

HOW WE CAN HELP GET YOUR CHILD TO SCHOOL

Whilst it is parents' responsibility to ensure that their children receive an education, Renfrewshire Council is happy to help you get your child of school age to school, safely and on time. School crossing patrols are provided and we operate a school transport policy which is more generous than the law requires. Indeed, our home to school transport provision is one of the most generous of all Scottish local authorities.

The policy states that we will provide **free** school transport if your child:

- Lives more than one mile away from his or her local primary school (by the shortest safe walking route).
- Lives more than two miles away from his or her local secondary school (by the shortest safe walking route).
- Has been recommended on health grounds by a designated medical officer.
- Has been assessed to attend a school to meet the requirements of his/her additional support needs. (These assessments involve education's psychological services, who also recommend appropriate transport arrangements.)
- Has to walk a route which, after seeking advice, is considered by education and leisure services to be unsafe for children.

What free school transport means

Education and leisure services identify the need for the provision. For primary and secondary school pupils, we work with Strathclyde Passenger Transport (SPT), who engage the operators to provide free school transport. For pupils with additional support needs, education and leisure services make the necessary arrangements.

The chosen forms of transport depend upon a variety of factors and are decided by education and leisure services, after taking account of all circumstances. These decisions may result in any of the following being used:

- Dedicated school contract bus (service solely for pupils).
- Bus pass on a local service bus (which can be either a commercial or subsidised local service also carrying members of the public).
- Train pass on a public train service.
- Taxi or private hire car or minibus.
- The council's own school transport vehicles.

Free transport normally covers one return journey: to school in the morning and home at the end of the school day. No additional provision is made, although special arrangements may be applied, where possible, to cover pupils taking part in school activities after the end of the normal school day. Parents of pupils wishing to return home for lunch have to make their own arrangements. Children finishing early who are not collected by parents are supervised until the end of the normal school day.

When to apply for free school transport

If your child is due to start primary school, you should apply when you enrol him or her for school. If your child is going into secondary school, you should apply in February of his or her last year at primary school.

You can apply at a later time but there could be a delay while arrangements are being made. Should you move home at any time during the year, you may apply or reapply for free school transport.

What happens after you apply?

You will be informed by education and leisure services, by letter, as to the outcome of your application. Staff will be happy to discuss with you any matter connected with your child's application. If your application relates to a child already attending school, and the application is successful, we will aim to notify you of the arrangements before the end of June, although there may be a delay into the summer holiday period.

Appeals

If you wish to appeal against any decision made regarding your application for free school transport, you may do so by writing to the director of education and leisure at the address shown on the back of this form, indicating the grounds on which you wish to make your appeal.

Responsibility of parents or guardians

We ask you to encourage your child to behave properly and safely when boarding, travelling on and alighting from the transport. As a parent or guardian, you are responsible for ensuring that your child arrives at the pick-up point on time.

Pupils' Behaviour

Misbehaviour could result in your child losing the right to free transport. The responsibility of ensuring safe and acceptable behaviour remains **yours** while your child is travelling in the vehicle provided. In any instance of misbehaviour, the driver may retain children's tickets or passes, for the purpose of identifying the pupils involved. The incident will be reported to the driver's supervisor and details will be sent to the head teacher. Parents will be invited to an interview with the head teacher so as to obtain assurances on their child's future good conduct, prior to the return of the free travel pass. During this period, parents or guardians will be responsible for making their own arrangements for transporting their child to school.

If you need to know more or wish to comment on the service

If you wish to enquire about the eligibility of your child for free school transport, please contact the director of education and leisure at the address shown on the back of this form. Parents who have a concern or complaint regarding the provision of school transport should contact the school their child attends by telephoning and providing details, which will be recorded and submitted to SPT. (Parents may also complain directly to SPT, in writing, to reinforce their concern.) SPT will respond directly to parents and will advise the school on the outcome of their investigations. SPT is responsible for placing primary and secondary school contracts and for their day-to-day operation. SPT actively monitors the performance of school transport contracts through the deployment of a team of specialist inspectors. To assist with its monitoring, SPT welcomes any issues of concern raised by schools or parents. SPT may be contacted at the address shown on the back of this form.

APPLICATION FORM

Data Protection Act

We are registered under the Data Protection Act 1998. We must manage public funds properly and may use the information you have provided on this form to prevent and detect fraud. The information provided by you will be held by the council in computer files, for use by the council, Strathclyde Passenger Transport and transport operators, in planning and administering school transport services.

Name of school (to be attended)

PUPIL'S DETAILS

Surname

Forename

Date of birth

Home address (road/ street, including number)

.....

.....

Town

Postcode

Date from which transport is required

If currently in receipt of free school transport, please state which school:

.....

This application is based on reason of (please tick as appropriate):

- Walking distance** (see note 1 on back page)
- Medical** (see note 2 on back page)
- Safety** (see note 3 on back page)

Please note that the authority's granting of free school transport is bound by the operators' and SPT's conditions of carriage which, as a result of mischievous behaviour, may be withdrawn until suitable terms of agreement can be reached on future behaviour.

Signature of parent or guardian

Home telephone number

Date

PLEASE COMPLETE AND RETURN TO THE SCHOOL OR EDUCATION AND LEISURE SERVICES

SCHOOL USE ONLY

STAGE NUMBER : P/S

SOED NUMBER : 8

CONTRACT No. :

EDUCATION DEPARTMENT USE ONLY

PUPIL REFERENCE NUMBER

NOTES

1. Walking distance

This is the shortest walking distance between your child's home and his or her local school. Free school transport thresholds are 1 mile for primary school pupils and 2 miles for secondary school pupils.

2. Medical

A request for free school transport on medical grounds should, in the first instance, be supported by a letter from your child's GP. This request will then be referred to the school's medical officer, who will arrange an examination for your child.

3. Safety

Please note that if there is no reasonable safe walking distance between your home and the school, we will make a decision after checking with the roads department.

4. Placing requests

Please note that if your child attends a school as a result of a placing request, you are responsible for arranging transport to and from the school.

Contact details

Renfrewshire Council Education and Leisure Services

Director of Education and Leisure

Council offices

Cotton Street

Paisley

PA1 1LE

Telephone: 0141 842 5604

Strathclyde Passenger Transport

Public transport officer

Consort House

12 West George Street

Glasgow

G2 1HN

Telephone: 0141 333 3362

This form is also available in large print, braille, tape and disk



Renfrewshire
Council

Education and Leisure Services

free School Transport

do you qualify ?

Renfrewshire Council