



## SCHOOL TRAVEL POLICY

### **Value Statement (who we are):**

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.  
We provide an outstanding education for all children.

### **Vision Statement (what we strive for):**

Our vision is to develop strong minds, bodies and spirit in preparation for life.  
We sow the seeds of curiosity, enthusiasm and resilience to ensure all children  
continue to delight in their lifelong love of learning.

Statutory:

Responsibility: Headteacher

Reviewed on: May 2022

Reviewed by: Headteacher

Next review Date: May 2025

Governor Committee: Health and Safety Committee

**"Safeguarding is everyone's responsibility"**

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

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## **Statement of intent**

At **Coombe Hill Infant 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. It is written as part of the TfL Little Stars programme and assessed by TfL. We are currently aiming for Silver accreditation, having achieved bronze previously. The School Travel Plan is available on the website.

### **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 policy:

- Behaviour Policy

### **2. Eligibility for free transport provided by the Local Authority**

Children of compulsory school age qualify for free school transport if they go to their nearest suitable school and any of the following apply:

- the school is more than 2 miles away and the child is under 8
- there's no safe walking route between their home and school

- they cannot walk there because of their special educational needs or disabilities or a mobility problem

If your child does not qualify for free school transport for these reasons, they may still qualify if you have a low family income.

Find out more about [applying for free school transport](#) from your local council.

It is at the LA's discretion to decide whether to provide free transport arrangements for pupils that do not meet the eligibility criteria. The school encourages parents to check whether their child is eligible for free transport via the government's '[Help with home to school transport](#)' webpage.

Once the LA has determined that a pupil is eligible for free transport, this transport will continue for the whole academic year, even if the pupil's circumstances change. The LA arranges travel for the pupil in line with its 'Home to school travel and transport guidance'.

### **3. Arranged transport**

Pupils travelling to and from school by LA-arranged transport are made aware that they are representing the school when using this transport. Pupils are expected to act in line with the principles within the Behavioural Policy. If a pupil behaves inappropriately during a journey, sanctions will be imposed in line with the Behaviour Policy.

Pupils act in line with the driver's instructions at all times during a journey, e.g. wearing seatbelts. The service provider has the right to withdraw transport services for any pupil who persistently behaves inappropriately on journeys.

Drivers of minibuses are subject to DBS checks and follow a code of conduct established by the service provider. Parents are made aware that drivers of regular bus services are not subject to regular DBS checks.

In some circumstances, the LA may deem it suitable to arrange a pupil to be transported to and from school in a taxi. This is agreed between the pupil's parents, the school and the LA, in line with the Private Car Transport Policy.

### **4. Modes of travel**

#### **Walking**

Pupils are encouraged to walk to school where it is safe and practicable to do so.

During the Winter months, pupils are 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 are encouraged to car share where practical. Parents are 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. Parents must not park over driveways or cause an obstruction. Parents are asked to be polite and considerate at all times when parking on the local streets. RBK sends parking wardens regularly to monitor parking practices. Parents are not allowed to drop off infant school children in the Horseshoe, unless accompanied by another adult. Junior school aged children cannot walk infant children into school from the Horseshoe.

## **Cycling or using scooters**

Pupils are encouraged to cycle and scooter where it is safe and practicable to do so. Pupils are reminded to wear full protective and reflective clothing when cycling and to ensure they use bicycle lights when necessary. Pupils are required to bring a suitable lock to secure their bicycles/scooter in the bicycle shed or scooter park during school hours.

## **5. Travelling to and from school alone**

No infant child is allowed to travel to school alone. All children must be accompanied to the classroom door by a person of 12 or over at all times - ie: they cannot be dropped off or picked up by Junior School children.

## **6. Drop off and collection**

Pupils must arrive at the time specified for their year group. If a pupil arrives before their allotted time, the school cannot 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. Parents are required to inform the school of the person(s) responsible for picking up their child and keep the school informed of any changes to this information.

