



# **DAYSRING TRUST**

**Home to School Transport Policy**

**Ian Ramsey CE Academy**

Ratified by: Board of Directors

Date of review: July 2021

Date of next review: July 2022

## **Ethos Statement**

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked-out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

### **At Ian Ramsey CE Academy:**

"Together to learn, to grow, to serve."

This is embodied in scripture:

*'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in its various forms.'* 1. Peter 4.10

### **At Venerable Bede CE Academy:**

"Soar to the heights together"

This is embodied in scripture:

*'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'* Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

**Relevant staff applicable to this policy**

**Executive Operations Manager**

Mrs Cockburn

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**Head Teacher's PA**

Mrs D Dawson

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**Executive Headteacher**

Mrs G Booth

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## 1. Introduction

This policy is designed to provide information and guidance on transport options available to Ian Ramsey CE Academy pupils for 2021/22. It will include details on how to access information and apply for Free Local Authority transport, as well as the process and conditions of use for dedicated Ian Ramsey Home to School Transport.

It should be noted that the responsibility to ensure pupils attend school remains with parents/carers. In certain circumstances, either the Council or the Trust will provide assistance to a pupil by arranging transport from home to school.

We work in partnership with those for whom we provide services. If you wish to comment on the Ian Ramsey Home to School Transport Policy please write to the Trust Executive Operations Manager.

## 2. Local Authority Free Transport Provision

Stockton Borough Council is required to provide free home to school transport under certain conditions. The Community Transport Service is responsible for the management of Home to School transport for children who qualify for free transport, from mainstream and special education needs settings, from primary school age up to 19 years old.

“Under the policy, the Council will no longer provide free transport to children whose parents have chosen to send them to a school which is not their nearest suitable school, including cases where parents have chosen a faith school or academy”.

Stockton Borough Council no longer provides an option to purchase concessionary seats on their school transport vehicles.

**If you think you may qualify for free transport from the Local Authority, please see Stockton Borough Council’s webpage on how to apply here:**

**<https://www.stockton.gov.uk/our-economy/schools/school-transport/#>**

## 3. Dayspring Trust (Ian Ramsey CE Academy) Dedicated Transport Provision

Due to the lack of transport provision for concessionary seats, Dayspring Trust have arranged transport for those pupils who would have been able to purchase concessionary seats and those who live in outlying villages, without other options for home to school transport.

The Trust have procured a contract for this purpose on behalf of parents/carers and will provide a direct service to the following areas:

- Stillington
- Carlton
- Redmarshall
- Thorpe Thewles
- Norton

The contract will be provided by **M&D Travel for 2021/22**, but the agreement for travel will remain between parents/carers and the school. The total cost of the transport will be transferred to parents/carers and Dayspring Trust will not make any profit, nor incur any charge applicable to this service. Please see 'Charging and Remission' below.

All applications for places on Ian Ramsey Home to School transport will be assessed by the Academy and an assumption about the award of seats on the bus should not be made until all relevant paperwork has been completed and notification of a place has been received in writing.

Allocation of places is subject to charges outlined within this policy, completed application form, signed agreement, behaviour charter and application of safety precautions outlined below. Dayspring Trust reserve the right to refuse travel and remove provision of seats on Ian Ramsey transport in line with conditions detailed below.

#### **4. Covid-19 Safety Precautions on Dedicated Home to School Transport**

It is our priority that all pupils are safely transported to school and drivers, other transport company employees, parents and school staff are all protected. While we cannot ensure that the driver and/or passenger assistant (where applicable) for your child's journey will be unchanged as the Coronavirus situation evolves, we will do our best to keep transport arrangements as regular as possible.

A school transport risk assessment outlining conditions of travel, including year group bubbles and use of face coverings, will be available on the school website and will include Covid19 precautions. These precautions will be in line with government recommendations ([Dedicated transport to schools and colleges COVID-19 operational guidance](#)) and are subject to change.

Dayspring Trust and M&D Transport will carefully observe Public Health England recommendations for minimising risk, and symptoms such as a persistent cough or fever would result in a driver following government health instructions, and self-isolating. The academy will be notified of this immediately. An alternative driver will be provided and the route will be maintained.

If your child shows obvious symptoms of Coronavirus, the driver may refuse to transport them, but they will always contact the school in this situation and we will discuss this with you directly. If symptoms have developed while your child is at school, it will be the responsibility of the school to contact you to arrange an alternative means of getting your

child safely home, after which you and your family should follow the latest guidance from Public Health England on isolation.

## **5. Acceptable Behaviour on School Transport**

The school behaviour policy extends to use of our Home to School Transport arrangements.

Occasionally, some pupils may exhibit behaviour that does not meet our expectations while on school buses. This behaviour may put that pupil, other road users, or the driver and other pupils travelling on the same vehicle at risk. Where this happens, we endeavour to take all reasonable measures to overcome this problem. Occasionally, however, it may be necessary to restrict or remove home to school transport arrangements where this difficulty cannot easily be resolved and the behaviour of that pupil puts themselves and/or others at serious risk of harm.

Where a pupil causes wilful damage to vehicles we reserve the right to restrict or remove home to school travel provision and, where appropriate, hold parents responsible for any damage their child causes to vehicles and other property.

By signing the transport agreement parents/carers must confirm that they have parental responsibility for the child (or have care and control of the child), and in seeking to apply for the child's transport, they have no knowledge of any opposition to this application from any other person who has parental responsibility for the child. (If applicable, please inform us of the individual who opposes the application and supply their contact details).

A change of address, or pick up collection point, must be notified to us immediately even if this is in the same area. Drivers will be aware of how many pupils they will collect from each area and for safeguarding purposes, we must maintain accurate information.

## **6. Charging and Remission for Home to School transport 2021/22**

Where agreed, Dayspring Trust (IRCEA) will provide safe home to school travel at a cost specified. Parents/Carers are responsible for all costs associated with the provision of this transport, including any additional charges applicable throughout the year (e.g. charges for damages).

As noted above, the academy will neither profit from, or pay towards, the cost of the transport from the provider and all charges will be divided equally between the number of pupils on the bus.

If more pupils access the provision throughout the academic year, a revised payment schedule will be agreed and sent to parents/carers.

## **Payment Schedule**

The charge for the 2021/22 academic year is £590.00. This is based on the number of pupils using the transport and the total cost of the charge to the school. This charge applies from September 2021 and is payable per seat purchased, paid monthly (1 month in advance) using the school ParentPay system.

## **Attendance**

Refunds on transport charges will not be given for lost days due to short term absences from school. The full payment schedule will still apply.

If the school is advised to close by the government, DfE or PHE and is closed to all pupils for extended periods (e.g. Lockdown), transport will not be provided and therefore you will not be charged during the lockdown period. Payment schedules will be revised and communicated to you.

If the school is partially open and you choose not to send your child to school, payment will still apply.

## **Financial Support**

The provision of Ian Ramsey transport is for those parents/carers who do not qualify for free school transport, therefore there is no specific financial support available towards the cost of travel. Please note that travel on this service will only be permitted where payments are up to date. Reminders will be sent for overdue payments and those over two weeks late may incur refusal to travel.

If you are unable to pay as per your agreed schedule, we encourage you to contact us as soon as possible to discuss.

## **Travel Permits (pass)**

Your child will be provided with a travel bus pass free of charge. The pass will include their photograph and allocated seat number for the bus. It will not specify a collection point as pupils are able to board at any allocated stop on the route to school. Pupils should keep their bus pass safe and on their person every day as they will be expected to show it to the driver every time they board the bus.

If your child has forgotten or lost their travel permit they will need to visit the school office so that a temporary permit can be issued for **that day's return journey**. If passes have been lost, the cost of a replacement travel permit is £5.00. If you have any concerns about permits please email [enquiries@ianramsey.org.uk](mailto:enquiries@ianramsey.org.uk) to inform us or to make us aware that your child needs a new permit. The finance department will arrange for a payment option on Parent Pay for you to replace the permit.

The travel permit (pass) will be provided by the school for each pupil. These will be given to the pupil by the end of their first week back to school. In the meantime, M&D Travel will be informed of the details of pupils eligible to travel during the first week. Lists will be updated to reflect any changes to passenger information.

## 7. Data Protection and GDPR

Personal data used for the provision of Home to School Transport will be obtained, recorded and stored in accordance with our data retention policy. Dayspring Trust comply with all relevant statutory obligations with regard to personal information processed by us and this will be handled in accordance with our privacy statement which can be accessed at <https://ianramsey.org.uk/parents/privacy-notice/>

## 8. Withdrawal of Travel Permit

There may be situations where travel on Ian Ramsey dedicated transport provision is not permitted and passes will be revoked, either temporarily or permanently. This decision will not be taken lightly and will always be a last resort. Situations which may warrant withdrawal include:

- Pupil is showing symptoms of Coronavirus
- Pupil displays repeated verbal or physical behaviours that are considered unsafe for themselves or others.
- A pupil allows someone else to use their pass to gain access to the bus.
- Non-payment of transport charges.

## 9. Review Process Following Withdrawal of Permit

There is a review process available for parents/carers who wish to challenge a decision about the withdrawal of transport arrangements offered or their child's eligibility to travel;

### Stage 1- Review

- Parents/carers have 10 working days to request a review of our decision about home to school transport. Parents should write to the Head Teacher, detailing why the decision should be reviewed, giving details of any personal/family circumstances and including any supporting evidence to be considered.
- Within 10 working days of receipt of this letter parents will be advised in writing of the Head Teacher's decision.
- The Head Teacher can be contacted by emailing the Head Teacher's PA.

### Stage 2 - Right to appeal

If you do not agree with the Head Teacher's decision, you have the right to appeal;

- Parents/carers may escalate the matter to the Executive Head Teacher within 10 working days from the receipt of our stage 1 written decision notification. Parents/carers should write to the Executive Headteacher asking for a review of the decision.
- The Executive Headteacher will undertake a further review and will contact you within 10 working days of receipt of your letter to inform you of the outcome of your appeal.
- The Executive Headteacher can be contacted by emailing the Executive Headteacher's PA.

## Appendix 1 - Home to School Transport Behaviour Policy

### Conditions of Travel



When applying for home to school transport parents are required to complete an application on behalf of their child and will be required to sign a declaration agreeing that:

- you have read and agree to abide by the conditions as set out in the Home to School Transport Policy and this Behaviour policy.
- that the pupil agrees to this application being made and will follow the policy as outlined.

## **Data Protection**

We comply with all relevant statutory obligations with regard to personal information processed by us and this will be handled in accordance with our privacy statement which can be accessed at <https://ianramsey.org.uk/parents/privacy-notice/>

By signing the declaration you understand that we may share information with other agencies where it is necessary to do so and where the law allows.

## **Principles of Home to School Transport Policy**

We are fully committed to providing and maintaining safe home to school transport arrangements for pupils of Ian Ramsey CE Academy.

At the heart of this policy is a commitment to ensuring that home to school transport is as safe and secure as is possible, and that the policy operates to the advantage of all of the pupils eligible to use the Ian Ramsey CE Academy dedicated transport to school. We are also mindful of our responsibilities towards the community, other road users, bystanders and the general public.

The policy is underpinned by the following key principles:

- Academy staff, pupils, parents/carers, operators, drivers, passenger assistants (if applicable) and academy directors should work in partnership.
- All pupils who have a right to travel on Ian Ramsey school transport should be able to travel in a safe, secure and non-oppressive environment.
- All pupils accessing Ian Ramsey CE Academy transport acknowledge that they are representing the academy at all times including while waiting at the bus stop, and the behaviour principles within this policy apply for the safety of themselves, other transport users and the community.

## **Message to Pupils**

Follow these simple rules and you will make sure that your journey and the journey of others will be safe and comfortable.

