

Sandilands Primary School

Travel To and From School Policy and Plan

Date policy last reviewed: _____

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

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Statement of intent

At Sandilands 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 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.
- **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 details for this.

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

This policy operates in conjunction with the following school policies:

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

2. 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.
- 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.

3. Eligibility for free transport provided by the LA

This section details the eligibility criteria that a pupil needs to meet to receive free transport to and from school provided by the LA. You can find further information on how an LA determines whether a pupil is eligible in the DfE's '[Home-to-school travel and transport guidance](#)'. Please note that a pupil will only be eligible for free transport if they attend a 'qualifying school'. 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, studio schools, special schools and UTCs.**
- **Alternative provision academies.**
- **City technology colleges (CTCs) or city colleges for the technology of the arts (CCTA).**

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:

- The pupil is living outside of the statutory walking distance of the nearest suitable school:
 - **[Pupils under the age of eight]** The statutory walking distance is two miles
 - **[Pupils aged eight years or over]** The statutory walking distance is three miles
- The pupil cannot reasonably be expected to walk to school because of their mobility problems or other health and safety concerns related to SEND, even if they were accompanied by their parent.
- The pupil cannot reasonably be expected to walk the route to school because the nature of the route is unsafe to walk and there is no alternative route within the statutory walking distance that they would be able to walk in reasonable safety, even if accompanied by their parent
- The pupil is entitled to FSM or if a parent they live with is in receipt of maximum Working Tax Credit and:
 - **[Pupils aged between 8 and 10]** The nearest suitable school is over 2 miles away
 - **[Pupils aged between 11 and 16]** The school is between 2 and 6 miles away and there are not three or more suitable nearer schools; or

- **[Pupils aged between 11 and 16]** The school is between 2 and 15 miles away and is the nearest school preferred on the grounds of religion or belief

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'.

4. 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.

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

6. 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 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.

Cycling

Pupils will be encouraged to cycle 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 required to bring a suitable lock to secure their bicycles in the bicycle racks during school hours.

7. Drop off and collection

The school premises will be supervised from 7:45am for children attending breakfast club. The school gates are open at 8:30am for drop off for the start of the school day. 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.

8. Procedures for pupils travelling to and from school alone

Any staff member monitoring the dismissal of children will be vigilant of children leaving on their own. 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 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.

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, as well as those outlined in the Extended Services Policy.

9. Granting permission for pupils travelling to and from school alone

If parents wish for their child to travel to and from school alone, they will be required to submit an email with the details to the admin email.

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.

The headteacher will only grant permission to pupils in Years 5 and 6 – the school's policy is that no pupils in earlier years are able to travel to and from school alone.

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 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. If this is necessary, parents will be informed in writing as soon as possible.

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.

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

If a parent wishes to appeal the 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 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.

10. 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.

11. Monitoring and review

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

The next scheduled review date for this policy is:

School Travel Questionnaire

Sandilands Primary 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 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 the school office by:

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
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I would never choose to cycle to and from school (please provide an explanation)

Public transport stop closer to school

Friends to travel with

--	--	--	--	--	--	--	--	--

Nothing (please provide an explanation)

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I would never choose to travel by public transport to and from school (please provide an explanation)

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Only pupils should complete question 11

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

Yes

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No

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

Yes

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No

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

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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

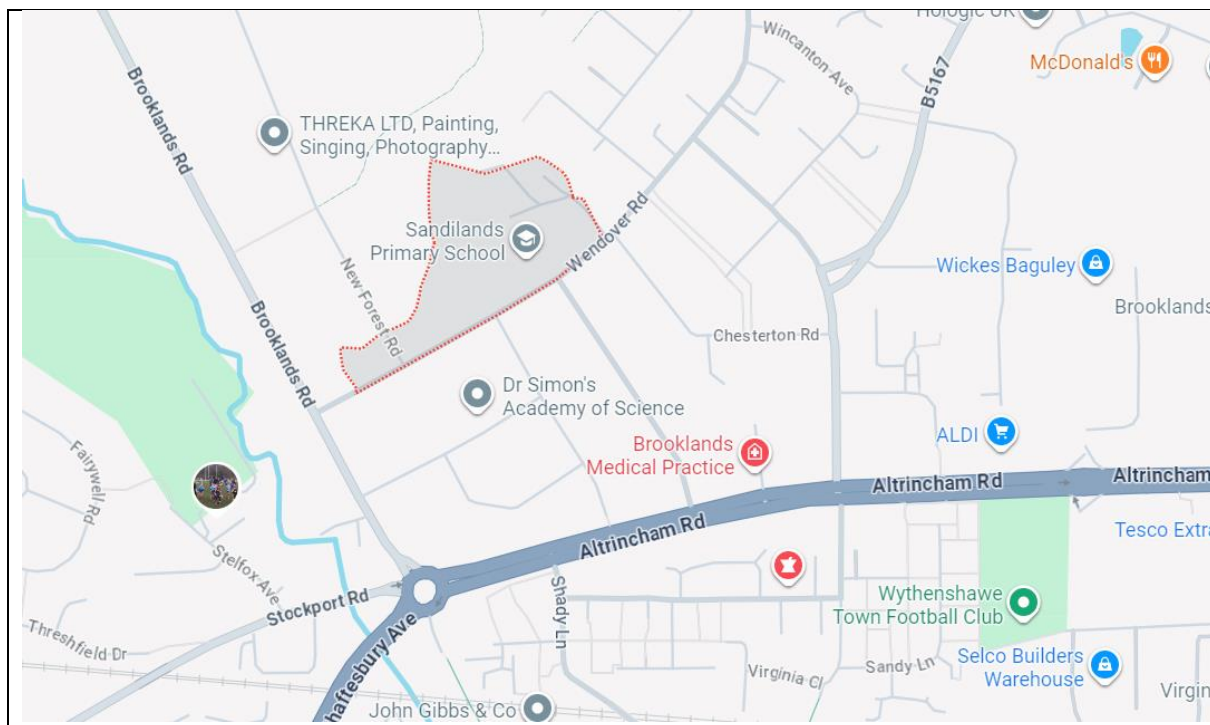
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13. Are there any other issues that concern you regarding your journey to and from school?

