Safe Travel to & from School Policy

Statement of Intent

At Burley Oaks Primary School, we respect and value all children and are committed to providing a caring, friendly environment, including safe travel to and from school, for all our pupils to learn in an enjoyable, safe environment, protected from harm.

This document details the procedures that are in place to ensure pupils can travel safely to and from school, the responsibilities of the governors & headteacher, along with the responsibilities of parents and pupils.

Agreed by the Resources Committee of Governors: November 2025 **Renewal date: November 2028**

Chair of Governors: **Date 21st November 2025**

Headteacher: **Date 21st November 2025**

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 'Travel to school for children of compulsory school age'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Parking in School Zone
- Emergency Closure Plan

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 headteacher 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.
- Deciding the years in which pupils are able to be considered for travelling to and from school alone.
- Liaising with parents 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 coordinate an effective response.

Parents will be 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.
- Completing a permission form where they wish for their child to leave school alone.
- Informing the headteacher when their child has not returned home from school.

Pupils are responsible for:

- Ensuring they are aware of the principles of road safety.
- Adhering to the route for travelling to and from school, as outlined by their parents.
- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive to school on time when travelling alone.
- Using dedicated transport as it is intended and abiding by the service provider's requirements for travel.

3. Drop off and collection

At Burley Oaks Primary School, we encourage pupils and parents to travel safely to school by walking, cycling, or scooting (active travel), wherever possible.

For pupils unable to travel to school actively, we encourage use of public transport or car share.

The school will normally be open to pupils between 8.35am (10 minutes before registration) and 3.15pm (school finish time) and demand for travel is peak at these times. In addition, the school operates a wraparound care scheme from 7.45am to school opening time, and from school closure time until 6pm, spreading the demand for travel beyond normal school opening hours. Other than children arriving to Early Birds, no children are permitted on the school grounds until the gates are opened at 8.35am; there is no staff supervision on the premises until this time.

We expect children to be collected by a parent or their nominated adult. Where a change to the normal collection arrangements apply, the details must be given to the member of staff on the cloakroom doors in the morning, or provided to the office in person at drop off time or by telephone. The person collecting a child must be 18 or over; in the case of an older sibling collecting the child, they must be 16 or over and is the parent's responsibility to be satisfied that this is a suitable arrangement.

4. Modes of travel

Walking

Pupils should be encouraged to walk to school where it is safe and practicable to do so, or to cycle or scoot if parents believe their child is competent to do so.

Cycling & Scooting (please refer to Appendix 2)

To make cycling and scooting to and from school a positive experience for everybody concerned, we expect our pupils to:

- ride sensibly and safely and to follow the Highway Code
- check that their bicycle or scooter is roadworthy and regularly maintained
- behave in a manner which shows them and the school in the best possible lightand to consider the needs of others when cycling or scooting
- wear a cycle helmet
- ensure they can be seen by other road users, by using lights and wearing high visibility clothing, as appropriate.

Please note that:

- the decision as to whether a child is competent to cycle, scoot or walk safely to and from school rests with the parent(s)/carer(s). The school has no liability for any consequences of that decision
- parents are advised to consider appropriate insurance cover (check home insurance) as the school is not liable for, and its insurance does not cover, any loss or damage to bicycles and scooters being used on the way to or from school, or stored in the school or grounds.

Driving

Where use of a car is unavoidable, we remind parents to:

- drive slowly near the school grounds
- park legally and considerately
- are vigilant to children crossing the road
- refrain from stopping in the middle of the road to let children out of the car
- are mindful of the school neighbours' needs and access rights
- be a good role model and ensure that children follow the road safety rules
- do not leave engines running when stationery

We work in partnership with the local policing team to ensure that our children's safety remains a priority.

It is vital that all parties, keep children's safety a priority when arriving and leaving the school grounds at all times of the day.

We ask all adults to participate in a voluntary one-way system, from Station Road only, before and after school.

Traffic calming measures include: 20mph restriction and width restriction on Station Road, double yellow lines and zig-zags outside the school entrance and 20mph restriction on Langford Lane.

Access at present is from Langford Lane only, with two gates for pedestrian access and one for vehicular access to the staff car park. No local bus services directly pass the school. There are regular bus services to Ilkley and Otley along Burley Main Street and regular train services through to Ilkley and Leeds via Burley and to Shipley and Bradford.