## **ALWAYS**

- Carry your bus pass and show it to the driver when you board
- Sit down and stay in your allocated seat throughout the journey
- Wear your seat belt – it is illegal not to
- Wear your mask/face covering while travelling on the bus
- Be polite, respectful and considerate towards other passengers on the bus
- Get on and off the bus by the correct door and not the emergency exit
- Follow instructions from the Driver or Academy representative
- Report any misbehaviour that happens on the bus

## **NEVER**

- × Act in a silly or dangerous manner
- × Damage or make a mess on the vehicle
- × Use rude/foul language or gestures
- × Spit
- × Smoke or carry lighters/matches onto the bus
- × Use an electronic cigarette
- × Carry or take non-prescribed drugs
- × Eat or drink on the vehicle
- × Throw things at, around or out of the vehicle
- × Distract or stand forward of the driver
- × Touch the emergency hammer, skylights, emergency door or controls of the vehicle
- × Fight with, or use threatening behaviour, towards the driver or other pupils
- × Carry a blade or other sharp instrument that can be used to damage the bus
- × Get on a bus you are not entitled to travel on

## **What happens if pupils don't follow the rules?**

Any behavioural incident on the bus will be reported by M&D Coaches. The matter will be dealt with by the academy and if necessary we may involve the Police. CCTV footage is available on all buses used by the academy and may be used to investigate instances of poor behaviour.

Dayspring Trust (Ian Ramsey CE Academy) operates a three-level system for dealing with behavioural incidents on the transport in a fair and consistent manner as follows:

1 <sup>st</sup> Incident	Warning letter
2 <sup>nd</sup> Incident	Temporary exclusion of use of transport
3 <sup>rd</sup> Incident	Permanent exclusion of use of transport

Dayspring Trust reserve the right to apply a permanent exclusion of use of transport immediately, at the discretion of the Head Teacher, depending on the nature and consequence of the behaviour. A pupil can be permanently banned for one incident if it is dangerous to themselves or others. Pupils can also be issued with conditions of travel, such as sitting in the front seat at all times. Parents will be liable for the cost of any damage to the vehicle caused by their child.

In addition, for serious incidents, Fixed Term Expulsions or Permanent Exclusion could be implemented according to the Behaviour, Discipline, Suspension and Permanent Exclusion policy.

## **Immediate removal of transport privileges will be implemented if a pupil is:**

- Carrying a blade or other sharp instrument that can be used to damage the bus;
- Smoking or carrying a lighter/matches onto the bus;
- Using an electronic cigarette;
- Carrying or taking drugs;
- Damaging the vehicle;
- Opening the emergency door;
- Touching the controls of the vehicle;
- Physically violent to the driver or another pupil.

## **Factors which will be considered in applying sanctions**

- the seriousness of the incident / behaviour, and its impact on others;
- the frequency of such incidents / behaviours by the pupil

Consideration will be given to the:

- age and understanding of the pupil
- any Special Educational Needs the pupil may have;
- the degree of peer or other pressure;
- whether the incident / behaviour was perpetrated alone, or as a part of a group
- the intention of the pupil involved
- the pupil's emotional state;
- the pupil's behavioural history on school transport;
- the circumstances preceding the incident;
- the impact of the behaviour on others and / or property;
- the interventions / strategies used by the school and / or others to manage / change the pupil's behaviour.



# Home to School Transport Behaviour Agreement

Name of Child:

\_\_\_\_\_

D.O.B:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Postcode:

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

I ..... parent/carer of the above-named child have read the enclosed policy and pupil behaviour policy (conditions of travel).

I understand that my child's failure to adhere to the agreement may mean that they are excluded from travel.

**Parent/Carer Signature:** ..... **Date:** .....

I ..... (name) have read and understood the enclosed policy and pupil behaviour policy (conditions of travel). I agree to abide by it at all times when travelling to and from school and in the event of a vehicle breakdown I agree to follow the driver's instructions.

**Pupil Signature:** ..... **Date:** .....

Appendix 2 – Risk Assessment Statement

# Medical Risk Assessment Statement



Please complete the details below:

## EMERGENCY CONTACT DETAILS

Name of Pupil

Year Group

Address

Postcode

Telephone

Home:

Mobile:

Daytime/Work:

## MEDICAL DECLARATION

My child has the following medical condition: \_\_\_\_\_

The academy is aware of this condition and I have completed the necessary care plan and medication forms required.  Please Tick if Appropriate

I am aware and accept that this is not an accompanied bus service and there may be medical risks associated with my child travelling on home to school transport alone.

