



Love To Learn

## TRAVEL POLICY

**ADOPTED DATE: NOVEMBER 2018**

**REVIEW DATE: NOVEMBER 2021**

**Malcolm Sargent Primary School**

**Empingham Road**

**Stamford PE9 2SR**

**Engage & Inspire**

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**Nurture & Growth**

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**Pride & Joy**

## Statement of Intent

### Aims and objectives

The Travel Policy has been created to support and promote safe and sustainable travel to and from Malcolm Sargent Primary School (the School) to highlight good practice and provide equal opportunities for all pupils. The Policy should be adhered to by both staff and pupils.

The Policy supports additional policies in place, such as the Health and Safety Policy, the Behaviour Management & Exclusion of Pupils Policy and the Safeguarding and Child Protection Policy.

Referral should also be made to the School's Travel Plan which is accessible online via Lincolnshire County Council's Modeshift Stars portal.

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**Signed by:**

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**Date:** .....

**Principal (T J Revell)**

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**Date:** .....

**Chair of Governors (K Swanson)**

The primary purpose of this Policy is to ensure equal opportunities for all pupils of the School together with safe and timely access to education via a reasonable journey to and from the School.

The Department for Education provides guidance on travel to and from the School for pupils and this policy has been designed to meet the statutory requirements of the guidance.

As part of the School's commitment to safe and sustainable travel, it will poll its pupils about their travel habits **as recommended by Modeshift Stars**. The outcome of such questionnaires informs the development of the Travel Plan which in turn updates this Policy.

The number of children travelling to the School by car has increased greatly over recent years. In order to combat congestion in the surrounding areas, and to improve the health and welfare of its pupils, the School is promoting the use of alternative methods of transport.

The School encourages parents to allow their children to walk, run, scoot, cycle or use public transport to travel to and from the School **where it is safe and practicable**.

## **1. Assessment of Travel and Transport Needs**

On admission, parents are asked to declare their usual expected mode of transport. **As at November 2018, 341 out of the 644 pupils in school expected to walk, scoot or cycle, which is 52% of pupils.**

The main reasons why some pupils do not walk to the School is:

- Lack of time and fit with the School opening hours.
- Parents chose to enrol their child at the School although it is not their local primary school.
- There is a parent car park on site which parents assume they can use, regardless of size.
- Apathy.
- Habit.
- Convenience.

The main reason why some pupils do not cycle/scoot to the School is:

- Parental concern regarding safety.
- Perceived lack of safe cycle/scooter storage facilities.
- Apathy.

## **2. Summary of Current Travel Arrangements**

- There are two car parks, one to the front of school with 25 spaces and one to the side of school with 38 spaces. These car parks are shared jointly between:

- Staff members
  - Parents/pupils
  - Visitors
  - Delivery vehicles
  - Kitchen staff
  - Staff and parents attending the onsite Acorn Childcare Centre
- There are 3 disabled spaces, two in the front car park and one in the side car park.
  - There is a school crossing patrol funded by Lincolnshire County Council.
  - There are cycle and scooter storage facilities with space for 70 cycles and 22 scooters.
  - There is no school bus service for the School.
  - There are public bus services which stop close to the School.
  - Additional parking is freely available at the Danish Invader Public House or Empingham Road Playing Fields, by kind permission of the landlord/owner, which can easily accommodate 50 additional cars and which are less than .5 of a mile from the School.
  - There is a daily walking bus from the Danish Invader Public House managed by the School which is a free service for pupils of the School, funded by the School.
  - There is a drop off zone at the front of school which is funded by the School.
  - There is a national cycle route from the Rutland Heights estate direct to the school, taking in Arran Road and Garden Close on its way to the School.
  - **There is a Meet & Greet Team, and a Goodbye Team of staff members manning all access gates at the start and end of each day.**

## **Travelling to and from School**

### **Walking to School**

The DfE's "statutory walking distance" is up to 3 miles for children 8 and over. This distance is measured as the shortest route along which a child, accompanied as necessary, may walk with **reasonable safety**. Pupils within this distance will not be eligible for funded school transport, with a number of exceptions.

Pupils walking to the School are encouraged to walk with friends along safe routes which are pedestrian friendly. During winter months, pupils should wear reflective clothing or accessories to maximise safety on the roads.

The School has the added advantage of a crossing patrol person who assists with staff, parents and children crossing Empingham Road mornings and evenings during term time.

## **Driving to School and 'Park and Stride'**

Where parents choose to drive children to the School, they are encouraged to car share as much as possible.