5. Granting permission for pupils travelling to and from school alone

If parents wish for their child to travel to and from school alone, they will be required to submit a permission form available from the school office.

Parents will ensure they have read this policy before providing permission for their child to travel to and from school alone.

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.

Permission will only be granted where the parents and headteacher are satisfied that the pupil:

- Can be trusted to walk straight home or to school.
- Will adhere to the route that their parent 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.

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 alone to and from school.

Parents may withdraw their consent at any point during the academic year. To do so, parents are required to inform the office in writing.

A register of all pupils granted permission to travel alone to and from school will be maintained. This will be updated whenever permission is granted and will be held in the school office and relevant classroom.

6. How School will encourage active travel

- The school promotes focus 'walk to school/cycle/scooter' or reduce the amount they travel by car in assemblies.
- Cycle/scooter storage is available
- Children across school benefit from specialist cycle training such as 'Learn to Ride' for Reception and Key Stage 1, 'Playground Skills' in Year 3/4 and Year 6 take part in Cycling Proficiency
- Children in year 3/4 receive 'Pedestrian Training'
- The school handbook and information given to new parents discourages car use for the school run
- We provide curriculum on road safety/environmental education
- We have a school crossing patrol in the morning and afternoon on Station Road.
- We have CCTV on the school premises

Some of the benefits of active travel are:

- improving both mental and physical health through physical activity
- establishing positive active-travel behaviour
- promoting independence and improving safety awareness
- reducing congestion, noise and pollution in the community
- reducing the environmental impact of the journey to school.

7. Eligibility for free transport provided by the LA

Eligibility for free transport provided by the LA

This section details the eligibility criteria that a pupil needs to meet to receive free transport to and from school provided by the LA. You can find further information on how an LA determines whether a pupil is eligible in the DfE's 'Home-to-school travel and transport guidance'. Please note that a pupil will only be eligible for free transport if they attend a 'qualifying school'. Qualifying schools are:

- Community, foundation or voluntary schools.
- Community or foundation special schools.
- Non-maintained special schools.
- PRUs.
- Maintained nursery schools.
- Academies, including free schools, studio schools, special schools and UTCs.
- Alternative provision academies.
- City technology colleges (CTCs) or city colleges for the technology of the arts (CCTA).]

The LA will be required to provide free transport to and from school for a pupil that is of compulsory school age (5 to 16) and that meets any of the following criteria:

- The pupil is living outside of the statutory walking distance of the nearest suitable school:
  - [Pupils under the age of eight] The statutory walking distance is two miles
  - [Pupils aged eight years or over] The statutory walking distance is three miles
- The pupil cannot reasonably be expected to walk to school because of their mobility problems or other health and safety concerns related to SEND, even if they were accompanied by their parent.
- The pupil cannot reasonably be expected to walk the route to school because the nature of the route is unsafe to walk and there is no alternative route within the statutory walking distance that they would be able to walk in reasonable safety, even if accompanied by their parent
- The pupil is entitled to FSM or if a parent they live with is in receipt of maximum Working Tax Credit and:
  - [Pupils aged between 8 and 10] The nearest suitable school is over 2 miles away
  - [Pupils aged between 11 and 16] The school is between 2 and 6 miles away and there are not three or more suitable nearer schools; or
  - [Pupils aged between 11 and 16] The school is between 2 and 15 miles away and is the nearest school preferred on the grounds of religion or belief

It is at the LA's discretion to decide whether to provide free transport arrangements for pupils that do not meet the eligibility criteria. The school encourages parents to check whether their child is eligible for free transport via the government's 'Help with home to school transport' webpage.

Once the LA has determined that a pupil is eligible for free transport, this transport will continue for the whole academic year, even if the pupil's circumstances change. The LA arranges travel for the pupil in line with its 'Home to school travel and transport guidance.'

8. Arranged transport

Drivers of arranged buses are subject to DBS checks and follow a code of conduct established by the service provider. Parents are made aware that drivers of regular bus services are not subject to regular DBS checks.

