



Travelling To and From School Alone Policy

Fulbourn Primary School

Table of Contents

Page	Section
2	1 Introduction 2 Pupils of Fulbourn Primary School
3	3 Roles and Responsibilities 3.1 Headteacher 3.2 Parents/Carers 3.3 Pupils
	4 Granting Permission
5	5 Travelling Procedures 6 Pupil Safety
6	7 Monitoring and Review
7	Appendix A Request/Permission Form
8	Appendix B Headteacher's Response

Policy Document number:

Body reviewed and approved by:

Date adopted:

Date for review:

Other information:

FPS-POL-TTS-001 Travelling To and From School Alone Policy

Headteacher

January 2022

January 2023

*Based on a model policy published by The School Bus last updated by
The School Bus March 2018*



Travelling To and From School Alone Policy

1. Introduction

At Fulbourn Primary School, we aim to promote pupils' independence as much as possible. We recognise that, as pupils become older, parents may wish for their children to be able to travel to and from school independently. With this in mind, the school has created this policy to clarify the procedures in place to ensure that all pupils can travel safely.

There are no laws determining the age or distance of travelling to school independently. Parents are legally obliged to ensure their children get to school and attend regularly. As a school we are responsible for the welfare of pupils and therefore must consider what we believe is good practice in ensuring the safety of our pupils.

The aims of this policy are to:

- Clarify responsibilities of parents and the school, specifically the headteacher.
- Outline the procedures for requesting permission to travel to and from school alone.
- Establish effective procedures for travelling to and from school alone to maximise safety of pupils.

2. Pupils of Fulbourn Primary School

Pupils in Reception, Years 1, 2, 3 and 4

Our agreed school policy is that no pupil in Years Reception, 1, 2, 3 and 4 should travel to or from school on their own or be left on their own on the school premises either before or after school. In addition we will only hand over pupils to named adults or older siblings. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. If no one turns up to collect a child in these year groups they will be kept in school and parents contacted.

Pupils in Years 5 and 6

There is no set age when children are ready to travel to school or home on their own. It very much depends upon their maturity and confidence. Therefore, with regard to pupils in years 5 and 6, we believe that you as parents/carers need to decide whether your child is ready for this responsibility.

In deciding whether your child is ready to travel 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 travelling to school through route finding, road safety skills and general awareness.

There are lots of 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 travel to school independently. Travelling to school is a great opportunity to learn road safety skills. The best way to do this is to walk/cycle 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 travelling with friends or alone when they are older.



Travelling To and From School Alone Policy

3. Roles and Responsibilities

3.1 The Headteacher is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents/carers.
- Ensuring effective procedures are in place for pupils travelling to and from school alone.
- Deciding the years in which pupils may be considered for travelling to and from school alone.
- Liaising with parents/carers 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 arrived at school to co-ordinate an effective response.

3.2 Parents/carers are 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.
- Submitting a request form to the headteacher where they wish for their child to travel to and from school alone.
- Informing the school office when their child has not returned home from school.
- Ensuring that the school has up to date contact information for the responsible persons at the address(es) the pupil will be travelling to and from.

3.3 Pupils are responsible for:

- Ensuring they are competent to travel to and from school alone.
- Ensuring they are aware of the principles of road safety.
- Adhering to the route for travelling to and from school alone, as outlined by their parents.
- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive at school on time when travelling alone.

4. Granting permission

- 4.1 If parents/carers would like their child to travel to and from school alone, they are required to submit an online request form (link to be found in Appendix A and on the school website) to the headteacher.
- 4.2 Parents/carers should ensure they have read this policy before requesting permission for their child to travel to and from school alone.
- 4.3 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.



Travelling To and From School Alone Policy

- 4.4 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.
- 4.5 Permission will only be granted where the parents/carers and the headteacher are satisfied that the pupil:
- Can be trusted to travel straight to school or home from school.
 - Will adhere to the route that their parent/carer 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.
- 4.6 In order to consider a request, the headteacher may request a meeting with the parents/carers of the pupil to discuss the matter. If this is necessary, parents/carers will be informed in writing as soon as possible.
- 4.7 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.
- 4.8 Parents will be informed in writing of the headteacher's decision within two weeks of the school receiving the initial request. Where a request has been denied, the headteacher will outline the reasons for this in the outcome letter.
- 4.9 If a parent/carer wishes to appeal the headteacher's decision, they are required to follow the procedures outlined in the school's Complaints Policy.
- 4.10 Parents/carers are required to inform the headteacher of the agreed route that their child must follow.
- 4.11 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 to and from school alone.
- 4.12 Parents/carers may withdraw consent at any point. To do so, they are required to inform the headteacher in writing.
- 4.13 The school will maintain a register of all pupils granted permission to travel alone to and from school. This is updated whenever permission or contact details are amended.
- 4.14 Only pupils named on the register will be permitted to travel to and from school alone. The register will be shared with all members of staff as necessary.



