning consultants, provide educational specifications, which will apply in the planning of new construction. The educational specifications will include all pertinent information that will give guidance to the School Board, the Finance Committee and its relevant sub-committees, and to the architect/contractor.

In developing educational specifications, guidance will be taken from the ISA Strategic Plan. The viewpoints of the School's professional and support staffs will be sought as necessary. Educational specifications must be presented to and approved by the Board before the architect can proceed with the development of any plans.

CROSS REFERENCE: Section 2, Appendix 1 - ISA Vision & Strategic Plan

4.10.2.2 Selection of Architects and Contractors

The selection of architects and contractors will be the responsibility of the School Board upon the recommendation of the School Board appointed Committee and its sub-committees. Architects and contractors will be selected on the basis of a number of criteria, including:

1. experience in designing the type of building ISA needs;
2. experience in dealing with local authorities with regard to permits, construction, labour, and supply of materials;
3. cost, via tendering process;
4. general usefulness and attractiveness of the design(s) offered;
5. safety record.

The selected contractor must not have any affiliations with any Board Member or selecting sub-committee's members.

The Director and/or his/her designate and selected members of the professional staff will work with the relevant School Board-appointed committees and their sub-committee(s) in developing the physical and educational specifications and in briefing the architect(s).

The Director and/or his/her designate and Business Manager will work with the Board and relevant sub-committee(s) in managing the financial matters (capitalisation programme, site acquisition, bidding and awards) related to any remodelling and building projects of ISA.

4.10.2.3 Construction Plans and Specifications

It is the intention of the School Board that planning for new or upgraded facilities be based upon the needs of the educational programme and consistent with the School's Strategic Plan.

The Director and/or his/her designate, in conjunction with relevant School Board appointed sub-committee(s), will recommend a plan to the School Board for facilities construction and/or rehabilitation. The recommendation will include:

- A project assessment based upon educational need in keeping with the School's Strategic Plan;
- Architect's drawing;
- Site impact and project schedule;
- Cost analysis;
- Funding recommendations;
- Timing of the project and its impact on the School;
- Assessment of projected student enrolment for the next five years of how to meet the duration of the borrowing repayment period.

CROSS REFERENCE: Section 2, Appendix 1 - ISA Vision & Strategic Plan

4.10.2.3.1 Approval of Plans

Approval for facilities construction and/or refurbishment/upgrade will rest with the School Board. It is the School Board's responsibility to communicate the plan to PALOAK and obtain their approval prior to final approval of the plan. In addition, the School Board in conjunction with the Director and/or his/her designate should seek to gain consensus with the School's other stakeholders, who include the faculty and staff, students, parents and the companies funding tuition for their employees.

4.10.2.4 Site Acquisition Procedure

It is the intention of the School Board that site acquisition will meet ISA's educational needs consistent with the Strategic Plan. The School Board may delegate project investigation authority to the Director and/or his/her designate and relevant School Board Committees and Sub-Committees; however, final decision-making responsibility and authority rests with the School Board in conjunction with PALOAK.

4.10.2.5 Construction Contracts Bidding and Awards

Construction and/or facilities rehabilitation projects approved by the School Board will be tendered in the following manner:

- A “TEAM” to include, but not limited to, the Director and/or his/her designate, School Board Representative (usually the Finance Committee Chairperson), Business Manager, Architect, Quantity Surveyor, and Project Manager (if applicable) will review the tender document.
- Selection of the main contractor will be determined after having reviewed a minimum of three bids and conducted an interview process of the candidate contractors.
- Selection criteria will include:
 1. experience in designing the type of building ISA needs;
 2. experience in dealing with local authorities with regard to permits, construction, labour and supply of materials;
 3. cost and time/schedule;
 4. compliance with the provisions of the tender document;

safety record

- The “TEAM” will put forward a recommendation to the School Board for the approval of the Main Construction Contractor.
- This recommendation will include a review of the bids and a justification of the selection of the main construction contractor being recommended.

The selected contractor must not have any affiliations with any School Board member or selecting sub-committee’s members.

