

TRANSPORT POLICY

1. Introduction

- 1.1 It is a priority of Woodard Academies trust that students can safely travel to, from and between sites. Careful consideration must be taken where a change of site is involved.
- 1.2 The Academy always informs the students, via their tutors, of advice on travel and related safety issues passed to it by the police.

2. Buses

- 2.1 For those students travelling by bus, bussed between school sites, or via a local authority taxi, the Academy will:
 - Ensure that all students will be released from lessons on time
 - Have staff on duty each day to ensure an orderly and safe entrance and exit
 - Follow up any complaints of poor behavior
 - Ensure that parents/carers are informed and arrangements are made for any student who has missed their bus to get home safely and quickly
- 2.2 Any problems on the buses should be reported to the appropriate member of senior staff, who will arrange for concerns to be followed up, in accordance with the Academy's complaints procedures.

3. Driving

- 3.1 For those students who are driven to the Academy by their parents or carers, the Academy has:
 - Made public the opening and closing times of the Academy and indicated areas within the Academy that will be staffed before lessons begin
 - Advise students that they should be dropped as close as is practicable

4. Cycling

- 4.1 Students who cycle to the Academy are all advised to wear a helmet and clothing that is visible in the dark. Both they and students who walk to the Academy are advised to use main routes, to journey with a friend, if possible,

and always inform their parents/carers if they are not going to arrive when they are normally expected.