



Travelling To and From School Policy

DOCUMENT ORIGINS			
Organisation	Heathfield Primary and Nursery School	Version date	Summer 2024
Owner	L. Battison	Approved by (If applicable)	
Next review date	Summer 26	Approval date	Autumn 2024
Document Version History			
Revision date	Summary of changes		
July 2024	New policy to include changes to agreements for walking to and from school and inclusion of a new template for parents of Year 6 to sign. To be used in conjunction with new Pupil Collection Policy		

Statement of Intent

At Heathfield Primary and Nursery 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:

- **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.
- **Travelling Alone Request Form** – this form can be used to enable parents to inform the school that they would like their child to travel to school alone and outline the necessary detail

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 (2023) 'Travel to school for children of compulsory school age'

This policy operates in conjunction with the following school policies:

- Positive Behaviour Policy
- Collecting Children from School Policy
- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Extended Services Policy
- Complaints Procedures Policy

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 Co-headteachers 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. **ONLY pupils in Year 6 are eligible to be considered.**
- 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.
- Deciding if the permission to travel to or from school alone should be revoked.

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.
- Requesting permission for their child to travel to or from school alone via the request form.
- 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.
- Informing the school when their child has not returned home from school at the expected time.
- 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/carers.
- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive to school on time when travelling alone.
- Using public transport as it is intended and abiding by the service provider's requirements for travel.

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

- Not taking due care and attention when crossing the roads
- Not going straight home
- Bullying.
- Anti-Social Behaviour in the community

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 family/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 in designated areas, avoiding yellow lines and zig zags. 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

Cycling/Scooters

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 a helmet and lights. Pupils are advised that all bikes/scooters are left at the owners own risk so to bring a lock of some sort.

Arrival and Collection

The school premises will be supervised from **8:40am**.

If a pupil arrives between 8:15 and 8:30 they can attend Early Birds Breakfast Club.

Arriving at school between 8:30 and 8:40, the school will not take responsibility for the pupil as there is no supervision in place outside.

Parents/carers 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.

Granting permission for pupils travelling to and from school alone

Heathfield Primary and Nursery School's Co-Headteachers will only grant permission to pupils in Year 6 to walk home alone – the school's policy is that NO pupils in Nursery to Year 5 are able to travel to and from school alone.

If parents of children in Year 6 wish for their child to travel to and from school alone, they will be required to submit a [request form](#) (found in the appendix of this policy and available from the school office) to the Co-Headteachers.

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

Permission will only be granted where consent has been received from a parent in writing and where all emergency contacts have been outlined.

Each request will be assessed on a case-by-case basis – requesting permission for a pupil does not automatically result in the pupil being permitted to travel alone to and from school.

Permission will only be granted where the parents and Co-headteachers are satisfied that the pupil:

- Can be trusted to walk straight home or straight to school.
- Will adhere to the route that their parent has identified.
- Can be trusted to behave sensibly both in and out of school.
- 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 Co-Headteacher may request a meeting with the parents of the pupil to discuss the matter. If this is necessary, parents will be informed in writing as soon as possible.

Where pupils live further than a 15 minute walk or a bus journey away from the school, or the Co-Headteachers have concerns about a pupil's ability to travel safely, permission may not be granted.

Parents will be informed in writing of the Co-headteacher's decision within one week of receiving the initial request. Where a request has been denied, the Co-headteacher will outline the reasons for this in the outcome letter.

If a parent wishes to appeal the Co-headteacher's decision, they are required to follow the procedures outlined in the school's Complaints Procedures Policy.

Once permission has been granted, parents are required to inform the headteacher of the planned route their child must stick to.

If the Co-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 Co-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 and by the year 6 teachers.

Only pupils named on the register will be permitted to travel to and from school alone.

Mobile Phones

Only children who have been granted permission to travel to or from school alone will be permitted to bring their mobile phone to school. The mobile phone must be switched off immediately at the gate and not turned on again until they have left school premises.

All mobile phones should be handed in to the teacher for safe keeping.

Mobile Phones are not permitted to be used on school premises by children as per DfE guidance: [Mobile phones in schools - February 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115441/mobile-phones-in-schools-february-2024.pdf) pg 7

Procedures for pupils travelling to and from school alone

Any staff member monitoring the school entrance will monitor who is arriving or leaving school unaccompanied by an adult.

The school ensures that a register is taken at the beginning of the school day. If a pupil that 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.

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.

Where a pupil does not arrive home from school as expected, parents will contact the school immediately 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 up to 4:30pm, the above procedures will be followed. Any event which finishes later than 4:30pm a parent will be required to collect the child – they will not be permitted to leave school alone after this time.

Any pupils granted permission to walk home alone will still need collecting by an adult if they need to leave school during the school day.

Monitoring and review

This policy is reviewed on an annual basis by the Co-headteachers and the governing board.

Travelling Alone Request Form – Year 6 pupils ONLY

Please note, only pupils in Year 6 will be considered for travelling alone to and from school. On completion of this form, please return it to the school office – the Co-headteacher will contact you with their decision in writing within one week of receiving this form.

Date:	
Parent name:	
Pupil name:	
Pupil year:	Year 6
Pupil class name:	
Pupil class teacher name:	

I, _____ (name of parent), request permission for my child, _____ (name of child), to travel to and from school alone on _____ (please tick which days)

Monday	Tuesday	Wednesday	Thursday	Friday

I have chosen to request this permission because:

Emergency contacts update

Name of contact 1:	
Relationship to pupil:	
Contact number 1:	
Name of contact 2:	
Relationship to pupil:	
Contact number 2:	

These contacts will be added to our Arbor information system if they are not already on there as emergency contacts.

I can confirm that:

- I have read and fully understand the procedures outlined in the school's Travelling To and From School Policy.
- I understand the Co-Headteacher considers requests on a case-by-case basis and requesting permission does not automatically enable my child to travel to and from school alone.
- My child is competent to travel to and from school alone.
- I have a responsibility to outline an identified route for my child and ensure my child sticks to this route.
- I have a responsibility to ensure my child arrives to school on time when travelling alone.
- I understand the Co-Headteacher has the right to withdraw their permission for my child to travel to and from school alone at any time.
- I understand that staff members will only allow my child to travel to and from school alone if they are identified on the register.
- I understand if any staff member has a concern about the safety and welfare of my child, they may refuse to allow them to leave the school premises and travel alone.
- I understand that there needs to be a responsible adult in the house on their arrival home from school.
- I am required to inform the Co-Headteacher if I wish to withdraw my permission for my child to travel to and from school alone.
- **The responsibility for my child lies with me when they are on the way to, or have left, the school premises.**

Signed: _____ Date: _____

Appendix – Advice for Parents in Year 6

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence.

Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently.

Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road.
- Alternatively cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). If that person tries to convince the child to go with him/her or tries to physically get close, then shout, 'Help! This is not my dad' or 'Help! This is not my mum' and run away. If they grab them, tell your child to kick, punch and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?

5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

If you are not confident about how your child would react, then you should seriously consider whether you should allow them to walk on their own.