In some circumstances, the LA may deem it suitable to arrange a pupil to be transported to and from school in a licenced taxi. This is agreed between the pupil's parents, the school and the LA

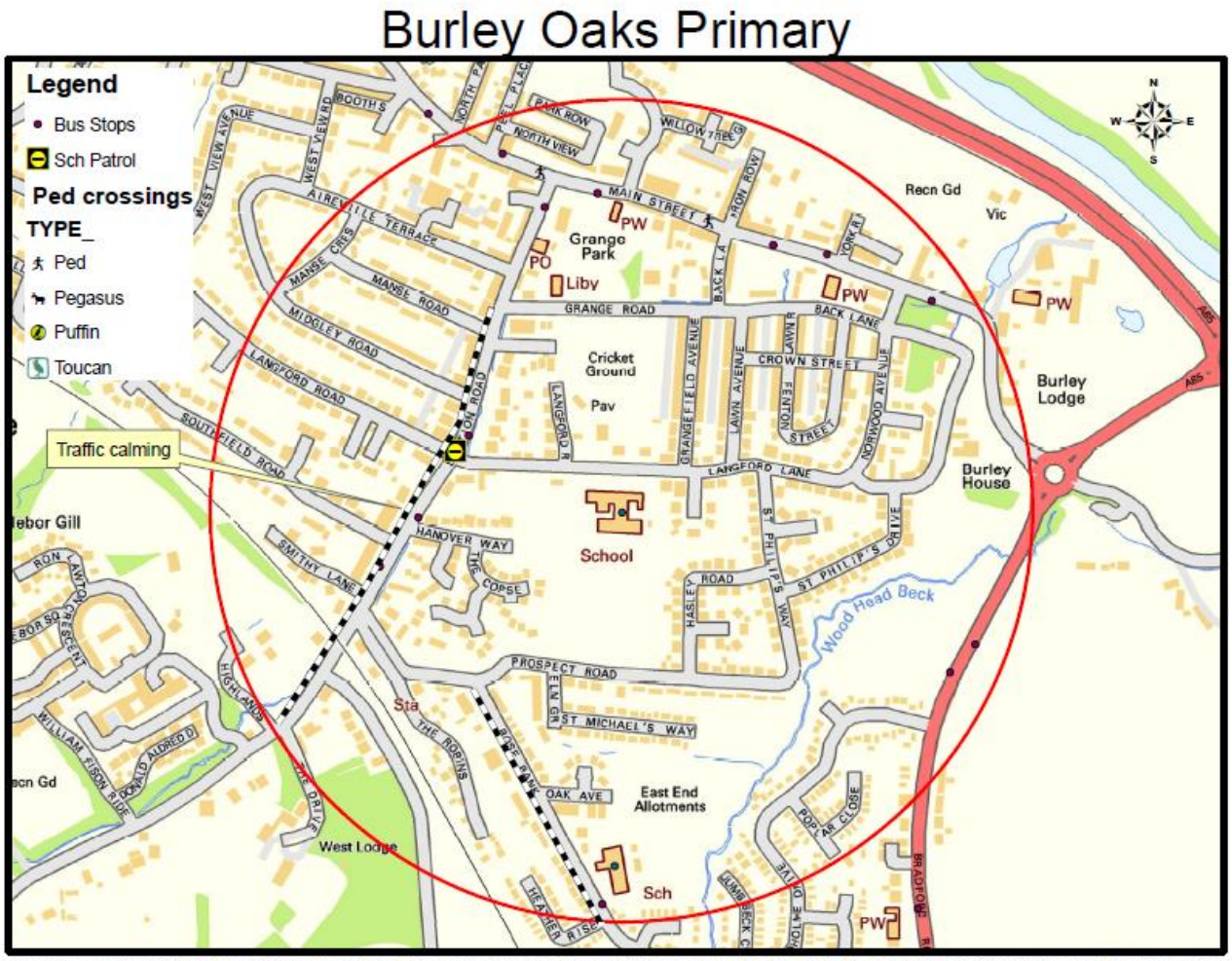
9. Monitoring & review

This policy will be reviewed every 3 years or when new legislation or guidance concerning equality and disability is published.

This policy was agreed by Governors in November 2025 and will be reviewed again in November 2028.

APPENDIX 1

Local Area Map



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Reasonable efforts have been made to ensure that all information provided is accurate. However, there may be inadvertent and occasional errors for which the Council apologise.

APPENDIX 2

CYCLING/SCOOTING CODE OF CONDUCT

The code of conduct for cyclists ensures that staff, parents and pupils are all made aware of the rules and of the fact that the privilege of cycling may be withdrawn if these rules are not obeyed.

Cycles

- Cycles must be the correct size and kept in good working order with special attention to tyres, brakes, reflectors and lights.
- Lights must be fitted. (This is essential during winter months when it can be dark both morning and evening.)
- Spot checks may be carried out.

