

TRAVEL TO AND FROM SCHOOL POLICY

BRAMHALL HIGH SCHOOL

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REVIEW DATE: SEPTEMBER 2026
APPROVED DATE: NOVEMBER 2026
NEXT REVIEW DATE: SEPTEMBER 2027

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1. POLICY STATEMENT

At Bramhall High School, we expect all students to demonstrate our values of Respect, Resilience and Excellence when travelling to and from school.

Students are ambassadors for the school and have a responsibility to conduct themselves in a safe, respectful and responsible manner. These expectations apply regardless of the mode of travel and are intended to promote the safety and wellbeing of students, staff, transport providers and members of the wider community.

This policy applies to students travelling:

- on dedicated school transport;
- on public transport whilst travelling to or from school;
- on foot;
- by bicycle, including an Electrically Assisted Pedal Cycle (EAPC); and
- whilst waiting at bus stops, transport hubs or other public places before and after school.

2. PURPOSE

The purpose of this policy is to:

- ensure the safety and wellbeing of all students;
- promote positive behaviour when travelling to and from school;
- protect the reputation of the school within the local community;
- establish clear expectations and proportionate consequences relating to travel-related behaviour; and
- support effective partnership working between the school, parents/carers, transport providers and the wider community.

3. DEFINITIONS

Designated School Transport	Any transport arranged, commissioned, contracted or facilitated by the school, Local Authority, Transport for Greater Manchester or a designated transport provider for the purpose of transporting students to and from school.
Public Transport	A publicly accessible transport service, including buses, trains, trams, coaches or other services used by students whilst travelling to or from school.
Travel to and from School	The period during which a student is undertaking a journey between home and school, including travel by school transport, public transport, walking or cycling, and time spent waiting at collection or drop-off points.
Bus Stop and Transport Hub	A designated collection point, bus stop, station, interchange or other location where students wait for, board or leave transport whilst travelling to or from school.
School Jurisdiction	The school's authority to investigate and respond to behaviour outside school premises where there is a sufficient connection to the school, in accordance with legislation, statutory guidance and the school's Behaviour Policy.
Travel Restriction	A temporary limitation on a student's use of school transport. This may apply to part or all of a journey.
Travel Ban	A temporary or permanent withdrawal of permission to use school-organised transport because of a breach of this policy.
Serious Misconduct	Behaviour that significantly compromises safety, wellbeing, discipline or the orderly operation of transport services.
Bicycle	A pedal cycle used by a student to travel to and from school.
Electrically Assisted Pedal Cycle (EAPC)	An electrically assisted cycle that meets the legal requirements applying in Great Britain, including the minimum rider age and requirements relating to pedals, motor power and the speed at which electrical assistance must cut off.
Illegal or Modified e-bike	An electrically powered cycle that does not meet EAPC requirements, has been modified to remove safety or speed restrictions, or is otherwise treated in law as a motor vehicle.

4. GENERAL EXPECTATIONS

Students are expected to:

- behave in a safe, respectful and responsible manner;
- show courtesy and consideration to members of the public, transport staff, local residents and fellow students;
- follow reasonable instructions given by school staff, transport staff and other authorised adults;
- use appropriate language at all times;
- respect public property, transport facilities and the local environment;
- act in a way that promotes the safety and wellbeing of themselves and others; and
- represent the school positively at all times.

Students must not:

- engage in bullying, intimidation, harassment or antisocial behaviour;
- use threatening, abusive, discriminatory or inappropriate language;
- damage property or interfere with facilities provided for public use;
- behave in a manner that causes alarm, distress or unreasonable inconvenience to others; or
- engage in conduct that may bring the school into disrepute.

5. DESIGNATED SCHOOL TRANSPORT/PUBLIC TRANSPORT

The journey to and from school is treated as a direct extension of the school day.

The safety and wellbeing of students, transport staff and members of the public is the school's primary consideration when managing behaviour on school transport.

Under sections 90 and 91 of the Education and Inspections Act 2006, and in accordance with the school's published Behaviour Policy, the school may regulate and discipline student behaviour outside the school premises, including behaviour on school transport, public transport, at bus stops and during journeys to and from school.

Access to designated school transport is conditional upon students meeting the standards in this policy. The school may restrict or withdraw access temporarily or permanently and may also apply sanctions under the Behaviour Policy, including suspension or permanent exclusion where the statutory threshold is met.

Students travelling on designated school transport, or on public transport whilst travelling to or from school, are expected to:

- follow instructions given by drivers, transport staff and school staff;
- behave safely, respectfully and responsibly;
- treat fellow passengers, staff and members of the public with courtesy and respect;
- remain seated where appropriate and avoid any behaviour that may distract the driver;
- keep aisles, doors and emergency exits clear;
- wear a seat belt where one is fitted and its use is required;
- respect the vehicle, its equipment and the property of others; and
- contribute to an environment in which all passengers feel safe and comfortable.