Travelling To and From School Alone Policy

5. Travelling procedures

- 5.1 Class teachers will ensure only children with permission to travel home alone will leave the classroom without an appropriate adult.
- 5.2 If, at any time, a member of staff is concerned about the welfare of a pupil by allowing them to travel home alone, the member of staff may not permit them to leave.
- 5.3 If a member of staff refuses to allow a pupil to travel alone, the parents/carers will be contacted and the procedures outlined in the Children Not Collected from School Policy will be followed.
- 5.4 Pupils are expected to follow the route outlined to them and advised to the school by their parents/carers. Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents/carers.
- 5.5 Parents/carers should ensure that they, or another responsible adult, are available at their home or agreed destination point once their child arrives home from school.
- 5.6 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/carers will be contacted.
- 5.7 A DSL will be notified of the pupil's absence and the procedures outlined in the school's Attendance Policy will be followed.
- 5.8 If a pupil is late to registration more than three times, the headteacher will hold a discussion with the pupil's parents/carers 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.
- 5.9 Where a pupil does not arrive home from school, parents/carers should contact the school to determine the time they left the school. The responsibility of the pupil lies with the parents/carers once a pupil has left the school premises.
- 5.10 Where pupils will be travelling home from school after an after-school club run by an external provider, the parent/carer should liaise directly with the provider if they wish for their child to travel home alone.

6. Pupil Safety

In preparing pupils to travel to and from school safely, parents and carers should teach their child to:

- Always pay attention to traffic when crossing the street; never become distracted.
- Cross the road at a place where they can clearly see in all directions, avoiding crossing near parked cars or bends in the road.
- Look both ways before crossing; listening for traffic coming and keeping an eye on traffic whilst crossing.
- Look out for cyclists.



Travelling To and From School Alone Policy

- Remember that drivers may not see them, even if they see the car/motorcycle/cycle.
- Remember that it is hard to judge the speed of a moving vehicle, so to be cautious.
- Never follow someone who is either a stranger or someone they know but who is not a designated 'safe' adult. (A safe adult is someone who has been previously agreed upon by the parent/carer and child to be safe, such as a grandparent or trusted neighbour).
- To wear high visibility clothing, especially in winter months and when visibility is reduced.
- Behave sensibly when travelling to and from school, including when with a friend.
- How to react if approached by a stranger and how to get help if needed.
- Walk straight to school and straight home, or to their designated destination (e.g. childminder).

7. Monitoring and Review

This policy will be reviewed annually by the headteacher. Any changes made to this policy will be communicated to all staff and parents.

Date Reviewed: January 2022

Date for next Review: January 2023



Travelling To and From School Alone Policy

Appendix A

Travelling to and from school alone request form

Please note that only pupils in years 5 and 6 will be considered for travelling to and from school alone. The Headteacher will contact you with their decision in writing within two weeks of receipt of the form.

Please follow this link to complete the online request form:

<https://forms.office.com/r/dDahcF4xyG>



Travelling To and From School Alone Policy

Appendix B

Travelling to and from school alone

Headteacher's response to request

Dear (name of Parents/Carers)

Request to travel to and from school alone

Name of child _____

Date of Receipt of Request _____

Having considered the request for (name) to be permitted to travel to and from school alone, I am responding to confirm that in this instance:

	Permission is granted
	Permission is not granted

We recommend that you continue to talk to your child about the risks they may face travelling alone and make sure they are comfortable doing so. Your child's safety is always a top priority of the school, as such we have the following road safety rules in place. Please continue to discuss these rules with your child.

ABCs

A – awareness: pupils need to understand that roads can be dangerous and people can get hurt.

B – behaviour: pupils should know how to behave when around roads and how to follow road rules so that they're safe. If pupils act in a way which can cause them harm or damages the reputation of the school, they will be disciplined in line with the school's Behaviour Policy.

C – choice: pupils need to understand how to make safe choices when they're walking near roads, e.g. where is safe to cross.

The Green Cross Code

Our school promotes the Green Cross Code – we advise pupils to always do the following when crossing a road:

- Find the safest place to cross
- Stop before they get to the edge of the kerb
- Look all around for traffic and listen
- If traffic is coming, always let it past



Travelling To and From School Alone Policy

- When it is safe, cross the road – do not run

If you wish to discuss this decision, or any of the content of this letter, please contact me via the school office (office@fulbourn.cambs.sch.uk).

Signed: _____ (Headteacher)

Name: _____ Date: _____