

# Great Bardfield Primary School



## Travel to and from School Policy

<b>Approved by:</b>	Liz Crow (Headteacher)
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<b>Ratified by Governors</b>	November 2025
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## Statement of intent

At Great Bardfield Primary 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.

## Roles and responsibilities

The governing board will be responsible for:

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

The Headteacher 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 school alone.
- Deciding the years in which pupils are able to be considered for travelling to and from school alone.
- Liaising with parents to establish whether individual pupils will be granted permission to travel to and from school alone.
- Deciding whether pupils will be given permission to travel to and from school alone.
- Informing parents where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school 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 school alone.
- Ensuring their child is aware of road safety and how to keep themselves safe when travelling to and from school.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Submitting in writing to the Headteacher where they wish for their child to travel to and from school alone (Year 6 only).
- Informing the Headteacher when their child has not returned home from school.
- Communicating to the school how their child will travel to and from the school.

Pupils are responsible for:

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

## **Eligibility for free transport provided by the LA**

The LA will be 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:

- Children in year 0 (Reception) to year 3 can get free home to school transport if they attend their nearest school and live more than 2 miles away.
- Children in year 4 to year 6 can get free home to school transport if they attend their nearest school and live more than 3 miles away.
- Children from low income families in year 4 to year 6 can get free home to school transport if they attend their nearest school and live more than 2 miles away.

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'.

## **School transport for children with special educational needs and disabilities (SEND)**

The LA will provide home to school transport where children:

- are attending their nearest suitable school (that we've identified) and
- live 2 miles or more for children below 8 from their nearest suitable school or
- live 3 miles or more for children aged 8 or over from their nearest suitable school or

- where the mainstream low-income policy (above) is met

School transport could also be provided if a child has SEN or mobility difficulties and cannot reasonably be expected to walk to their nearest suitable school, even when accompanied by a parent.

Find out more about help to get children with SEND to school safely on the Essex Local Offer website.

## **Arranged transport**

Drivers of arranged buses 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 licenced taxi. This is agreed between the pupil's parents, the school and the LA.

## **Behaviour on school travel**

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

Pupils will 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.

Pupils will be reminded that unacceptable behaviour may endanger the safety and wellbeing of others and will include, but is not limited to:

- Being rude.
- Pushing and kicking.
- Bullying.
- Distracting the driver.
- Refusing to wear a seatbelt.
- Refusing to remain seated.

The school will work with the LA to:

- Set high expectations for pupils' behaviour on school travel and ensure they are communicated clearly.
- Ensure arrangements are in place to report and manage incidents of unacceptable behaviour.
- Work with operators in put measures in place to manage behaviour, e.g. incorporating seating plans if necessary.

The school will work with the LA and operators to find positive ways to manage challenging behaviour that may be exhibited by pupils with SEND as a way to communicate their needs, e.g. where they are in discomfort or distress.

The school will help the LA and operators to understand the reasons for a pupil's challenging behaviour and the strategies that may be helpful in managing it.

## **Modes of travel**

## **Walking**

Pupils will be encouraged to walk to school where it is safe and practicable to do so. Pupils will be encouraged to walk with friends and along safe routes that are pedestrian friendly.

During the winter months, pupils will be 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 will be encouraged to car share where practicable. Parents will be reminded that if they are driving close to the school premises, they must drive slowly and carefully and park legally and considerately. 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.

## **Cycling and Scooting**

Pupils will be encouraged to cycle or scoot where it is safe and practicable to do so. Pupils will be reminded to wear full protective and reflective clothing when cycling and to ensure they use the bicycle lights. Pupils will be able to leave their bicycles in the bicycle rack during school hours.

## **Drop off and collection**

The school premises will be supervised from 8:40am. If a pupil arrives before this time, the school will not 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 if the child is not able to travel to and from school unsupervised. Parents will be 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 will not be allowed to leave the school premises at the end of the day if their responsible person is not there to collect them and they are not authorised to travel to and from school alone. Instances of late collection and non-collection will be managed in line with the school's Collecting Children from School Policy.

## **Procedures for pupils travelling to and from school alone (Year 6 only)**

If, at any time, a staff member is concerned about the welfare of a pupil by allowing them to travel home alone, the staff member may not permit them to leave.

If a staff member refuses to allow a pupil to travel alone, the parents will be contacted and the procedures outlined in the Collecting Children from School Policy will be followed.

Pupils are expected to stick to the route outlined to them by their parents. Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents.

Parents should ensure that they, or another responsible adult, are available at their home once their child arrives home from school.

The school ensures that a register is taken at the beginning of the school day. If a pupil who travels alone has not arrived at school, and the school has not already been informed that the pupil will be absent, the parents will be contacted.

The DSL will be notified of the pupil's absence and the procedures outlined in the school's Attendance and Absence Policy will be followed.

If a pupil is late to registration more than three times, the Headteacher will hold a discussion with the pupil's parents to determine whether travelling alone to school is appropriate. If necessary, the Headteacher may withdraw their permission to allow the pupil to travel to and from school alone.

Where a pupil does not arrive home from school, parents will contact the school to speak with the staff member who dismissed the pupil from the premises to establish the time they left school. The responsibility of the pupil lies with the parents once a pupil has left school.

Where pupils will be travelling home from school after an after-school club, the above procedures will be followed.

## **Granting permission for pupils travelling to and from school alone**

If parents wish for their Year 6 child to travel to and from school alone, they will be required to submit this request and give permission in writing.

Parents will ensure they have read this policy before requesting and giving permission for their child to travel to and from school alone.

The Headteacher will only grant permission to pupils in Year 6 – the school's policy is that no pupils in earlier years are able to travel to and from school alone.

Permission will only be granted where both the parents and Headteacher are satisfied that the pupil:

- Can be trusted to walk straight home or to school.
- Will adhere to the route that their parent has identified.
- Can be trusted to behave sensibly.
- Is aware of road safety.
- Is aware of the protocols to follow if a stranger approaches them or asks them to do something they do not want to.
- Would know how and where to ask for help.

In order to consider a request, the Headteacher may request a meeting with the parents of the pupil to discuss the matter. Where pupils live further than a 15-minute walk away from the school, or the Headteacher has concerns about a pupil's ability to travel safely, the Headteacher may not grant permission.

If the Headteacher feels the safety and welfare of a pupil is at risk at any point after granting permission, they withhold the right to withdraw their permission for the pupil to travel alone to and from school.

Parents may withdraw their consent at any point during the academic year. To do so, parents are required to inform the Headteacher in writing.

A register of all pupils granted permission to travel alone to and from school will be maintained. This will be updated whenever permission is granted and will be held in the school office.

Only pupils named on the register will be permitted to travel to and from school alone. The register will be circulated to all members of staff as necessary.

## **Assessing safety, suitability and facilities for school travel**

The following will be considered when assessing the safety of transport, the facilities available and their suitability for school travel:

- Bus and other public transport routes.
- School travel arranged by the LA and that provided by the school.
- Whether there are safe and accessible walking and cycle routes to the school.
- Road safety and accessibility features, e.g. crossing points, dropped kerbs, traffic calming measures and speed limits.
- The volume of traffic and parking around the school gates.
- The travel needs of pupil with SEND or mobility difficulties.

The school will consider whether it is necessary to hold training sessions for pupils such as:

- Cycle training.
- Road safety training.
- Independent travel training.

The school will work with the LA to ensure that modes of travel to and from school are sustainable in line with the LA's sustainable modes of travel strategy.

## **Monitoring and review**

This policy is reviewed on an annual basis by the Headteacher and the governing board.