4.10.2.6 Supervision of Construction

It shall be the responsibility of the Director and/or his/her designate, the Finance Manager, Health & Safety Officer, and the School Board Appointed Committee and/or School Board Appointed Representative to liaise with the Architect, Main Construction Contractor and the Project Manager (if applicable) throughout the construction process. The Director and/or his/her designate will provide a full verbal or written report on progress and all difficulties to the Board at the monthly Board meetings, as a minimum.

4.10.2.7 Board Inspection and Acceptance of New Facilities

The School Board appointed architect will notify the Director and/or his/her designate in writing when the new or remodelled facility may be used, once all necessary permits have been granted by the local planning authority. The Director and/or his/her designate will in turn notify the Chair of the School Board appointed Sub-Committee. New facilities may not be used until they have been inspected by the School Board appointed Committee or its designate(s) and until the School Board has formally accepted the facilities upon the recommendation of the School Board appointed Committee or its designate(s), unless the School Board specifically approves otherwise.

It is required that all necessary HSSE issues and precautions are in place and confirmed by the School Board prior to acceptance of the new facility.

4.10.2.8 Naming and Dedication of New Facilities

The School Board shall have the responsibility of naming any new buildings or sites that become the property of the ISA. They may seek advice from the Director and/or his/her designate, faculty, students or external organisations to assist with this process. As a guide, dedicating a building or naming a facility/building should be done in recognition of a person (or company), significant charity or contributors to ISA. The School Board Chair and the ISA Director and/or their designate(s) shall be on hand for an official dedication/naming of a facility. If no name is chosen, the building will take a generic name (e.g. The ISA Library, The ISA Auditorium, etc).

4.10.3 Decommissioning (Closing) of School Facilities

If for any reason it is necessary to decommission any or all parts of the school facilities, the School Board, assisted by the Director and/or his/her designate and his staff, and in conjunction with PALOAK, shall review the need for all school facilities and develop a plan designed to accommodate anticipated enrolment over the next several years.

The plan will be developed after careful consideration of:

- projected enrolment;
- assessment of current school capacities;
- summaries of space utilisation rates in current facilities;
- review of special uses of school space, including adult and recreational use after school hours, and rentals;
- maintenance and operating requirements;
- evaluation of traffic patterns, travelling distances, etc;
- special problems, including an analysis of proposed transfers of students and staff if a facility were to be closed.

In developing and implementing a policy on partial or full school closure, the School Board will bear in mind the impact on other School Board policies, such as its admissions policy and its policies and contracts pertaining to personnel. It is the intent of the School Board to make any of its policies related to school closure clear to all concerned. The School Board will support a process that provides an opportunity for those most affected to be involved before any decision is made. After these consultations, the School Board will attempt to provide three months lead time before closing any school or facility.

If facilities must be closed because of emergency or force majeure, the School Board will seek to protect the best interests of the school, and the safety implications from proposed closure.

CROSS REFERENCE: 1.10.1 Memorandum and Articles of Association, Control and Purpose
 2.10.1 School Board Powers and Duties

4.20 School Buildings and Grounds

The School Board recognises that the education of children depends on many factors, including an appropriate physical environment that is safe, clean, sanitary, attractive, pleasant and functional. The School is proud of its outstanding campus and facilities and of its long-established tradition of providing the best possible physical environment for teaching and learning.

In keeping with the School Board's policy on Facilities Capitalisation Programme (see Policy 4.10), the School Board is committed to maintaining the School's buildings and grounds to the same high standards that the School Board sets for all aspects of the school programme, within the limitations of the School's financial resources.

CROSS REFERENCE: 4.10 Facilities Capitalisation Programme

4.20.1 School Arranged and Approved Housing and Boarding Facilities

ISA does not arrange, provide or approve housing for its staff or students. This fundamental provision remains the responsibility of the individual staff or parents or legal guardians of the students.

4.20.2 Buildings and Grounds Maintenance and Repairs

All school facilities will be maintained in good physical condition: safe, clean, sanitary, attractive, pleasant and functional as the facilities permit and the use requires.