Parents driving close to the School grounds are reminded to drive slowly and to park safely in designated areas.

The School encourages parents to park within a reasonable distance of the School grounds but allow children to walk a short distance each morning. This eases traffic around the School and promotes a healthy lifestyle.

## **Cycling to School**

Pupils are encouraged to cycle to and from the School along designated routes (from Rutland Heights, taking in Arran Road and Garden Close before arriving at the School). Full protective gear should be worn at all times and reflective gear, accessories and lights utilised. A suitable lock should be brought for securing the bicycle during the School's hours.

Children in Foundation Stage take part in Balance Bikeability training. Children in Y5 take part in Bikeability training, Levels 1 and 2 as part of their curriculum work. This training is provided free of charge by Lincolnshire County Council.

## **3. Arranged Transport**

### **Regularly Transported Children**

Statutory entitlement to free home to school transport from the local authority applies when one or more of the following criteria are met:

- The child lives 3 miles or more from the School.
- The child has been placed in a school where there is no safe walking route.
- The child is from a family entitled to free school meals.
- The child is from a family receiving the maximum Working Tax Credit.
- The child has special educational needs or a disability and a plan with transport requirements written into it.

### **School Buses**

Parents, and of course the pupils themselves, are responsible for their behaviour on the School journey. Pupils on buses must act in a manner conducive with the School's Behaviour Policy and as ambassadors for the School.

Correct school uniform must be worn in the established manner at all times during the school journey.

The School will impose sanctions, such as detentions, for pupils who behave inappropriately on school journeys.

The service provider has a right to withdraw services for any pupil who persistently misbehaves on the journey. Alternative arrangements may not be made in such cases to support the pupil's attendance at the School.

### **Minibuses**

Pupils on minibuses must behave in accordance with the School's Behaviour Policy. Instructions must be adhered to at the first time of asking and seatbelts must be worn at all times.

The driver of a minibus provided by the council for the purpose of home to school travel is subject to a DBS check. The driver will follow a code of conduct which covers equality, diversity, safeguarding and child protection awareness.

For the purpose of safeguarding and clarity, it is important for parents to note that drivers of regular bus services are not subject to these regular checks.

The School has no minibus of its own.

### **Taxis**

In some circumstances, taxis may be deemed necessary for the transportation of pupils who have no other means of viable transport. This will be agreed between the parents of a pupil and the School, and a formal arrangement will be established.

## **4. Safe Practice and Safeguarding**

### **Walking Alone**

Parents choosing to let their child walk to or from the School independently should assess the risks associated with the route to the School and their own child's confidence. The most important factor to consider about the suitability of a child walking to and from the School alone is any risk to the child. If parents feel safety is a concern, they are encouraged to discuss this with the School with a view to identifying alternative options, such as partnering with another child on the journey home. PSHE lessons for all children include information of road safety and sustainable/healthy living.

### **Drop Off and Collection**

It is the parent's/carer's responsibility to ensure their child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised. Where a child is dropped off or arrives at the School early, the School will ensure to a reasonable extent that there are no inherent dangers, in

line with the Education Act 2002. Supervision will be in place on the School site from 0840.

### **Late Collection**

Staff and parents/carers must work together to ensure pupils are safe. It must be made clear to parents that the School should be notified immediately should it become apparent the person collecting will be late. In the event of late collection, the child will make the situation known to either the class teacher or a member of the office staff and be supervised by them. The School will allow a fifteen-minute window for late arrival. Following this, it will attempt to contact the parents on the phone numbers provided to the School. If this is unsuccessful, it will attempt to contact the emergency contacts.

If a parent/carer wishes for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this should be put in writing in advance. It is only acceptable for verbal permission to be given to the School in emergency situations. In that case, and if the person collecting the child is not known to the School staff, a password system will be put in place. The child will not be allowed home without the correct password being given.

### **Non-Collection**

In the event a child is not collected by an authorised adult and no contact has been established within one hour of the usual collection time, the School will follow its Children Missing Education Policy and Safeguarding and Child Protection Policy which will include informing the police. A safeguarding referral to Children's Services will be made.

Under no circumstances will staff go to look for the parent/carer or take the child home with them.

A letter will be sent to the parents/carer notifying them of the existing arrangements in place and inviting them to discuss any changes that need to be made. It is important that the School and parents/carers do everything possible to avoid a recurrence of the situation.

## **5. Policy Review**

This policy will be reviewed every three years by the Governing Body or more often if there is a change in law or procedures within the School.