



Sporting Chance
Education Through Sport

School Transport Policy

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Policy Owner:	Directors
Queries to be directed to:	Directors
Signed:	
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1. Introduction

All young learners in the Newport area, attending Sporting Chance, are entitled to school transport at an allocated morning pick up time and an allocated end of school day drop off time. If the young learners outside of this time, require transport, we may not be able to provide transport due to the needs of other commitments.

2. At Pick-Up and Drop-Off

The school minibus will arrive outside their home, beep the horn and wait for 2 minutes to avoid unfair delays with other pick-ups. If there has been no communication from within the house the bus will then leave, and the young learner will be expected to make their own way into school. In certain circumstances the senior management team may send the bus to send up a young learner that missed the bus.

Sporting Chance is committed to collecting the young learners from their homes. If notified by a parent or guardian in advance, an alternative location may be considered but cannot be guaranteed due to the travel time for other students and work commitments of staff.

Sporting Chance will, after 3 separate occurrences, revoke school transport should a learner not appear for pick up after the 2 minute wait deadline. Further, it is the responsibility of the parent/carer to make the school aware, at least 30mins before scheduled pick up time, if the learner does not require transport on any day.

If school transport is revoked the learner will be expected to make his/her own way to school. An unauthorised attendance mark will be recorded for those learners who do not attend school, as a result of school transport being revoked.

3. Whilst on transport

Whilst on school transport, the young learners are expected to remain in their seat, wear their seat belts and follow the same rules as they do in school. If a young learner does not behave appropriately, the Headteacher, in consultation with the senior leadership team, may revoke their privilege of school transport in order to ensure the safety of the other school members using school transport. This may be in the short or long term, depending on the severity and frequency of the behaviour. If a student has their access to the school transport revoked, it will be the responsibility of the parents/carers to ensure the young learner can attend school.

During situations where transport has been revoked, the school will ensure communication with parents/carers is established and understood in advance of the next transport session. For example, if transport is revoked following the journey in the morning, communication will be established during the school day, if it is revoked. Following the journey in the afternoon, communication will be established by the end of the day or first thing in the morning (between 08:15 and 08:45).

The only situation where alternative approaches can be made are during situations of Safeguarding and Child Protection as per Welsh Government Guidance - Keeping Learners Safe (2024).

4. Staffing Requirements in Transport

When using the school bus, there will be a minimum of an allocated driver and a member of staff in the back of the minibus next to the door that can observe and monitor the behaviour of the young learners. When using the pool car, there will be an allocated driver and a member of staff in the passenger seat in the front of the car.

When the vehicles are in use, the doors will be locked by the driver.

5. Staff Requirements on Site

Upon arrival at school, the school vehicles will be parked in their allocated spaces. One member of staff (not the driver) will exit the vehicle first and walk to the corner of the pod to check no vehicles are approaching. Once that member of staff has indicated it is safe to do so, the young learners may disembark and walk calmly into school. They are expected to walk alongside the pod to help keep them safe. The driver remains with the vehicle until all young learners have left the vehicle. The driver will ensure all young learners have entered the school and have not remained in the car park.

When leaving school, a member of staff will line up the young learners at the front door ensuring they are calm enough to exit the building. Whilst the young learners are lining up, the driver will go to the vehicle and one member of staff will stand at the corner of the pod facing the car park so they can see down both sides of the building to ensure there is no oncoming traffic. The young learners are expected to walk close to the pod and calmly ie no running, to help minimise the opportunity for accidents or injuries. The young learners are expected to immediately enter the vehicles and are not permitted to play in the car park.



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