

Inspire - Enable - Achieve



The Vale Federation Travel Policy

Date policy last reviewed: July 2025

Date policy to be reviewed: July 2026

Signed:

B. J. Principal

Date 23rd July 2025

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Statement of intent

At **The Vale Federation** (Booker Park School and Stocklake Park 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 Federation's aim of ensuring travel is sustainable.

This document contains the provisions and procedures in place that aim to support and promote safe and sustainable travel to and from school.

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 (2014) 'Home to school travel and transport guidance'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Attendance and Absence 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 Principal and Head of School 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.
- 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.
- 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.

What we do:

- We use Modeshift Stars to update and monitor our school travel plan
- We promote safe and active travel as much as possible by using our noticeboard, displays, newsletters and website at <https://www.thevalefederation.com/> as well as <https://www.bookerpark.com/> and <https://www.stocklakepark.com/>
- We encourage all members of our school community to walk, cycle or travel by public transport for the journey to school. To support this, we provide:
 - Cycle parking
 - Scooter parking
 - Public transport information
- Local school trips which are primarily made by using our school minibus fleet. Where this is not possible, we use external providers for efficiency and with regard to environmental impact rather than the use of multiple vehicles.

What we ask of parents:

- Please encourage your child(ren), where able and appropriate, to walk, scoot or cycle to school
- Ensure your child(ren) walk or ride sensibly and safely on the way to and from school, and to push bikes and scooters on school grounds
- Ensure that bicycles and scooters are roadworthy and properly maintained. If in doubt, consult a qualified mechanic
- Ensure your child(ren) has a cycle helmet
- Ensure your child(ren) can be seen by fitting lights to their bike and by supplying them with high-visibility clothing
- Make sure your child(ren) has a lock for their bike or scooter and that they know how to use it
- Ensure you have appropriate insurance cover for your child(ren)'s bicycle or scooter as the school is not liable for any loss or damage to cycles or scooters on the premises or being used on the way to or from school

We understand that sometimes there is no alternative to driving to school:

- If you do have to drive your child(ren) and stop in the near vicinity, please do so legally, safely and with respect for our neighbours and local residents
- It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period of time.

Please note that the decision on whether your child is competent to cycle or scoot to school is for the parent(s) or carer (s) to make. The school has no liability for any consequences arising from this decision.

What we ask of pupils:

- Enjoy the times you can ride your scooter or bike and listen to your parents to ensure you are safe on paths and roads at all times. Exercise keeps us all fit and healthy.

3. Eligibility for free transport provided by the LA

It is the responsibility of the parent/carer to ensure that their child attends school; however, in certain circumstances, Buckinghamshire Local Authority will provide travel assistance, if the criteria are met. Home to School travel assistance aims to:

- support those most in need
- promote principles of independence
- provide the most cost-effective travel assistance
- promote and encourage the use of sustainable travel

The Education Act 1996 provides the following duties and powers on local authorities:

- duty to promote sustainable modes of travel to meet school travel needs - s.508A
- duty to make necessary travel arrangements free of charge to secure suitable home to school travel arrangements for eligible children. Eligibility includes age, distance to school, disability and safe walking routes - S.508B
- power to make necessary school travel arrangements for other children on payment of a charge as appropriate - s.508C
- power to provide travel assistance or travel expenses for children attending early years education, subject to eligibility criteria - s.509A
- duty to prepare a Post-16 transport policy statement setting out transport provision and financial assistance (where applicable) to facilitate attendance of sixth form students at educational institutions - s.509AA and s.509AB

For more information, please refer to the Local Authority's home-school transport policy at:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-transport/school-transport-policy/home-to-school-transport-policy-for-0-to-25-year-olds/>

4. 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.

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 during school hours.

5. Drop off and collection

Booker Park School premises will be supervised from **8:45 am** and Stocklake Park School premises

will be supervised from **9am**. 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 procedures.

6. Monitoring and review

This policy is reviewed on an **annual** basis by the Principal.