Students must not:

- distract the driver;
- interfere with emergency exits or safety equipment;
- throw objects or engage in horseplay;
- damage the vehicle or another person's property;
- film or photograph others without permission, or use recordings to harass, humiliate or distress; or
- engage in behaviour that causes others to feel unsafe or intimidated.

The school will work with transport operators to address concerns. Behaviour that compromises safety, causes distress, distracts the driver, damages property, disrupts the service or brings the school into disrepute will be treated seriously.

6. WALKING TO SCHOOL

Students who walk to and from school are expected to:

- travel safely and sensibly;
- use designated crossings where available;
- respect local residents, businesses and public spaces;
- show consideration for other pedestrians;
- dispose of litter responsibly; and
- travel directly to and from school unless alternative arrangements have been agreed by parents/carers.

Students must not:

- congregate in a manner that causes obstruction or disruption;
- cause damage to property or the local environment;
- behave in a way that places themselves or others at risk; or
- engage in antisocial, intimidating or discriminatory behaviour.

7. CYCLING TO SCHOOL

Students choosing to cycle to and from school are expected to:

- follow the Highway Code and relevant road-safety requirements;
- ride safely and considerately;
- show courtesy to pedestrians, motorists and other road users;
- ensure that their bicycle is maintained in a safe and roadworthy condition;
- use suitable lights and reflectors when required;
- secure their bicycle in the designated cycle storage area; and
- dismount and walk their bicycle on school grounds
- On departure bikes must not be mounted until outside the school gates.

Students are strongly encouraged to wear a correctly fitted cycle helmet and appropriate high-visibility or reflective clothing.

Students must not:

- ride recklessly or dangerously;
- carry passengers where the cycle is not designed for that purpose;
- perform stunts or race other cyclists;
- ride on pavements where cycling is prohibited;
- obstruct pathways, entrances or public areas; or
- behave in a manner that could endanger themselves or others.

7.1. ELECTRICALLY ASSISTED PEDAL CYCLES (EAPCS)

The school recognises that some students may travel using an Electrically Assisted Pedal Cycle (EAPC), commonly referred to as an e-bike. Students and parents/carers are responsible for ensuring that any EAPC used is lawful, safe and roadworthy.

A student must be aged 14 or over to ride an EAPC on a public road in Great Britain

For an e-bike to be treated as an EAPC, it must have pedals capable of propelling it, its motor must have a maximum continuous rated power of no more than 250 watts, and electrical assistance must cut off at 15.5 mph. Other legal requirements, including those applying to approved “twist and go” cycles, must also be met.

The school expects that:

- only lawful EAPCs are used for travel to and from school;
- students ride safely, responsibly and in accordance with the Highway Code;
- EAPCs are maintained in a safe and roadworthy condition;
- batteries, chargers and conversion kits are manufacturer-approved, undamaged and used in accordance with the manufacturer’s instructions; and
- EAPCs are secured in the designated cycle storage area.

- The following are not permitted on the school site:
- modified or illegally powered e-bikes;
- EAPCs with speed or safety restrictions removed or altered;
- electric cycles that exceed legal power or assisted-speed limits; and
- electrically powered cycles that are treated in law as motor vehicles, unless their presence has been expressly authorised by the school and all legal requirements are met.

Where the school reasonably believes that an EAPC is unsafe, unlawfully modified or being used irresponsibly, it may prohibit the cycle from being brought onto the school site and may contact the parent/carer, transport authority or Police as appropriate. Breaches may also result in action under the Behaviour Policy.

8. REPORTING CONCERNS

Concerns regarding behaviour during travel to or from school may be reported by students, parents/carers, school staff, transport providers, members of the public, local residents, the Police or other agencies.

The school will consider reports fairly and proportionately. An investigation may include:

- speaking with the student and relevant witnesses;
- contacting parents/carers;
- obtaining information from school staff, drivers or transport operators;
- reviewing CCTV, photographs, recordings or other available evidence where lawfully available; and
- liaising with the Local Authority, Police or another relevant agency.

The school will take account of the reliability and sufficiency of the evidence and will give the student an opportunity to provide their account before a decision is made, unless immediate safety action is required.

9. DESIGNATED SCHOOL TRANSPORT BEHAVIOUR PROCEDURES

Where a concern is received about a student's conduct on designated school transport, the school will investigate and determine a proportionate response. The graduated process below will normally be followed. However, the school may move directly to any stage where the seriousness of the incident, the risk to others or the available evidence makes this appropriate.

STAGE 1 - INITIAL CONCERN

For a first or relatively minor incident, the school will normally:

- discuss the reported conduct with the student;
- reinforce the expectations in this policy;
- record the concern where appropriate; and
- inform the parent/carer where appropriate.

STAGE 2 - FORMAL WRITTEN WARNING

Where conduct is more serious, or concerns continue following an initial intervention, the school may issue a formal written warning to the student and parent/carer.

The warning will normally set out:

- the nature of the incident;
- the expectations that have been breached;
- the improvement required; and
- the possible consequences of any further breach.

STAGE 3 - TEMPORARY TRAVEL RESTRICTION

Where behaviour continues despite previous intervention, or where an incident causes significant concern, the school may impose a temporary restriction on the student's use of designated school transport. For instance, this may include a ban from travelling home on the school bus at the end of the day for a specified period.

The school will normally inform parents/carers before the restriction begins, confirm it in writing and explain its length, scope and any conditions for return. Where immediate action is required to safeguard passengers or the driver, the school will contact the parent/carer so that safe alternative arrangements can be made.

STAGE 4 - TEMPORARY OR PERMANENT TRAVEL BAN

Where behaviour amounts to serious misconduct, places the safety of others at risk, or persists despite previous intervention, the school may impose a temporary or permanent ban from designated school transport. The school may implement a ban immediately where circumstances warrant it.

Before deciding the length and scope of a restriction or ban, the school will consider:

- the nature and seriousness of the behaviour;
- the actual or potential risk to the driver, passengers and members of the public;
- the impact on others and on the safe operation of the service;
- the student's age, needs and individual circumstances, including relevant SEND considerations;
- whether the conduct forms part of a repeated pattern; and
- previous warnings, support, sanctions or interventions.

SCHOOL DISCIPLINARY MEASURES

Behaviour on designated school transport may also result in sanctions under the school's Behaviour Policy. Transport restrictions and Behaviour Policy sanctions are separate measures and **may be used independently or together.**

Depending on the circumstances, the school's response may include:

- a restorative or corrective conversation;
- parent/carer contact or a formal meeting;
- school-based sanctions;
- targeted support or a behaviour plan;
- referral to the transport provider, Local Authority, Police or another agency;
- suspension; or
- permanent exclusion, where the statutory threshold is met and the decision is made in accordance with statutory guidance.

PARENT AND CARER RESPONSIBILITIES

Where use of designated school transport is restricted or withdrawn for disciplinary reasons, the parent/carer will normally be responsible for arranging and funding suitable alternative transport so that the student continues to attend school. This is subject to any statutory transport entitlement or separate duty owed by the Local Authority or another body.

REQUEST FOR REVIEW

A parent/carer may ask the Headteacher to review a transport restriction or ban by setting out the reasons and any relevant information in writing. The review will consider whether the decision was reasonable and proportionate in light of the evidence and circumstances. This process does not replace the school's Complaints Policy or any statutory review process relating to suspension or permanent exclusion.

10. SCHOOL JURISDICTION

Behaviour may be addressed under the school's Behaviour Policy when it occurs:

- on designated school transport;
- on public transport whilst travelling to or from school;
- at bus stops and transport hubs;
- whilst walking or cycling to and from school;
- whilst the student is wearing school uniform; or
- where the conduct can reasonably be linked to the school, affects another member of the school community, threatens another person, or could adversely affect the school's orderly operation or reputation.

The expectations in this policy apply equally to students travelling by bicycle or EAPC where their behaviour, manner of riding, use of the public highway or the condition of the cycle gives rise to concerns about safety, legality or the reputation of the school.

11. ASSOCIATED POLICIES, LEGISLATION AND GUIDANCE

THIS POLICY SHOULD BE READ ALONGSIDE:

- Behaviour Policy;
- Exclusions Policy;
- Safeguarding and Child Protection Policy;
- Anti-Bullying Policy;
- Online Safety and Acceptable Use Policy;
- Complaints Policy;
- Education and Inspections Act 2006, including sections 90 and 91;
- Department for Education, Behaviour in Schools: Advice for Headteachers and School Staff;

- Department for Education, Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England;
- Department for Transport and Driver and Vehicle Standards Agency guidance on EAPCs; and
- The Highway Code.

12. MONITORING AND REVIEW

The Headteacher is responsible for the implementation of this policy. The Governing Board will monitor its effectiveness through appropriate reports and review arrangements.

The policy will be reviewed in accordance with the school's policy-review cycle, or sooner where legislation, statutory guidance, local transport arrangements or operational experience make this necessary.