School Travel Plan

School details

School name:	Sandilands Primary School
Address:	Wendover Road, Manchester, M23 9JX
Contact number:	0161 973 6887
Contact email address:	admin@sandilands.manchester.sch.uk
School website address:	https://www.sandilands.manchester.sch.uk/
School type:	Primary
School location:	Wythenshawe Manchester



Our mission statement

At Sandilands Primary School we create an environment where everyone in our school community can grow in confidence and develop their full potential.

Our catchment area

Our catchment is typically council and social housing with tenants who rent. It is a built up residential area. We have 49% FSM.

Pupil and staff numbers

Number of pupils on roll:	406
Age range of pupils:	3-11
Number of full-time staff:	40
Number of part-time staff:	30

Facilities

Number of car parking spaces:	40
Number of cycle parking spaces:	40
Number of storage lockers:	0
Details of shower and changing facilities:	0

Opening and closing times

Official school times:	8:45am-3:15pm
Days on which the school has different opening times and reasons for this:	Last day of term, close at 2pm.

Transport links

Buses:	
Trains:	
Cycle routes:	

Survey results

Actual mode of travel

	Number of pupils	% of pupils	Number of staff	% of staff
Walk	55	48	4	12
Cycle	5	4	1	3
Bus	1	0.8	1	3
Train	0	0	0	0
Car	50	44	24	73
Tram	0	0	1	3
Other	3	2.5	2	6

Preferred mode of travel

	Number of pupils	% of pupils	Number of staff	% of staff
Walk	61	54	6	18
Cycle	4	3.5	2	6
Bus	2	1.75	1	3
Train	1	0.8	0	0
Car	43	38	21	64
Tram	0	0	1	3
Other	3	2.6	0	0

Issues raised

No Issues raised

What we want to achieve

	Objective	How we can achieve this	When we want to achieve this by
1	To reduce the number of staff members driving to school by a quarter	<ul style="list-style-type: none"> • Encourage the cycle to work scheme • Highlight the benefits of using other modes of transport • Assess how many staff could car share 	Within the next academic year
2	To reduce the number of children driving to school by a quarter	<ul style="list-style-type: none"> • Encourage the cycle to school scheme • Highlight the benefits of using other modes of transport • Assess how many parents could car share 	Within the next academic year
3			

Our action plan

Action	Responsible person/group	Success criteria	Timescale
Objective 1 – Reduce the number of staff driving to school by a quarter			
Continue the cycle to work scheme	headteacher / SBM	<ul style="list-style-type: none"> • Staff members participate in the scheme • The number of staff cycling to school increases • The scheme has a direct impact on the number of staff driving to school 	Scheme to be implemented in the academic year
Continue to deliver bikeability to Y5 and Y6 children to encourage cycling safely.	KS2 Assistant Head	<ul style="list-style-type: none"> • More children taking part in bikeability • More children coming to school on bikes • The scheme has a direct impact on the number of parents driving to school 	

Monitoring and review

Date of next School Travel Questionnaire:	November 2026
Date of annual review:	November 2026
Date of full School Travel Plan review:	November 2026
Person responsible for review:	SBM / head teacher

Reviews will take into account any new legislation, government guidance and best practice from the sector.

The signatures below confirm the school's ongoing commitment to ensuring the safe and sustainable travel arrangements of the school community:

Headteacher:	Date:
Chair of governors:	Date: