RHK Education

Travel to and from School Policy and Plan

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Statement of intent

At RHK Education 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.

1. Legal framework

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

- Education Act 1996
- DfE (2023) 'Travel to school for children of compulsory school age'

1.2. This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Complaints Procedures Policy

2. Roles and Responsibilities

The director will be responsible for:

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

The head of centre 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 RHK Education alone.
- Deciding the years in which pupils are able to be considered for travelling to and from RHK Education alone.
- Liaising with parents to establish whether individual pupils will be granted permission to travel to and from RHK Education alone.
- Deciding whether pupils will be given permission to travel to and from RHK Education alone.
- Informing parents where their child has not turned up to RHK Education to coordinate an effective response.
- Informing referring school where the pupil they have placed at RHK Education has not turned up to RHK Education to coordinate an effective response.
- Ensuring arrangements for dedicated provision 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 RHK Education alone.
- Ensuring their child is aware of road safety and how to keep themselves safe when travelling to and from RHK Education.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from RHK Education.
- Submitting an annual request form to the head of centre where they wish for their child to travel to and from provision alone.
- Informing the head of centre when their child has not returned home from RHK Education.
- Communicating to RHK Education how their child will travel to and from the alternative provision.

Pupils are responsible for:

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

3. Eligibility for free transport provided by the LA

Qualifying schools are:

- **Community, foundation or voluntary schools.**
- **Community or foundation special schools.**
- **Non-maintained special schools.**
- **PRUs.**
- **Maintained nursery schools.**
- **Academies, including free schools and UTCs.**
- **City technology colleges (CTCs) or city colleges for the technology of the arts (CCTA).]**

3.1. The LA is required to provide free transport to and from school for a pupil that is of compulsory school age (5 to 16) and that meets any of the following criteria:

- The pupil is living outside of the statutory walking distance of the nearest suitable school:
- The statutory walking distance is 3 miles for pupils who attend RHK Education
- The pupil cannot reasonably be expected to walk to school because of their mobility problems or other health and safety concerns related to SEND.
- The pupil cannot reasonably be expected to walk the route to school because the nature of the route is unsafe to walk.
- The pupil is entitled to free school meals or their parents are in receipt of maximum Working Tax Credit **and**:
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- The school is between 2 and 6 miles away and there are not three or more suitable nearer schools; or
- The school is between 2 and 15 miles away and is the nearest school preferred on the grounds of religion or belief

3.2. It is at the LA's discretion to decide whether to provide free transport arrangements for pupils that do not meet the eligibility criteria.

3.3. 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 (https://www.gov.uk/help-home-school-transport).

3.4. Once the LA has determined that a pupil is eligible for free transport, this transport should continue for the whole academic year, even if the pupil's circumstances change.

3.5. The LA arranges travel for the pupil in line with its 'Home to school travel and transport guidance'.

4. Arranged transport

4.1. Pupils travelling to and from school by LA-arranged transport are made aware that they are representing the school when using this transport.

4.2. Pupils are expected to act in line with the principles within the **Behaviour Policy**.

4.3. If a pupil behaves inappropriately during a journey, sanctions will be imposed in line with the **Behaviour Policy**.

4.4. Pupils act in line with the driver's instructions at all times during a journey, e.g. wearing seatbelts.

4.5. The service provider has the right to withdraw transport services for any pupil who persistently behaves inappropriately on journeys.

4.6. Drivers of minibuses are subject to DBS checks and follow a code of conduct established by the service provider.

4.7. Parents are made aware that drivers of regular bus services are not subject to regular DBS checks.

4.8. In some circumstances, the LA may deem it suitable to arrange a pupil to be transported to and from school in a taxi. This will be agreed between the pupil's parents, the school and the LA.

5. Modes of travel

Walking

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

5.2. Pupils are encouraged to walk with friends and along safe routes that are pedestrian friendly.

5.3. During the Winter months, pupils are advised to wear reflective clothing or accessories when they walk to and from education.

Driving

5.4. Where parents choose to drive their children to the centre, they are encouraged to car share where practicable.

5.5. Parents are reminded that if they are driving close to RHK Education premises, they must drive slowly and carefully and park in designated areas.

