

Home to School Transition

Transport Policy



Wheatley Hill Community Primary School

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Wheatley Hill Community Primary School

Home to School Transitional Support

Transport Policy

Wheatley Hill Community Primary School operates a volunteer school to home support service for families which are faced with a range of social and logistical challenges which impact on the child's transition from home to school.

We appreciate that every family will have varying circumstances and that our response needs to consider a range of factors to undertake a fair assessment of need to ensure the resource is not over subscribed and the families most in need have access to this support.

We will endeavour to support as many families as is practically possible within the restrictions of seat availability and the distances to be travelled; but we recognise that we are not able to support every request. The provision of transitional support and the allocation of transport to and from school is a volunteer service which is funded directly by school and has limited capacity.

Following the submission of the request form, our decision will be based around the principle of 'most in need'. Our decision will not devalue the individual circumstances of the family's request, and if we are unable to support, we recognise that some families may be disappointed as the rationale for the request will still remain.

If the family wishes to explore a more formal approach to receiving support, Durham County Council Transport Services may be able to offer further guidance. For further information and advice please contact The School Places and Admissions Team, Children and Young People's Services, County Hall, Durham DH1 5UJ 03000 265896 or email schooltransportteam@durham.gov.uk

APPLICATION PROCESS



Should you require further information, please contact wheatleyhill@durhamlearning.net

Wheatley Hill Primary School retain the right to remove the provision of transitional support to ensure the safety and wellbeing of all staff and other children. You will be required to sign the School transport agreement and in any instance where the agreement is not followed, the provision will be removed.

Conditions of Agreement

- All allocated support will be reviewed on a yearly basis with a new application being requested from parents.
- All school vehicles will have three point seat belts. If a booster seat or any other specialist equipment is required, this will be supplied by the parent.
- All school drivers have DBS enhanced Disclosure checks.
- In order to ensure the transitional support runs on time, we will allocate a waiting period of 5 minutes at the collection point. During this time the parent will be called to discuss the delays and an alternative time / collection point identified to ensure other pupils are not excessively delayed. It may be the parent arranged to meet the vehicle on route and an alternative and agreed point or the child is taken / collected from school by the parent.
- Under no circumstances is the driver of the vehicle allowed to leave children unattended on the vehicle. The child is either collected by the parent at the vehicle or support staff will escort the child to the parent. No child will be left unattended at home or with any adult who is not known to the school staff.
- All changes to the provision must be agreed in advance directly with the school and no adjustments can be made directly with the driver unless approval from school is first received.
- The school reserves the right to suspend transport due to factors beyond their control, such as inclement weather, vehicle breakdowns, severe road delays/ accidents. In all instances parents will be notified with as much notice as is possible, with the rationale being provided.
- If a child is deemed unsafe, or their behaviour may place other pupils or staff at risk during the journey, they will not be permitted to travel on the school vehicle. In this instance, parents will be called and requested to make arrangements for them to collect the child from school.



**TRANSITION SUPPORT SCHOOL to HOME TRANSPORT
APPLICATION FORM**

Family Name				
Address				
email				
Home Number				
Mobile Number				
Brief outline to explain why support is required. What has changed? How long is support required?	Please continue on additional page if required			
	EHCP	Statutory Services Involvement	Continuity Education Pathway	Key Worker (COVID)
Specialist Equipment Required YES / NO	DETAILS			
Child / ren details	Class teacher / Additional Support Needs			
DATE			SIG	

FOR SCHOOL USE

COLLECTION POINT		approved / declined BY HEADTEACHER
DISTANCE		DATE
ROUTE		FAMILY INFORMED
TRANSITION PLAN		DRIVER / ESCORT INFORMED
RISK ASSESSMENT		
COST £		



Wheatley Hill Community Primary & The Climb Project



SCHOOL TRANSPORT APPLICATION & PARENTAL CONTRACT AUTUMN 2021

<u>Child Name</u>	<u>Date of Birth</u>	<u>Class / Base</u>

1. Parent/Guardian's Name:
2. Address:.....
..... Post Code.....
3. Contact Details: Home Phone:.....
Work Number:
Mobile Number:
4. Alternative Contact (i.e. Relative or family friend)
Name:
Home Number:
Work Number:
Mobile Number:

