

Mission Statement Motto:

Building relationships with God and each other, working hard in faith and hope to give our best in all things.

Core Values: *Respect, Honesty, Tolerance, Justice, Forgiveness*

Holy Cross Catholic **Primary School**



Travel To and From School Policy and Plan

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Last updated: 30 January 2023

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Statement of intent

At Holy Cross Catholic Primary School, we are committed to ensuring all pupils are able to travel to and from school safely.

This document details the procedures that are in place to ensure pupils can travel safely to and from school and also sets out the school's aim of ensuring travel is sustainable. The document contains three key elements:

- **Policy** – this part of the document contains the provisions and procedures in place that aim to support and promote safe and sustainable travel to and from school.
- **School Travel Questionnaire** – this questionnaire is used to assess pupils' and staff members' travel arrangements and needs. Responses from this questionnaire are used to inform the policy and the School Travel Plan.
- **School Travel Plan** – this plan details the school's travel arrangements and outlines objectives and measures aimed at encouraging all members of the school community to make use of sustainable travel options where possible.
- **Travelling Alone Request Form** – this form can be used to enable parents to inform the school that they would like their child to travel to school alone and outline the necessary details for this.

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1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- DfE (2014) 'Home to school travel and transport guidance'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Collecting Children from School Policy
- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Extended Services Policy
- Complaints Procedures Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school has safe and appropriate arrangements in place regarding pupils travelling to and from school.

The headteacher will be responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Ensuring effective procedures are in place for pupils travelling to and from school alone.
- Deciding the years in which pupils are able to be considered for travelling to and from school alone.
- Liaising with parents to establish whether individual pupils will be granted permission to travel to and from school alone.
- Deciding whether pupils will be given permission to travel to and from school alone.
- Informing parents where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Parents will be responsible for:

- Adhering to the principles outlined in this policy.
- Carefully considering whether their child should be permitted to travel to and from school alone.
- Ensuring their child is aware of road safety and how to keep themselves safe when travelling to and from school.

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- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Submitting an annual request form to the headteacher where they wish for their child to travel to and from school alone.
- Informing the headteacher when their child has not returned home from school.
- Communicating to the school how their child will travel to and from the school.

Pupils are responsible for:

- Ensuring they are aware of the principles of road safety.
- Adhering to the route for travelling to and from school, as outlined by their parents.
- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive to school on time when travelling alone.
- Using dedicated transport as it is intended and abiding by the service provider's requirements for travel.

3. Modes of travel

Walking

Pupils will be encouraged to walk to school where it is safe and practicable to do so. Pupils will be encouraged to walk with friends and along safe routes that are pedestrian friendly.

During the Winter months, pupils will be advised to wear reflective clothing or accessories when they walk to and from school.

Driving

Where parents choose to drive their children to school, they will be encouraged to car share where practicable. Parents will be reminded that if they are driving close to the school premises, they must drive slowly and carefully and park in designated areas. The school encourages a 'park and stride' policy where parents park within a reasonable distance of the school premises and walk their child to or from school.

Cycling

Pupils will be encouraged to cycle where it is safe and practicable to do so. Pupils will be reminded to wear full protective and reflective clothing when cycling and to ensure they use the bicycle lights. Pupils will be required to bring a suitable lock to secure their bicycles at the bike rack at the front of the key stage 2 playground during school hours.

4. Drop off and collection

The school entrance will be supervised from **8:30am**. If a pupil arrives before this time, the school will not take responsibility for the pupil as there is no supervision in place. Parents are responsible for ensuring their child is dropped off and collected by a responsible person if the child is not able to travel to and from school unsupervised. Parents will be required to inform

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the school of the person(s) responsible for picking up their child and keep the school informed of any changes to this information.

Pupils will not be allowed to leave the school premises at the end of the day if their responsible person is not there to collect them and they are not authorised to travel to and from school alone. Instances of late collection and non-collection will be managed in line with the school's Collecting Children from School Policy.