5.6. We encourage a 'park and stride' policy where parents park within a reasonable distance of RHK Education premises and walk their child to or from the centre.

Cycling

5.7. Pupils are encouraged to cycle where it is safe and practicable to do so.

5.8. Pupils are reminded to wear full protective and reflective clothing when cycling and to ensure they use the bicycle lights.

5.9. Pupils are required to bring a suitable lock to secure their bicycles in the car park bicycle area during school hours.

6. Traveling to and from education alone

6.1. Requests for pupils to be allowed to travel to and from education alone are confirmed with parents/carers and call are made to confirm pupils are coming to provision and in the event that they do not arrive by the start time.

7. Drop off and collection

7.1. The centre is supervised from 9:00am. If a pupil arrives before this time, RHK Education cannot take responsibility for the pupil as there is no supervision in place.

7.2. 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 education unsupervised.

7.3. Parents are required to inform the school of the person(s) responsible for picking up their child and keep the RHK education informed of any changes to this information.

7.4. A pupil will not be allowed to leave the premises at the end of the day if the responsible person is not there to collect them and the pupil is not authorised to travel to and from school alone.

7.5. Instances of late collection and non-collection are managed by the head of centre and parents/carers will be contacted.

8. Monitoring and review

8.1. This policy is reviewed on an annual basis by the director.

8.2. The next scheduled review date for this policy is August 2026.

School Travel Questionnaire

RHK Education_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 school is currently in the process of reviewing its School Travel Plan. This questionnaire will help us to look in more detail at your journey to and from school and will help us to encourage more sustainable transport methods.

Please complete the questions below and return it to reception ASAP.

I am a:	✓
Staff member	
Pupil	

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

Less than 1½km (1 mile)		3 to 5km (2 to 3 miles)	
1½ to 3km (1 to 2 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		Bus		Train	
Cycle		Car (individual)		Car (share)	
Tram		Taxi			

Other (please specify) _____

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

Walk	☐	Bus	☐	Train	☐
Cycle	☐	Car (individual)	☐	Car (share)	☐
Tram	☐	Taxi	☐		

Other (please specify) _____

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	☐	Bus	☐	Train	☐
Cycle	☐	Car (individual)	☐	Car (share)	☐
Tram	☐	Taxi	☐		

Other (please specify) _____

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

Walk	☐	Bus	☐	Train	☐
Cycle	☐	Car (individual)	☐	Car (share)	☐
Tram	☐	Taxi	☐		

Other (please specify) _____

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

On the way to school	Yes	☐	No	☐
One the way home from school	Yes	☐	No	☐

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

8. 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 pavements							
Improved street lighting							
Lockers							
Improved lighting on the school premises							
Shower and changing facilities							
Safer places to cross the road							
Other people to walk with							
Nothing (please provide an explanation)							
I would never choose to walk to and from school (please provide an explanation)							

9. 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	8	9
More cycle lanes									
Improved cycle lanes									
Improved street lighting									
Lockers									
Improved lighting on school premises									
Shower and changing facilities									
A secure place to store bicycles									
Safer places to cross the road									

Other people to cycle with	
Nothing (please provide an explanation)	
I would never choose to cycle to and from school (please provide an explanation)	

10. 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 transport stop closer to home									
A suitable service									
A shelter at the public transport stop									
Cheaper fares									
More public transport									
Cleaner public transport									
A safer route to the public transport									
Public transport stop closer to school									
Friends to travel with									
Nothing (please provide an explanation)									
I would never choose to travel by public transport to and from school (please provide an explanation)									

Only pupils should complete question 11

11. a) Are you entitled to free school transport?

Yes ☐

No ☐

11. b) If you answered ‘Yes’ to 11a, do you regularly use the free transport?

Yes ☐

No ☐

11. c) If you answered ‘No’ to 11b, please explain below why you do not use the free transport.

12. How many hours of moderate exercise (e.g. walking, cycling, swimming) do you do each day?

Less than 1 hour ☐

About 1 hour ☐

More than 1 hour ☐

13. Are there any other issues that concern you regarding your journey to and from school?