



Sound & District Primary School

Our Children are the Future

Home to School Transport Policy

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Governor Committee:	Resources
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Review date:	Autumn term 2026

Relevant Guidance

This policy has due regard to Cheshire East Council's Transport Policies

This policy operates in conjunction with the school Child Protection and Safeguarding Policy.

1. Introduction

For some children who attend Sound and District Primary School Cheshire East has arranged for their transportation to and from school as assessed through specific eligibility criteria. Cheshire East Council have clear policies on their website about the transport they provide.

https://www.cheshireeast.gov.uk/schools/school_transport/school-transport.aspx

This policy signposts parents and carers to key information from Cheshire East including parental responsibilities; in addition it sets out the procedures which Sound and District have in place to ensure the safe handover of pupils using the school bus on their arrival at school and as they leave school in the evening.

2. Scope

This policy applies to:

- All children in Reception to Year 6 using the school bus service.
- All school staff involved in dismissal/ arrival procedures for children using the school bus.
- All transport providers and drivers.
- All parents and carers whose children use school transport to and from school.

3. Local Authority Policies and Guidance

There are expectations of behaviour for children using provided transport and these are explained in Cheshire East's "Behaviour Code" 1 April 2025. As a school we would advise the parents/carers of children who are provided with this transport to make themselves aware of this behaviour code and to reinforce expected behaviour with their children; as breaches of this code could lead to the transport being withdrawn.

https://www.cheshireeast.gov.uk/schools/school_transport/school-transport-policies.aspx#behaviour

Cheshire East stipulate that all drivers of their transport must have an enhanced DBS check and must complete an NSPCC safeguarding course. In addition Cheshire East have a Code of Conduct for drivers of the vehicles which they are expected to follow. This is available on their website. Again we would advise parents/carers to read this so that they know what is and is not acceptable.

https://www.cheshireeast.gov.uk/schools/school_transport/safety.aspx#TransportCodeOfConduct

Cheshire East have said that they are committed to providing a high standard of service but there may be times when a child experiences problems with the transport they provide.

Problems or concerns about transport can be notified

- by email to schooltransport@cheshireeast.gov.uk
- or phone 0300 123 5012.

4. Parental Responsibility

In line with Cheshire East Local Authority Policy:

- It is a parent's responsibility to ensure that their child gets to and from school at the appropriate time each day and to put in place the necessary travel arrangements.
- The Local Authority has a general expectation that a child will be accompanied by a parent where necessary, unless there is a good reason why it is not reasonable to expect the parent to do so.
- The Local Authority will normally expect a child to walk up to 1 mile to access travel arrangements, with the first priority being a suitable pick-up point rather than the home address.

- The responsibility for a child's safety in getting to and from the pick-up point is the parent's.

In addition parents need to be aware that

- Children will not be allowed to disembark the bus unless the named parent or carer is present. If no appropriate adult is present at the stop, the child will be returned to school and will need to be collected by a parent/carer from there.
- As mentioned previously, Cheshire East Policy clearly states that the responsibility for a child's safety in getting to and from the pick-up point is the parent's. As a school, being mindful of safeguarding, we would strongly encourage all parents to take their child to pick up and to collect their child. Where a parent decides that their child should do so unaccompanied then we would ask that they put this in writing to the school. In addition we would suggest that they risk assess the route home with their child; e.g. where it is safe to cross specific roads, who to go to if there is no one in at home, what to do if someone approaches them and suggests that they go somewhere together (this could be someone they know) etc.
- There may be occasions where someone other than a parent needs to collect a child. This should be notified to the school office and a codeword will be agreed. The school will notify the driver; the parent should ensure that the person collecting the child knows the codeword. If they do not the driver will return the child to school in the interests of the child's safety.
- Changes to transport arrangements will not be accepted from pupils; where there needs to be a change the parent will need to contact the school office to discuss this.
- Should a child need medication administering in school this should be discussed with the school so they are aware. If it is agreed that school will support administration of the medication the medication should be handed directly to the bus driver who will then pass it to the school staff. Medication should not be given to your child to pass to the school.

5. School Procedures

When the school bus arrives at the school each morning a designated staff member meets the children off the bus and accompanies them into the school building. The children do not exit the bus without a member of school staff being present.

The school maintains a daily register of children expected to travel on the bus each afternoon.

Each evening a designated staff member is responsible for:

- Checking the register.
- Ensuring all children on the register are accounted for.
- Escorting them safely to the bus and supervising boarding.

6. Policy Review

This policy will be reviewed annually. In between reviews the policy will be updated, when necessary, or after any safety incident or policy update from Cheshire East.