The care, custody and safekeeping of the School's buildings and grounds are the general responsibility of the Director and/or his/her designate, who, with the maintenance and custodial staff, will co-ordinate the maintenance and cleaning of the School and its grounds. Teachers should encourage students to take good care of their desks, classrooms and surroundings. All staff, students and parents should take pride in the appearance of their school and be particularly careful to dispose of waste materials properly.

Custodial and maintenance staff working in the school building or on school grounds will be under the direction of the Director and/or his/her designate. All custodial requests should be sent to the office of the Director and/or his/her designate. Requests for repairs or for the moving of equipment should be submitted in writing. In an emergency, a written request is not necessary; the office of the Director and/or his/her designate should be notified immediately so that the custodial staff can be called.

Requests for projects that would involve a sizable expense (in excess of £5,000 that is not budgeted) should be submitted to the School Board via the Finance Sub-Committee for approval.

4.20.3 Buildings and Grounds Safety

All school facilities will be regularly assessed by designated and trained staff, and independently audited annually to ensure that all necessary safety systems are in place.

CROSS REFERENCE: Section 6 Health, Safety, Security & the Environment

4.20.3.1 Security and Key Control

In order to minimise threats to the safety of ISA's students and staff and to protect the ISA facilities against damages or losses caused by carelessness, vandalism, or theft, the School will restrict access to its premises to persons associated with the School and/or to such other persons that may be invited to the School by the faculty for authorised purposes. At the same time, as described elsewhere, the School wishes to make its facilities available for community activities to the maximum extent possible consistent with the effective operation of school activities and therefore will apply its security procedures in a manner that supports the success of those activities.

In general, the following guidelines will be observed in granting access to the School premises:

- All students, faculty and staff of ISA will have routine access to the School. All parents, visitors, employees of organisations that are supporters of ISA, and their family members must register at the front desk in reception and wear the appropriate 'visitor' lanyard and badge during their time in the School; said visitors must sign out and leave their lanyard and badge at Reception upon departure.
- During non-classroom hours, faculty and students will be allowed to bring guests to the School, subject to registration procedures. Such guests will remain with their sponsor whilst at the School and will leave the School with the sponsor.
- Other individuals, such as those having business with the School, non-ISA participants and spectators at sports (e.g. basketball, volleyball, etc), cultural (e.g. theatre, musical productions) and other (e.g. "Trunk or Treat", Back to School Social) community activities will be admitted according to procedures established by the Director and/or his/her designate consistent with the requirements of the activity and the principles established above.

The Director and/or his/her designate will implement the above principles and guidelines by establishing regulations that will:

- Seek to assure that all who enter school grounds do so for an authorised purpose but also that all who have an authorised purpose for entering the School are granted access;
- Maintain a culture of safety and security for all members of the school community - students, parents, and staff will work towards maintaining the security of the campus;
- Handle problems at the lowest level possible and seek involvement of the School Board or local authorities only when no other solution can be reached, with the stipulation that the Director and/or his/her designate should notify the School Board Chair as soon as possible after any incident in which police authorities are involved;
- Provide guards or other security personnel specific instructions with regard to dealing with safety, security and access to the School.
- Set specific times during which the school will be open and closed, in order to retain maximum access to school grounds whilst maintaining the security of school property;

- Ensure that keys are only in the hands of responsible persons whose duties require that they have access to school buildings or to certain rooms, desks, files, or storage places.
- With respect to the personal security of students, staff and visitors, the Director and/or his/her designate is authorised to take such steps and install such equipment that will most effectively ensure the security of the campus. It will be the policy of the School Board to discuss details of security measures only in closed session, and to keep careful control of access to security information.

4.20.3.2 Vandalism

Vandalism of the ISA campus or any other ISA property will not be tolerated. Any persons found vandalising the School or any school property may be subject to disciplinary actions and/or criminal investigation. Any instances of vandalism should be reported immediately to the Director and/or his/her designate. The Director and/or his/her designate will effect repairs immediately upon conclusion of investigation or collection of any remaining evidence if the cost is estimated to be less than £2,000. Competitive quotes will be obtained for damages in excess of £2,000. The Director and/or his/her designate will make available to the School Board a complete investigation of the incident, the results of the competitive quote and recommendations for security changes to prevent a similar vandalism incident. If there is conclusive evidence that a student is responsible for an act of vandalism, the offending student or the parents of the offending student may be held accountable for the damages as a condition of continued attendance at the School.

