

# 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

#### RATIONALE

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](mailto:schooltransportteam@durham.gov.uk)

#### APPLICATION PROCESS



Should you require further information, please contact [wheatleyhill@durhamlearning.net](mailto: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 – PARENT COPY

- 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 and for consistency each bus route will have a named School Driver and escort. There may be exceptions where illness or absence impacts and we reserve the options to reassigned staff as operations require.
- 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. Under no circumstances will a child 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.
- Transitional Activities – for longer journeys, it may be appropriate for a child to be supported with activities whilst on the journey. The same rules apply in relation to No mobile phones and only to access age appropriate materials if IT equipment such as IPADS / games consoles are used. All equipment will be left securely in the school office until the return journey but school accepts no responsibility of loss or damage. Please only allow your child to bring these items if you agree to these terms. The school reserves the right to prevent any activity which may unsettle the journey for other children
- 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**

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

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**

<u>Child Name</u>	<u>Date of Birth</u>	<u>Class / Base</u>
Parent/Guardian's Name:		
Address		
		Post Code
Mobile Number	Home Number	Work Number
Alternative Contact (i.e. Relative or family friend)	Name:	Home Number:
	Work Number	Mobile Number:

**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 of any changes in medication that is relevant to the medical needs of my child.

**List all medical needs**

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## 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 and driver 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 travelling 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.

### 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.

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

**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.**