



# RPCS

**REGENTS PARK  
CHRISTIAN SCHOOL**

A K-12 Christ Centred Learning Community  
A Ministry of Heartbeat Church  
Principal: Mr Les Barnard

## Application for Use of School Bus Service

This application/agreement is to be completed and signed by the parent/guardian in conjunction with the attached conditions.

Parent/Guardian Name	
Address	
Student(s)	Name: _____ Year: _____
	Name: _____ Year: _____
	Name: _____ Year: _____
	Name: _____ Year: _____
Pick-up and Drop-off point	
Contact Names and Numbers for Parents/Guardians	1. _____
(Very important. Must be contactable at times of student pick-up and drop-off).	2. _____
Alternate Contact Number	
Special Arrangements/ Requests	
Medical Details	

**CHRISTIAN COMMUNITY SCHOOL LTD**

ABN 38 050 327 207

59 Regent Street  
Regents Park NSW 2143

(02) 9644 5144

enquiries@rpcs.nsw.edu.au

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## Conditions of Use

### Students (Code of Conduct)

1. Stay in your seat and do not move around the bus.
2. Always correctly wear the seat belt provided and do not undo the seat belt until the bus has stopped at your destination.
3. Keep arms, legs and other parts of the body inside the bus.
4. Don't pass or throw objects around the bus. This includes lollies and gum.
5. No food or drink is to be consumed on the bus.
6. Listen to the driver and/or the staff member in the bus and follow his/her instructions.
7. Only attract the driver's attention if there is an emergency.
8. Talk quietly to the people around you. Shouting and yelling is not appropriate.
9. Respect other students and their property. Always be kind.
10. Respect the bus and don't cause any vandalism. As with any school property the cost of any repair arising from any vandalism or damage caused by student(s) will be charged to parents.
11. Protect bus property and report any vandalism or damage.
12. Treat the driver, supervisor and other passengers with respect.
13. Use appropriate language at all times. Normal class rules apply.
14. Keep the bus clean.
15. No student may call out or signal to any person outside the bus at any time.
16. Students must follow the school's code of Conduct. Any student who does not follow the rules or directions of the supervisor can lose the right to travel on the bus.
17. Students will be dressed in proper school uniform.

### Consequences for Students

If a student fails to follow the Code of Conduct and the instructions of the driver and supervisor, the matter will be reported to the Principal or their delegate. They will investigate the matter and take appropriate action depending on the circumstances and according to the School's Discipline Policy.

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## Parents

1. Lateness to the designated bus stop cannot be accommodated, as the driver's schedule allows no time for waiting. Therefore, students **must arrive 5mins** before the scheduled time. Please note that the bus arrival time is subject to traffic conditions.
2. Parents of primary students will wait with the student at the pickup point until the student is on the bus unless the student is supervised by a responsible secondary sibling acceptable to the school.
3. If there is no responsible adult at the drop off point for a primary student at the normal time, and that student is not in the care of a responsible secondary sibling acceptable to the school, the child/children will be brought back to school and parents contacted for pick up arrangements. This may incur an additional cost to the parent.
4. All fees due must be paid by the due time in order for the student(s) to continue to use the service. The fee is \$100 per student, per term. Please note this is a flat fee regardless of the number of days the child/children use the bus service.
5. Parents must contact the school's bus mobiles if the student will not be attending school or requiring transport on any day:
  - Southwest Bus: **0403 093 146**
  - South Bus: **0439 912 456**

## Declaration:

In making application to use the Regents Park Christian School bus service I/we agree to be bound by the conditions of use of the service.

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Parent Signature

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Date

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Student Signature  
(Secondary Only)

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Date

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## REGENTS PARK CHRISTIAN SCHOOL

### Standard Collection Notice

1. Regents Park Christian School (the School) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers and tutors, coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

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10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website. Electronic images of pupils and other members of the school community of activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website.
12. We may include pupils' and pupils' parents' contact details in a class list and School directory.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

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### School Response (School Use Only):

Your request for use of the school bus service has been approved/declined. The following details apply:

Pick-up and Drop-off Point	
Pick-up Time	
Drop-off Time	
Commencement Date	
Fee Per Term	\$100 per student (flat fee for use of bus service)
If declined - reason	

The school reserves the right to vary this information from time to time.

\_\_\_\_\_  
School Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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