CROSS REFERENCE: 4.20.3.1 Security and Key Control

4.20.4 Emergency Plans and Drills

In case of fire or any other type of emergency, students and staff must be prepared to evacuate the School without panic and in the least possible time. To that end, the Director and/or his/her designate and his staff shall maintain a plan to assure the safe and orderly movement of all persons in the School to the safest available area in the event of a national or local emergency or in case of fire. Special drills will be arranged by the Director and/or his/her designate, in conjunction with the HSSE Committee to train everyone in procedures to be followed in particular types of emergency (fire, bomb threats, civil unrest, etc.). The School Board considers the safety of the children, faculty, and support staff members as paramount.

An emergency warden system has been developed by the HSSE Committee and members of ISA staff. Procedures exist to communicate with authorities in the event of an emergency. Emergency plans and drills will be maintained to comply with current Health and Safety Executive recommendations.

Indefinite or Long-Term Closings

The School Board, upon the recommendation of the Director and/or his/her designate, shall close the School indefinitely, or for such a term as it may be determined necessary, if the School Board finds that the continued operation of the School will be accompanied by such tension, potential disorder, or potential impairment of peace and goodwill in the community that the effective education of the students becomes impossible or if the School Board finds that the continued operation of the School is not in the best interests of the School itself. In either case, the Director and/or his/her designate shall be responsible for setting in motion the contingency plans developed to deal with such temporary or permanent closings of the school.

CROSS REFERENCE: 4.20.4.5 Emergency Closings
 4.20.4.6 Long-Term Closings

4.20.4.1 Accident Prevention and Reports

Within the framework of the School's overall HSSE policy, everyone in the School is expected to be safety-conscious and alert to conditions that may be dangerous to the people using the buildings and grounds. The emphasis to make the School a safe place to work and study lies on **prevention** and **forethought**, not merely on regulations for coping with accidents and emergencies. The School will actively develop, maintain and improve its safety culture amongst the staff, students and the ISA community.

Should any accident occur in a school building, on school grounds, on a school bus or in any other place or situation where the School is responsible for the welfare of students and staff (e.g. during school trips), the accident should be reported per procedure using appropriate incident forms or directly to the School Nurse during school hours for immediate logging on the SNAP software system. This must be done whether or not any obvious injury or damage is evident.

The making of prompt, complete, and accurate incident reports is essential not only for proper insurance coverage but also for the prevention of any similar mishap in the future. Any employee of the School who witnesses an accident has a responsibility to comply with the established HSSE reporting system. An accident resulting in a potentially serious injury is reported at the time of injury to the Director and/or his/her designate, the relevant Principal, and the Health & Safety Officer. It shall remain the responsibility of the Director and/or his/her designate in conjunction with the HSSE Committee to ensure all corrective actions and recommendations are communicated to all staff and implemented as soon as is practicable. All incidents are discussed at the monthly HSSE meetings.

CROSS REFERENCE: Section 6 Health, Safety, Security & the Environment

4.20.4.1.1 Illness of students and staff

All occurrences of sickness during the school day should be reported to the staff nurse and documented. Any pattern of ill health that could potentially lead to a larger problem shall be notified to the Director and/or his/her designate. Local public health officials will be advised as necessary. The Director and/or his/her designate will notify the School Board immediately should the matter require the notification of the public health authorities.

4.20.4.2 Fire Prevention and Drills

The Director and/or his/her designate, in conjunction with the HSSE Committee, will ensure that proper fire and safety precautions exist and are applied. At least one fire drill will be held each semester.

As fires can occur on the first day of school, the discussion of and instruction in proper emergency procedures will be one of the first priorities for classroom teachers at the beginning of each semester. It will be the responsibility of the Director and/or his/her designate to maintain specific, detailed fire and emergency plans for all rooms of the School facility. The plans will be made available to staff, parent volunteers, and all other visitors to the School and be widely posted, discussed and regularly practised as scheduled in a written schedule. Lives may depend on how confidently, quickly and calmly everyone can carry out these planned instructions; no effort must be spared in ensuring that they are clearly understood by all.