School Transport Policy

- All School vehicles will have three point Seat Belts. If a booster seat or any specialist equipment is required, this will be supplied by the parent.
- All School Drivers have DBS Enhanced Disclosure Checks. All School vehicles will have the same School Driver every day, except in cases of driver illness or where a driver has been reassigned another permanent route.
- In order to ensure our pupil collections operate smoothly, the School vehicle will not wait more than several minutes for a student to arrive outside the home/collection point in the mornings.
- The School Vehicle will not wait more than several minutes after the specified time for a parent/guardian to collect their child from the school vehicle in the afternoon. If a parent/guardian is not home to receive the child, the school driver will alert the school that there is no one home, and then will continue to the next stop until the route is completed. The school will make every effort to contact the parent/guardian and the child will be returned to the school where they can be collected from. In some cases, but not all, it might be possible for the child to be returned home or the parent/guardian to meet the vehicle en route.
- Under no circumstances is a school vehicle driver allowed to leave the vehicle unattended to escort child to their door. Additionally, under no circumstances will

a school vehicle driver leave a child at a home/collection point if the parent/guardian is not home to receive them.

- Any new requirements/arrangements will be made directly with the school and must not be made with the school vehicle driver. The school reserves the right to cancel the service due to inclement weather which might make the journey dangerous eg. Heavy snow and ice. The Parent/Guardian will be called as soon as a decision is made to cancel the transport. In most cases this will correspond with the school also being closed.
- If a child is deemed unsafe to access school transport due to pupil upset or challenging behaviour then the child will not board our school vehicles. At this point parents will be contacted to collect their child from school. School vehicles will only be able to wait a maximum of 10mins at school for a child to be ready to travel.

General consent

I agree to my son/daughter accessing transport (Mini vehicle / Car) provided by Wheatley Hill Community Primary or the Climb Project in order to transport my child(ren) to and from school and also on all educational visits and other off-site activities including-

- All school organised off-site activities before, during and after the school day where a higher level of risk management is required.
- All visits (including residential visits) which take place during the holidays or a weekend.
- Adventure activities at any time.
- Off-site sporting fixtures outside the school day.
- All off-site activities for nursery schools.

In exceptional circumstances a further consent may be requested but the school will send parent's information about each trip or off-site activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular visit or activity where parental consent is required.

Please note that parental consent is not required for low risk activities during the school day where the activity is a normal part of your child's education at the school.

This consent will apply for the duration of my son/daughters enrolment at the above school or until withdrawn in writing.

Medical information about your child

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I will inform the school/group leader of any changes in medication that is relevant to educational visits and off-site activities.

Please list any medical conditions or prescribed medication you want the school and group leader to be aware of. Include details of all medication your child will need to take on visits / off-site activities.

List all medical needs –

School Transport Agreement

In signing up to use the School Vehicle you are accepting WHPS School Transport Code of Conduct:

- I understand that this is a free voluntary service offered by Wheatley Hill Primary.
- I will ensure that my child is ready for the school vehicle prior to the time allocated and if applicable my child will be waiting outside and ready to board as soon as the school vehicle arrives.
- I will ensure that my child uses the vehicle on the journey's specified on this form and immediately inform the School of any alterations. Any required changes to the service must be agreed in advance by the school. Changes to the journey must NOT be made with the vehicle driver. Any change should be for exceptional reasons as routes are pre-planned and programmed for each day at each time.
- I will inform the school if my child is not travelling on any of the days specified eg. through illness or appointments, etc.
- I will ensure my child understands how to behave on and around vehicles.
- I will ensure my child understands the importance of wearing seat belts while riding on the school vehicle.
- I understand that if my child is unsafe then they may not be able to access school transport and will require collect from a parent / carer.
- I will meet my child at the designated stop.
- To ensure the safety and wellbeing of all children and staff travelling in the vehicles, I understand that the provision of school to home transport will be removed if the all terms and conditions cannot be met.

I hereby undertake to indemnify the school, Durham County Council and the staff accompanying the group against any costs and expenses reasonably incurred by them on behalf of my child during the use of school transport. This indemnity will not extend to any claims, damages, costs or expenses against the risk of which Durham County Council or member of staff are entitled to be indemnified under any policy of insurance.

Parent/Guardian signature:

Date:

Reasonable adjustments are made for all our pupils with SEND needs within the above agreement – please contact the school to clarify any points.