

# Journeys Policy

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### 1. Introduction

The pupils and community of St Margaret’s School (the “**School**”) make many journeys to and from the School each day and many more on educational visits, trips and extraordinary activities. This policy has been written with the following policies/statutory guidance in mind:

- Educational Visits Policy including EYFS
- School Visitors Policy and Procedures
- Missing Child Policy and Procedures
- Pupil Supervision Policy
- Keeping Children Safe in Education (2021)
- Home to School transport and travel guidance, DFE (2016]

### 2. Context

The school day begins at 8:15am with pupil registration in form groups and finishes at 4:10pm for the Senior School and 3.50pm for Junior School.

Pupils from Y1 to Y6 may enter the School at 7:30am for breakfast club and all other pupils may enter the School from 8:00am.

Pupils arrive to school from different catchment areas, using public transport, buses and trains as well as private car, bicycle and foot.

Pupils on any one school coach or minibus can range from Y4-Y13. Some academic staff from time to time may be on the coaches and minibuses, either to travel to and from work themselves or to monitor conduct/supervise.

Supervised study in the Senior School concludes at 5.30pm with all day pupils expected to be collected and off-site by 6pm. Please refer to the Pupil Supervision Policy for further information.

### 3. School arranged transport

The School recognises the importance of safeguarding its pupils on their journeys to and from the School and regularly reviews the transportation provision.

The School operates an outsourced Coach and in-house minibus Service operating in a wide variety of catchment areas, which accommodates pupils and pupils. However, due to varying morning arrival times some routes can only drop off pupils and pupils on or slightly after morning registration. The timings of the school day are in part to accommodate a staggered start and finish in order to manage the traffic around the School arranged traffic which, in a busy residential area, can be considerable particularly at the start and ends of terms/weeks. Morning drop offs and afternoon pick up are in the Junior School/Visitors' Carpark (1 minute walk from the School) where we arrange a duty teacher to accompany and supervise the youngest to the oldest walking into School.

In addition, the School reminds the pupils often in form time, assemblies and PSHE about being safe on journeys to and from the School.

The School has very few pupils who require supervision/accompaniment on journeys to School, however arrangements will be made on an individual basis for these children, communicated to all stakeholders and reviewed annually, if not more as needs arise.

### 4. Code of conduct for pupils using Coaches

- Normal school rules apply and the authority of the designated adult, usually the driver, on the coach. Please refer to the Behaviour Management Policy for further information.
- SMOKING or any other School prohibited and/or illegal substance is strictly forbidden. Please refer to the Drugs and Controlled Substances Policy for further information.
- Pupils must ensure they only travel on their allocated coach
- Pupils may board or alight from the coach only at the designated stopping places and in an orderly way without pushing. They must never approach a moving coach. They must not attempt to join or leave the coach when, for example, it is brought to a halt at other places by traffic conditions.
- Tampering with any part of the coach or its equipment is forbidden.
- Inappropriate behaviour towards fellow passengers or the public will not be tolerated.
- Inappropriate behaviour or language towards drivers, or any attempt to distract them from driving, will not be tolerated and will lead to instant suspension from the coach.
- Pupils should take care on every journey to make sure that they do not leave any property on the coach. Musical instruments, games kit and other property are the responsibility of their owners. The coach company cannot accept any liability for their loss or damage.
- Seat belts are fitted on all coaches and these must be worn AT ALL TIMES when the coach is moving and pupils must remain seated. Standing or moving in the aisle is strictly prohibited except when boarding and alighting from the coach. **THE WEARING OF SEATBELTS ON COACHES IS THE LAW AND ANY DEVIATION FROM THIS RULE MAY RESULT IN PERMANENT EXCLUSION FROM COACH TRAVEL.**
- If pupils have mobile phones, these can be switched on but must not play loud music, video clips or social media content and can only be used to message or call parents/guardians during the journey.

## 5. Transport

- Trains: a small number of pupils and school staff make use of the Bushey tube station, which is 20-25 minutes' walk from the School requiring pupils to walk up and down Merry Hill Road with no designated footpath, necessitating walkers taking the public footpath through secluded semi-woodland trails. Parents decide if this is an appropriate means of travel for pupils. A discrete walking bus accompanies the pupils to the station at the end of the school day.

- Buses: Many pupils using the public bus service (for example the No 241 bus) for their journey to or from the School, catch their bus from the public stops either on Bushey Heath High Street [15 minute walk] or in Bushey Village [see information about walking into Bushey above].

### **Private transport – Cars:**

Car-parking space is only provided for school staff and the staff car park is only accessible with the use of an electronic fob which operates on a barrier across the Vance Way.

Parents and some staff are required to park in the visitors' car park.

Sixth Form pupils who have passed their test and received a permission to drive form, will be given permission to park in the Leisure Centre. For further information on this please see the **Sixth Form Handbook**.