I understand that the driver will **NOT** be able to administer any medication or first aid and that in the event of an emergency, suitable medical professionals will be called.

In the event of an emergency I consent to intervention by a medically qualified practitioner to administer any necessary treatment to my child.

Signed: ..... Print: .....Date: .....

## DATA PROTECTION ACT

The information you give on this form will be used for the purposes of providing appropriate transport for your child. It will be held on computer and is protected by the Data Protection Act. This information may be shared with contracted service providers, strictly on a need to know basis to ensure safety can be maintained.

I agree that this information may be shared in accordance with the Data Protection Act 2018.

Signed: ..... Print: .....Date: .....

# Home to School Transport

Ian Ramsey CE Academy



## Application Form 2021-22

<b>Pupil Details</b>			
Pupil's First Name:		Pupil's Surname:	
Home Address:			
			Postcode:
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Date of Birth:	Tutor Group:
Year Group 2021-22			

<b>Please choose your preferred bus stop</b>
First preference: _____ Second preference: _____ Preferred start date: _____ (price for month will be calculated if mid-month and paid in advance)
Details of routes can be found in the transport policy (appendix 4)

<b>Name for invoice (this person must be over 18 years old)</b>		
Title:	First Name:	Surname:
Home Address: (leave blank if same as above)		
		Postcode:
Telephone:	*Email:	
Relationship to pupil:		

**Payment Terms 2021/22**

The monthly cost of the Home to School Transport service for 2021-22 is **£ 590.00** per pupil.

Payments must be made using ParentPay

**Please sign below if you accept the conditions**

I wish to apply for a seat on Ian Ramsey CE Academy dedicated school transport. I agree to be invoiced for the cost of the seat for the pupil above. I have read and accept the conditions of the Home to School Transport Policy and the Transport Pupil Behaviour Agreement. I have completed the necessary medical conditions forms and have discussed these requirements with the academy.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete in BLOCK CAPITALS and return to:

**School Office, Ian Ramsey CE Academy, Fairfield Road, Stockton, TS19 7AJ**

You can now apply for seats online by emailing to [enquiries@ianramsey.org.uk](mailto:enquiries@ianramsey.org.uk)

**Office Use Only:**

<b>Application</b>	Y / N
<b>Behaviour Agreement</b>	Y / N
<b>Medical Forms</b>	Y / N / NA
<b>Bus Stop</b> .....	

<b>Payment Term</b>	W / M / HT / T / A
<b>Other:</b>	.....
	.....

## Appendix 4 – Bus Timetable and Bus Stop Route

### Ian Ramsey CE Academy Coach Timetable

#### Route 1 – Villages to Ian Ramsey

07.50 Knitsley Walk A177 (before Hardwick roundabout)  
07.55 Thorpe Thewles (The Green)  
08.03 Stillington New Housing Estate / Fish & Chip Shop (Serving all stops)  
08.07 Carlton / Redmarshall Crossroads (Serving all stops)  
08.30 Arrive Ian Ramsey

#### Route 1 – Ian Ramsey to Villages

14.50 Depart Ian Ramsey  
15.08 Carlton / Redmarshall Crossroads (Serving all stops)  
15.12 Stillington New Housing Estate / Fish & chip shop (Serving all stops)  
15.20 Thorpe Thewles (The Green)  
15.25 Knitsley Walk A177 (before Hardwick roundabout)

#### Route 2 – Norton to Ian Ramsey

08.05 Norton Road, Trent Street (Bus Stop after Trent Street)  
08.08 Norton High Street (Serving all stops)  
08.10 Norton Duck Pond  
08.13 The Glebe (Bus Stop after the Centenary Pub)  
08.15 Blue Bridge (Bus Stop after Norton Road/ Blue Bridge)  
08.30 Ian Ramsey Academy

#### Route 2 – Ian Ramsey to Norton

14.50 Depart Ian Ramsey  
15.05 Blue Bridge (Bus Stop after Norton Road / Blue Bridge)  
15.07 The Glebe (Bus Stop after the Centenary Pub)  
15.10 Norton Duck Pond  
15.12 Norton High Street (Serving all stops)  
15.15 Norton Road, Trent Street (Bus Stop after Trent Street)