



**Report author:** K Connolly/S Jackson

**Date:** January 2018

**Reviewed:** January 2020

## **Background**

**This policy sets out the BLC's position on:**

- **Providing travel assistance for pupils who do not have an EHC plan (statement of special need)**
- **Providing travel assistance for pupils who have an EHC plan (statement of special need) which states the travel assistance arrangements\***
- **Providing transport to activities and events both during and out of the school day for all pupils.**

*\* All pupils who currently have a statement of special needs will have their statement transferred to an Education Health Care (EHC) Plan.*

### **Travel Assistance for pupils who have a Statement/EHC plan.**

Please refer to the RMBC travel assistance policy.

### **Travel Assistance for pupils who do not have a Statement/EHC plan.**

**All Primary pupils** will be eligible for travel assistance suitable to their needs. Exceptions to this are if pupils live within 1 mile of the Darnhill Site or if parents/carers have the ability to transport their son/daughter using their own car. Escorts for pupils under 11 years of age will always be provided.

Parents are responsible for ensuring their child is at the pick-up point on time or they will need to make their own transport arrangements.

**Year 7 – 11 pupils** at our other two sites (YEC & H'LANE) should be independent travellers, unless they have an EHC plan and travel assistance is agreed with SEN.

**All parents/carers will need to apply for an IGO pass for their child to enable them to pay concessionary fare. We will apply to the LA for a free bus pass where pupils live more than 3 miles from the centre they are taught at (in line with LA policy). Until a bus pass is issued bus fare will be refunded at concessionary rates.**

**If pupils lose this pass, parents/carers will need to apply for the replacement and at this point bus fares will not be refunded. Bus fare will be refunded at concessionary rates on production of bus tickets for pupils with statements of special need or as in agreed in the EHC plan.**

Pupils and parents must sign the **BLC Transport Agreement** before any transport is agreed. You can find copies of the agreements set out in **Appendix A**. The agreements will set clear expectations of pupils on behaviour and conduct and pupils must adhere to the rules of the bus and seating plans. Inappropriate behaviour on transport can lead to accidents whilst on the road and are dangerous. We have a duty of care to both staff and pupils, therefore, **we reserve the right to withdraw transport** as a result of bad behaviour resulting in parents/carers having the legal responsibility for their children's transport to and from school. This also may mean they are banned from taking part in activities for a period of time. Parents may be liable to contribute to the costs of repairing the damage. Serious damage may result in criminal action.

## **Transport to Activities & Events During & Out of the School Day for All Pupils**

We currently have 2 leased minibuses to use across the 3 sites to transport pupils to activities and events. Occasionally we also hire additional minibuses for certain activities or events. We currently do not charge parents/carers for the transport or the activity.

### **During the School Day**

**Pupils with arranged transport** will be brought back to the centres in time for them to go home on the arranged Travel assistance. Parents/carers will be contacted if there are occasions this is not possible i.e. if there are traffic delays. If parents/carers are unable to collect their child following the activity, the BLC will ensure they are escorted home.

**Pupils who travel independently** will continue with their usual travel from the activity venue if it is in the local area or staff will drop off at requested bus route or back at school.

### **After School or School Holiday Activities/Events**

**Primary – Year 8 pupils** - if parents/carers are unable to collect their child following the activity, the BLC will ensure they are taken home by car or escorted by staff on the bus.

**Year 9 -11 pupils** – will continue with independent travel unless it is dark or very inclement weather when they may be taken home by staff to the nearest bus stop/station.



<b>Name of Student(s)</b>		<b>Site:</b>	
<b>Name of Parent/carer</b>			

**We ask that pupils and students adhere to the following rules:**

1. **Seatbelts must be worn at all times.**
2. **Do not distract the driver.**
3. **Keep your hands to yourself and your feet on the floor.**
4. **Do not display mobile phones openly unless agreed by the escort/member of staff**
5. **Sit in the seat as instructed by the escort/member of staff.**
6. **Follow instructions from the escort/member of staff on the bus at the first time of asking.**
7. **Be considerate of the needs of other pupils, staff and members of the public.**
8. **If you cannot say something nice say nothing.**
9. **Talk quietly and be reasonable with others.**
10. **Engage in the student reward scheme.**

**I have read and understood the BLC's policy on travel assistance and I understand that both my child(ren) and myself must comply with the code of conduct and failure to do so, may result in transport assistance being withdrawn, making it my legal responsibility to arrange my Child's transport to and from school. It may also may result in criminal damage or a request to contribute towards the cost of repair.**

**I understand that transport will not be offered to any pupil where a signed agreement has not been returned.**

<b>Signature of pupil(s):</b>		<b>Date:</b>	
<b>Signature of parent:</b>		<b>Date:</b>	