Parking

- Cycles entering the school premises must be left in an approved area and locked to a fixed stand.
- Helmets and removable accessories should be taken into the school cloakroom.
- Cycles are left on school grounds at the pupils' own risk. The school is not liable for theft or damage.
- Parents should check that cycles are insured against theft or covered by home contents insurance.

School Grounds

Children should ride with extreme care and attention on Langford Lane in particular, especially between 8.30 to 8.45am and 3.15 to 3.30pm. Cyclists should dismount their cycle where it is safe to do so. This could mean dismounting before the entrance to school and walking on the pavement, especially if other road users present a hazard. No cycles are to be ridden on the school premises but should be taken to the cycle rack for storage throughout the school day. Cycles will not be allowed on to the playground. Riding at other times is forbidden as is going to the cycle racks.

Clothing

- Pupils **must** wear a cycle helmet when riding.
- They should also wear high visibility accessories such as tabard, sash, coat with reflective patches.

Cycles

- Ensure the cycle is the correct size – when sitting on the saddle the balls of both feet should reach the ground.
- Keep it in good order and check the following parts regularly:
    - Tyres need to have plenty of tread and be well pumped up.
    - Both brakes should work. Push the cycle and try each in turn. They should stop the relevant wheel.
    - Ensure the chain is oiled and correctly tensioned.
    - Check the gears can be changed easily.
    - Make sure reflectors are fitted front, back, on spokes and pedals. They must be kept clean.
    - Lights are a legal requirement when riding at night or in poor weather conditions. They must comply to the relevant British standard – BS 6102/3. Before riding check lights are bright and change batteries once they start to dim. Carry spare batteries during the winter. Flashing lights should not be used on their own.

    - If you have dynamo lighting, check it is working correctly. Remember it will dim as you slow down and go out when you stop. Consider additional battery lights.
- It is a good idea to fit a bell.
- Carry a pump and a spare inner tube and tool kit.
- **Only do repairs that are within your capability. If in doubt consult a cycle shop and have a qualified mechanic do it.**
- Keep details of your cycle make, model, colour and serial number for insurance purposes and check that it is covered by household contents insurance or take out a special policy.
- Always lock it securely to a fixed stand – use a D lock or chain and padlock.
- It is a good idea to remove lights, pumps, etc and store them safely with your helmet.
- Consider what you will have to carry when riding and do so safely. A rucksack on your back can be used but do not overload as it could cause you to overbalance as well as damaging your back. It is better to have a pair of panniers fixed to a rack over the back or front
  wheel. Provided they are packed evenly a number of books and other kit can be carried.

Helmet

A helmet will not prevent you having an accident but could protect your head if for any reason you come off your cycle.

There are many different models available at reasonable prices. However, ensure it fits snugly and wear it correctly – flat on your head (not pushed back or at an angle) with straps going round the ears and done up under the chin. It should not move when you shake your head. Follow the instructions on the box and take care of it. Replace it if it is dropped, damaged or involved in an accident. Check that it complies with one of the following safety standards: BSEN 1078,AS 2063, ANSI Z 90.4, SNELL B90 or B95

Clothing

- It is vital that other road users realise you are there. Please make sure they can see you particularly when it is dark. Reflective material will keep you visible at night. If you feel uncomfortable wearing a fluorescent/reflective waistcoat, look around for other options.
    - Clothes and trainers are often available with reflective patches, and there are stickers or tape which can be applied to your cycle and bags. A reflective sash is very effective.

- Beware of long laces which can get tangled round the pedals and any other long, loose or baggy clothing. This could get caught in the bike, or cover lights and reflectors.

Preparation

- Discuss the route to be taken. Is it the best? Another way might be longer but could avoid complex junctions and busy roads.
- Are there off road cycle paths or roads with a cycle lane that can be used?
- Ride the route with your parents or another experienced cyclist.
- Are there areas of concern? It may be sensible to dismount and walk with the cycle to avoid dangerous right hand turns or busy junctions. (e.g. Langford Lane)
- Time your journey so that you can allow enough time to ride comfortably, taking into consideration possible delays due to congestion and other factors.
- Plan to arrive in good time so that you can have your cycle locked away well before the start of school.

It is at the LA's discretion to decide whether to provide free transport arrangements for pupils that do not meet the eligibility criteria. The school encourages parents to check whether their child is eligible for free transport via the government's 'Help with home to school transport' webpage.

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