Pupils are not allowed to leave the school premises at the end of the day if their responsible person is not there to collect them. Junior School children cannot collect or drop off our pupils. Instances of late collection and non-collection are managed in line with the school’s Safeguarding Policy.

## **7. Monitoring and review**

This policy is reviewed on an annual basis by the governing board. The next scheduled review date for this policy is May 2025.

## **APPENDIX 1**

### **School Travel Questionnaire**

Coombe Hill school's School Travel Plan aims to encourage more pupils and staff to choose more sustainable methods of transport to travel to and from school, including walking, cycling and using public transport.

The questionnaire is circulated every Autumn, and the results collated in the Travel Plan.

I am a: \*

- Staff Member
- Pupil

1. How far away from the school do you live? \*

- Less than 1½km (1 mile)
- 1½ to 3km (1 to 2 miles)
- 3 to 5km (2 to 3 miles)
- Over 5km (3 miles)

2. How do you usually travel to school? (Tick one – if you travel to school using more than one method, please tick the method you use for the main part of your journey) \*

- Walk
- Cycle
- Tram
- Bus
- Car (individual)
- Taxi
- Train
- Car Share

Other, please specify

Short answer text

3. How would you prefer to travel to school? (Tick one) \*

- Walk
- Cycle
- Tram
- Bus
- Car (individual)
- Taxi
- Train
- Car Share

Other, please specify

Short answer text

4. How do you travel home from school? (Tick one – if you travel home from school using more than one method, please tick the method you use for the main part of your journey) \*

- Walk
- Cycle
- Tram
- Bus
- Car (individual)
- Taxi
- Train
- Car Share

Other, please specify

Short answer text

5. How would you prefer to travel home from school? (Tick one) \*

- Walk
- Cycle
- Tram
- Bus
- Car (individual)
- Taxi
- Train
- Car Share

Other, please specify

Short answer text

6. If you travel to school by car, is the driver dropping off or collecting you as part of another journey, e.g. going on to work?

- Yes
- No

7. If you travel home from school by car, is the driver dropping off or collecting you as part of another journey, e.g. going on to work?

- Yes
- No

8. If you travel by car, how many empty seats are there in the car?

Short answer text

9. What would make walking to and from school better or encourage you to walk? (Rank the \* following options 1 to 7 based on importance where 1 is the most important and 7 is the least important)

	1	2	3	4	5	6	7
Better pav...	<input type="radio"/>						
Improved ...	<input type="radio"/>						
Improved I...	<input type="radio"/>						
Shower an...	<input type="radio"/>						
Safer plac...	<input type="radio"/>						
Other peo...	<input type="radio"/>						

I would never choose to walk to and from school (please explain why)

Long answer text

10. What would make cycling to and from school better or encourage you to cycle? (Rank the \* following options 1 to 9 based on importance where 1 is the most important and 9 is the least important)

	1	2	3	4	5	6	7
More cycl...	<input type="radio"/>						
Improved ...	<input type="radio"/>						
Improved ...	<input type="radio"/>						
Improved I...	<input type="radio"/>						
Shower an...	<input type="radio"/>						
A secure p...	<input type="radio"/>						
Safer plac...	<input type="radio"/>						
Other peo...	<input type="radio"/>						

I would never choose to cycle to and from school (please explain why)

Long answer text

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11. What would make travelling to and from school by public transport better or encourage you to travel by public transport? (Rank the following options 1 to 9 based on importance where 1 is the most important and 9 is the least important)

	1	2	3	4	5	6	7	8	9
Public t...	<input type="radio"/>								
A suita...	<input type="radio"/>								
A shelte...	<input type="radio"/>								
Cheape...	<input type="radio"/>								
More p...	<input type="radio"/>								
Cleaner...	<input type="radio"/>								
A safer ...	<input type="radio"/>								
Public t...	<input type="radio"/>								
Friends ...	<input type="radio"/>								

I would never choose to travel by public transport to and from school (please explain why)

Long answer text

12. Are there any other issues or concerns that you have regarding your journey to and from school.

Long answer text