5. Procedures for pupils travelling to and from school alone

Class teachers from years 5 and 6 will retain a copy of the register. Before allowing any pupil to leave the school premises alone, the register will be checked.

If, at any time, a staff member is concerned about the welfare of a pupil by allowing them to travel home alone, the staff member may not permit them to leave.

If a staff member refuses to allow a pupil to travel alone, the parents will be contacted and the procedures outlined in the Collecting Children from School Policy will be followed.

Pupils are expected to stick to the route outlined to them by their parents. Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents.

Parents should ensure that they, or another responsible adult, are available at their home once their child arrives home from school.

The school ensures that a register is taken at the beginning of the school day. If a pupil that travels alone has not arrived at school, and the school has not already been informed that the pupil will be absent, the parents will be contacted.

The DSL will be notified of the pupil's absence and the procedures outlined in the school's Attendance and Absence Policy will be followed.

If a pupil is late to registration more than three times, the headteacher will hold a discussion with the pupil's parents to determine whether travelling alone to school is appropriate. If necessary, the headteacher may withdraw their permission to allow the pupil to travel to and from school alone.

Where a pupil does not arrive home from school, parents will contact the school to speak with the staff member who dismissed the pupil from the premises to establish the time they left school. The responsibility of the pupil lies with the parents once a pupil has left school.

Where pupils will be travelling home from school after an after-school club, the above procedures will be followed, as well as those outlined in the Extended Services Policy.

6. Granting permission for pupils travelling to and from school alone

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If parents wish for their child from years 5 and 6 to travel to and from school alone, they will be required to complete the permission letter (from the school office) to the headteacher on an annual basis.

Parents will ensure they have read this policy before requesting permission for their child to travel to and from school alone.

Forms will be submitted at the beginning of the academic year. If a parent wishes to request permission at a different time, the form will be submitted to the headteacher and this will be valid until the end of the academic year.

Permission will only be granted where consent has been received from a parent in writing and where all emergency contacts have been outlined.

The headteacher will only grant permission to pupils in Years 5 and 6 – the school's policy is that no pupils in earlier years are able to travel to and from school alone.

Each request will be assessed on a case-by-case basis – requesting permission for a pupil does not automatically result in the pupil being permitted to travel alone to and from school.

Permission will only be granted where the parents and headteacher are satisfied that the pupil:

- Can be trusted to walk straight home or to school.
- Will adhere to the route that their parent has identified.
- Can be trusted to behave sensibly.
- Is aware of road safety.
- Is aware of the protocols to follow if a stranger approaches them or asks them to do something they do not want to.
- Would know how and where to ask for help.

In order to consider a request, the headteacher may request a meeting with the parents of the pupil to discuss the matter. If this is necessary, parents will be informed in writing as soon as possible.

Where pupils live further than a 15 minute walk away from the school, or the headteacher has concerns about a pupil's ability to travel safely, the headteacher may not grant permission.

Parents will be informed in writing of the headteacher's decision within one week of receiving the initial request. Where a request has been denied, the headteacher will outline the reasons for this in the outcome letter.

If a parent wishes to appeal the headteacher's decision, they are required to follow the procedures outlined in the school's Complaints Procedures Policy.

Once permission has been granted, parents are required to inform the headteacher of the planned route their child must stick to.

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If the headteacher feels the safety and welfare of a pupil is at risk at any point after granting permission, they withhold the right to withdraw their permission for the pupil to travel alone to and from school.

Parents may withdraw their consent at any point during the academic year. To do so, parents are required to inform the headteacher in writing.

A register of all pupils granted permission to travel alone to and from school will be maintained. This will be updated whenever permission is granted and will be held in the school office.

Only pupils named on the register will be permitted to travel to and from school alone. The register will be circulated to all members of staff as necessary.

7. Monitoring and review

This policy is reviewed on an annual basis by the headteacher and the governing board.

The next scheduled review date for this policy is January 2024.