In devising and carrying out fire emergency plans, concern for human life and safety will prevail over concern for property.

CROSS REFERENCE: Section 6 Health, Safety, Security & the Environment

4.20.4.3 Disaster Plans

The Director and/or his/her designate will ensure that the School has a plan to enact in the event of a natural disaster (i.e. earthquake, flooding, tornado, gale force winds, heavy snowfall, etc.). In the event of such a disaster, the safety of the students and staff of the School are of paramount importance. The plan should clearly establish an organisation for dealing with disasters: consider safe havens for the various hazards, evacuation routes and procedures, identification of any missing persons and a means for communications. This plan shall be communicated to the staff, and reviewed annually for updates and amendments. A copy shall be provided to the Board of Trustees for reference.

CROSS REFERENCE: Section 6 Health, Safety, Security & the Environment

4.20.4.4 Bomb and Intruder Threats

The School Board acknowledges its responsibility to ensure that a policy is in place, which allows for the safety of the children under its care. At the same time, it wishes to deal firmly with bomb threats and to discourage this type of disruption, which poses a danger to everyone in the School even when it is merely a threat and a nuisance.

The School Board acknowledges that a threat to the children under their care may exist from an intruder on campus.

The Director and/or his/her designate will ensure that procedures for dealing with bomb threats and intruders are in place and that all staff and students are familiar with the procedure.

The Director and/or his/her designate shall notify the School Board Chair if either of these situations occurs.

CROSS REFERENCE: Section 6 Health, Safety, Security & the Environment

4.20.4.5 Emergency Closings

Temporary Closings (to a maximum of 5 days)

The Director and/or his/her designate is authorised to close the School, delay the opening time of school, dismiss school early, or hold students in school past dismissal time if, in the Director and/or his/her designee's judgement, actual or potential hazards jeopardize the safety and well-being of students and staff.

Instructional days lost due to emergency closings may be rescheduled by the Director and/or his/her designate in consultation with the School Board. The annual number of teaching days as set by teacher contracts will not be reduced except in extraordinary circumstances.

The Director and/or his/her designate have the authority to cancel up to a maximum of 5 instructional days per academic year (i.e. snow, flooding, structural damage to the facility, conditions that pose a risk to health, etc) without having to extend the school calendar.

If it is necessary to cancel school before school hours, particularly as a result of inclement weather during the winter months, the Director shall inform NorthSound Radio Station, teachers and school staff of school cancellation. In addition, each family will be sent an SMS text and an email message. The information will also be posted on the ISA website: www.isa.aberdeen.sch.uk.

As a last resort, if parents are in doubt about school being in session, they should telephone the School directly on 01224 730300.

School buses will not run on days of school cancellation.

If the School is cancelled during the school day, bus departures will be brought forward to as early a time as possible. All families will be notified of school cancellation by telephone together with the anticipated time of drop-off; they can choose to collect their children from school themselves if they so wish.

In cases of early school closure, all after-school activities will be cancelled

CROSS REFERENCE: 4.20.4 Emergency Plans and Drills

4.20.4.6 Long-Term Closings

If the Director and/or his/her designate consider it necessary to close the School for longer than five days, he/she will make a recommendation to the Board before announcing the closing of the School.

CROSS REFERENCE: 4.20.4 Emergency Plans and Drills

4.20.4.7 Health, Safety, Security and the Environment (HSSE) Reporting to the Board

The health, safety, security and environment (HSSE) of children and employees at ISA are of paramount importance to the School Board. Whether on campus or involved in a school activity off campus, the School Board has the ultimate responsibility and the potential liability for their safety. The School Board will ensure the resources and expertise necessary to inspect and maintain optimum HSSE standards where available. HSSE is a specific category under Board Goals, discussed monthly. The Director makes the Board aware of any significant HSSE developments.