Parents are expected to drop off pupils at the designated drop off points for their Year Groups and these are made clear to parents and guardians at the start of each academic year.

Parents and staff should not park or temporarily pull up on Merry Hill Road, Victoria Road or any surrounding residential areas.

### **Private transport- Taxis:**

Our boarding pupils and those travelling to/from homestays use private taxi firms. These tend to be arranged through parents/guardians/homestay companies and guardians will let the School know what these arrangements will be, adhering where possible to the start/finish times of the school day and school terms. These taxis will park at the front of the Waterhouse Building to enable boarding pupils to carry luggage out/in the boot of the car safely.

Occasionally it is necessary for day pupils to arrange for taxis to transport them home if unwell. In such instances, permission is given from the parent/guardian for pupils to travel in this way. If the School is required to arrange a taxi for pupils, permission is sought from the parent/guardian and a company known to the School/used by the School is used.

### **Bicycles:**

The School encourages environmentally friendly modes of transport where it is possible. There is a bicycle rack which can be used by staff and pupils travelling by bicycle and this is located outside of the chapel door entrance to the Waterhouse Building. More are arranged as demand increases. Locking up and securing of the bicycle is done at the owners' risk.

Using a bicycle, scooter or skateboard is prohibited when in the School grounds and owners

must dismount and use the walkways provided.

### **On foot:**

We encourage those living nearby with easy pedestrian access to the School to walk where it is feasible to do so.

All members of the community walking on the School site must ensure they travel using the designated footpaths and crossings at all times, keeping clear of any areas which are 'out of bounds.'

## **6. Late arrivals**

[late beyond registration] are required to sign-in in the late book, which is positioned in the reception areas of the Senior and Junior School and make their way directly to their lesson. Persistent lateness is monitored, as are all patterns of absence and lateness, and will be followed up by a member of staff.

## **7. School Mini Bus and School Trips**

Pupils who travel on a school minibus, even when driven by academic members of staff, must follow the School Rules. The School's mini buses are used for a variety of reasons for example; traveling to and from School Fixtures, DoE and other School related events.

## **8. School Trips**

For more information on School trips, please see the **School's Educational Visits Policy including EYFS**. In the event of conflict between the Journeys Policy and the Educational Visits Policy including EYFS, the Educational Visits Policy and the Educational Visits Policy EYFS Educational Visits Policy including EYFS shall take precedence. Travel journeys are a necessary part of school life at St Margaret's and this aims to capture the most common information pertaining to trips and journeys.

- Parents and pupils must be made aware of all transport arrangements including what to do if return travel is delayed. When delays may be significant, for example when returning from an overseas visit, parents should be aware of methods of notification, such as the school trip telephone number which should enable them to reach the trip leader.
- The trip leader will likely also advise pupils to send a message to parents/guardians regarding likely estimated times of arrival, particularly if this is going to be a little later than advertised on trip letters and communications which have already been sent home.
- It is the responsibility of parents/guardians to ensure they are ready to collect pupils following any residential or domestic trip or event which has taken place on site, on time. The designated trip leader will wait until the last pupil has been collected, as is their safeguarding duty however it is the responsibility of parents/guardians to ensure that they set off in enough time to enable timely collection.
- No pupil should be left alone on school site or at a collection point following a school

trip, fixture or event. For older pupils whose usual way of getting home is via public transport, it is the trip leaders' responsibility to ensure they have written parent/guardian permission for pupils to leave their care at the end of the trip with information about how they are getting home. Usually this is followed up with a message from the pupil via email or to the trip phone to confirm they have arrived at their destination safely.

- If at the end of a trip a Sixth Former wishes to give a lift to other pupils, permission must be given in writing by that pupil's parents in advance in order for this to take place.
- Staff use of minibuses: all staff using minibuses will ensure they have their minibus licence and are fit and well enough to drive in accordance with the School's insurance policies. Staff planning trips or programmes e.g. Duke of Edinburgh will ensure they have qualified members of staff able to drive prior to making arrangements for trips and journeys to take place, and that where possible there is more than one member of staff who is able to drive. All usual School rules and codes of conduct apply whilst on the minibus for all staff members and pupils.
- Staff use of cars: An individual staff member could potentially be liable where they transport a pupil in their own car outside their normal working duties. We therefore do not permit staff to drive pupils to and from venues in their own cars, unless there is an emergency where not doing so would put the child at risk.

## **9. Adverse Weather arrangements**

In order to ensure the safety of pupils on their journeys to and from the School during adverse weather conditions, the School takes care to inform parents as early as possible if a decision has been taken to close the School. This is usually done via a message on the School's website in conjunction with Heads of Year cascading information to their year groups via email and platforms such as Google Classroom. Our **Remote Working Policy** outlines teaching arrangements should the School be closed owing to adverse weather or extraordinary conditions necessitating such measures.