CROSS REFERENCE: Section 6 Health, Safety, Security and the Environment

4.30 Student Transportation

The School Board recognises the importance of providing a reliable and dependable transportation service for the students of ISA. At this time, the School owns one minibus (16 seat capacity) that is used for field trips that may only be driven by a School employee who holds an appropriate PCV (Passenger Carrying Vehicle) licence, as required by UK and EU legislation. As such, transportation for students from Kindergarten to Grade 12 to and from school is a sub-contracted service. These routes, bus stops, and schedules will be made available to the parents before the first day of classes.

From time to time, the Director and/or his/her designate may recommend to the School Board, alternative arrangements for the transportation of students to and from school. It shall be the responsibility of the Director and/or his/her designate to ensure that the costs of busing are minimised and utilisation of the buses are maximised.

The students shall be met at the designated bus stop closest to their home. There shall be no deviation from the prescribed route.

Use of the School bus service is defined as a privilege, and the School reserves the right to suspend or revoke the privilege at any time, if a student fails to abide by the stated rules of conduct.

The School is not responsible for students before they get on the bus in the morning and after they get off the bus in the afternoon. Kindergarten children should be taken to the bus either by an adult or by a responsible older student, and met upon their return. The School strongly recommends that students in grades 1-5 are also taken to the bus for the start of their day and met on their return home.

Occasionally, students may be transported to an off campus event in an ISA employee's car. The School carries business use insurance for this eventuality.

Costs for busing are included as part of the general tuition fees and are non-refundable under any circumstances.

During ISA-sponsored field trips (local or abroad), it is the responsibility of the Director and/or his/her designate to ensure transport is provided throughout to meet the School's requirements. This responsibility can/shall be assigned to the teacher in charge of the field trip in order to ensure quick decision-making if the transport provided does not meet requirements.

CROSS REFERENCE: 4.30.1. School Buses and Safety

4.30.1 School Buses and Safety

The School Board recognises the importance of the safety of each student and member of staff, as well as the general public when dealing with student transportation to and from school. ISA does not own school buses beyond a 16-passenger capacity, and sub-contracts the busing service for our Kindergarten to Grade 12 students. Suppliers will be awarded contracts for this service based on the safety records of the supplier, maintenance records of the suppliers' buses, buses having seatbelts, bus availability, reliability, dependability, professionalism and economic considerations. The suppliers will be audited for their maintenance records and safety records annually. The Director and/or his/her designate shall ensure that this audit is carried out annually. At the time of awarding the school transportation contract and during annual audits throughout the contract period, the Director and/or his/her designate shall ensure the bus driver qualifications are maintained at the highest possible level. This requirement may be provided by the Director and/or his designate approving all new drivers or by appropriate supporting documentation being presented by the transportation contractor.

The Director and/or his/her designate will ensure that the bus drivers are briefed in connection to dropping off of students. This will be done on at least an annual basis and at any time when a new driver joins the ISA routes.

In addition to the responsibilities on the transportation company, our students must abide by the guidelines provided for in the Student Conduct on School Buses.

A sick or injured student may be prevented from travelling on the school bus at the discretion of the Director and/or his/her designate including the school nurse/first aider/member of staff if the nature of the injury or illness makes it unsafe for that student or other students to do so. In such cases, the parents will be notified and the student will be cared for on the school premises until the parent or other named adult is able to collect that student.

CROSS REFERENCE: 8.40.2.3 Student Conduct on School Buses

4.30.1.1 Supplier Pre-Qualification Standards

The School Board recognises the importance of the safety of each student and staff, as well as the general public when dealing with transportation for school purposes. The School does not own school buses and must sub-contract the busing service for our students. Suppliers will be awarded contracts for this service for the entire school year based on the safety records of the suppliers, maintenance records of the suppliers' buses, bus availability, reliability, dependability, professionalism and economic considerations. The suppliers will be audited for their maintenance records and safety records annually.

It will be the responsibility of the Director and/or his/her designate to have appropriate standards set as minimum performance measures pre-qualifying the suppliers before tendering bus services. Once pre-qualifying has been returned, only qualified suppliers meeting the minimum standards will be allowed to tender. Prior to award of tender, audits of maintenance records and safety management systems will be carried out by the Director and/or his/her designate, along with safety inspections of the equipment of the proposed supplier. Upon successful completion of these audits and inspections, a contract will be awarded to the most cost effective supplier meeting all of the criteria.

4.30.2 Non-Bus Transported Students

The School will not accept the responsibility for the students' safety in any instances where students do not use the school bus service to and from school. The School strongly recommends that parents should accompany their children in Grade 5 or below to and from the School, whether walking or riding a bike. The School will accept responsibility for these students once they have entered the school building and until the time they leave the school building to return home at the end of their school day.

4.30.3. Student Transportation in Private Vehicles

The School will not accept the responsibility for the students' safety in any instances where students ride or drive in private vehicles either to and from school or during the school day. This is inclusive of car pools arranged by parents or companies.

4.30.4 Special Uses of School Buses

ISA owns one minibus (capacity 16) for the transport of small groups of students and teachers for field trips, etc. No staff may drive the School's minibus without possessing a current UK PCV (Passenger Carrying Vehicle) driver's licence permitting them to drive this class of vehicle. ISA does not own other school buses. Any other buses required by the School will be as part of the contract with our relevant year school bus supplier. The Director and/or his/her designate of the School must approve any special requests for school bus services relating to official school activities. The School will not provide school buses for any activity not relating to the School.

CROSS REFERENCE: 4.30.1 School Buses and Safety

4.30.5 Student Transportation Insurance and Liability

The School does not own school buses apart from a 16-passenger capacity, and must sub-contract the busing service for our students. However, this does not eliminate the School's potential liability in the event of an accident. In addition to the insurance responsibilities of the transportation company, the Director and/or his/her designate will ensure that appropriate liability insurance is in place to ensure that the School is covered in the event of an accident. The School does not provide insurance for lost goods and will not be responsible for personal effects that a student may carry from time to time. Therefore, it is the School Board's policy that parents are responsible for the provision of insurance for all personal property which may be lost or damaged, for example musical instruments, school books, calculators, personal CD Players, iPods, etc.

4.40 Food Service in the School

The School offers a daily cafeteria service from 7.30am through to 3.30pm. Individuals will pay the cost of any purchases.

It is the School's intent that this service need not be subsidised by the School; however, upon the recommendation of the Director and/or his/her designate, the Board may authorise funds to subsidise the programme if it is deemed necessary.

The School believes that offering its student first-rate meals goes beyond high quality catering. The health advantages of providing freshly-prepared, wholesome food made from good quality ingredients are immeasurable.

It is important that students look forward to and enjoy their meals and that they learn about the origins of the food and take an interest in how the food is produced. The nutritional standard of food available both allows and encourages students to select combinations that contribute to a healthy diet. We encourage parents to counsel their children about what they believe is appropriate for lunch. The weekly cafeteria menu is available on the School's website at: www.isa.aberdeen.sch.uk.

Students who have particular dietary requirements are catered for individually. Such students are introduced to staff and an open communication between student, parent and catering staff is encouraged.

Every effort is made to ensure there are no nuts or products containing nuts used in the School's cafeteria; however, we cannot guarantee no traces in the products that are purchased.

All food catering offered must comply with all UK and EU Food hygiene and safety regulations. A mandatory, unannounced inspection by the Environmental Health Officer occurs on an annual basis. As part of the School's annual oil company HSSE Audit, the cafeteria services will be audited to determine if the required standards are being met.

4.50 Insurance Management

ISA will maintain adequate levels of insurance against losses through fire, theft, accident, liability and other risks, as the School Board (advised by the Director and/or his/her designate) sees fit. It will be the responsibility of the Director and/or his/her designate to obtain bids from appropriate insurance companies and ensure that appropriate coverage is maintained. Appropriate coverage will be defined as sufficient to replace the School in its entirety in the event of catastrophic loss.

Coverage for staff and students will be provided in accordance with UK and EU law, and within the terms of the School's insurance coverage.

The School's insurance programme, as a whole, will be aimed at providing the best protection for the School, its students, staff and its property. It will be the responsibility of the School Board and the Administration, in a joint effort, to keep pace with inflation and other changes that may affect insurance coverage and to ensure that protection is adequate at all times.