APPENDIX A - SCHOOL TRANSPORT WARNING AND TRAVEL BAN PROCESS

The following framework summarises the school's normal graduated response. It does not prevent the school from moving directly to a later stage where the seriousness of the incident or risk to safety makes this appropriate.

Stage	Typical response	Communication
1 - Initial Concern	Discussion, reminder of expectations and record where appropriate.	Parent/carer informed where appropriate.
2 - Formal Warning	Written warning setting out the concern, required improvement and possible next steps.	Written notification to parent/carer.
3 - Temporary Restriction	Restriction for part or all of the journey, which may include travelling home at the end of the day.	Prior contact wherever practicable and written confirmation.
4 - Temporary Ban	Withdrawal of right to travel to and from school on designated transport for a defined period, with return conditions where appropriate.	Written decision and information about requesting a review.
5 - Permanent Ban	Permanent Withdrawal of right to travel to and from school on designated transport following persistent or serious misconduct.	Written decision and information about requesting a review.

Any transport measure may be accompanied by action under the Behaviour Policy, including suspension or permanent exclusion where appropriate and lawful.

APPENDIX B - EXAMPLES OF SERIOUS TRANSPORT MISCONDUCT

The following examples are illustrative and are not exhaustive:

- physical assault or attempted assault;
- threatening, intimidating or coercive behaviour;
- serious bullying, harassment or discriminatory abuse;
- deliberately distracting or interfering with the driver;
- interfering with emergency exits or safety equipment;
- possession of a prohibited item;
- vandalism or deliberate damage to a vehicle or another person's property;
- throwing objects within or from a vehicle;
- filming or photographing another person in a way that causes distress, humiliation or harassment;
- dangerous behaviour creating a significant risk to passengers, transport staff or members of the public;
- criminal behaviour; and
- persistent breaches following previous warnings, support or intervention.

Such conduct may result in immediate transport restrictions, a temporary or permanent travel ban, sanctions under the Behaviour Policy, referral to the Police or another agency, suspension, or permanent exclusion where the relevant threshold is met.

APPENDIX C - PARENT AND CARER ACKNOWLEDGEMENT

Key information for parents and carers

- Travel to and from school is treated as an extension of the school day for behaviour purposes.
- Students are expected to meet the school's standards on school transport, public transport, on foot, by bicycle and at transport stops or hubs.
- Access to school-organised transport is conditional on safe, respectful and responsible conduct.
- The school may issue warnings, temporary restrictions or temporary or permanent travel bans.
- For serious or persistent breaches, the school may also use sanctions under the Behaviour Policy, including suspension or permanent exclusion where the statutory threshold is met.
- Where school-organised transport is withdrawn for disciplinary reasons, the parent/carer will normally be responsible for arranging and funding alternative transport, subject to any statutory transport entitlement or separate duty.
- Parents/carers should ensure that any bicycle or EAPC used is lawful, safe and roadworthy. A rider must be aged 14 or over to ride an EAPC on a public road in Great Britain.

APPENDIX D – TEMPLATE LETTERS

TEMPLATE 1: INITIAL CONCERN LETTER

Subject: School Transport Conduct Concern

Dear Parent/Carer,

I am writing to make you aware of a concern that has been reported regarding **[Student Name]**'s conduct whilst travelling to/from school on **[Date]**.

It has been alleged that:
[Brief factual summary of behaviour]

The matter has been discussed with your child and they have been reminded of the expectations set out within the school's Travel to and From School Policy.

The safety and wellbeing of all passengers and transport staff is of paramount importance. Students travelling to and from school are expected to behave responsibly and respectfully and to follow the instructions of transport staff at all times.

At this stage, this letter should be regarded as a reminder of expectations. We trust that there will be no further concerns. However, should further incidents occur, the school may consider additional sanctions, including a formal written warning or restrictions on access to school transport.

Thank you for your support in reinforcing these expectations with your child.

Yours sincerely,

[Name]
Headteacher

TEMPLATE 2: FORMAL WRITTEN WARNING

Subject: Formal Warning Regarding School Transport Conduct

Dear Parent/Carer,

I am writing to formally record concerns regarding **[Student Name]**'s behaviour whilst travelling to/from school on **[Date(s)]**.

The school has received reports that:

[Brief factual summary]

This behaviour falls below the standards expected by the school and represents a breach of the Travel to and From School Policy.

As a result, this letter serves as a **Formal Written Warning**.

We expect immediate and sustained improvement in conduct. Students travelling on school transport must:

- Follow instructions from drivers and transport staff.
- Behave respectfully towards others.
- Avoid any conduct that distracts the driver or compromises safety.
- Contribute positively to a safe travelling environment.

Please be aware that any further concerns may result in restrictions being placed on your child's use of school transport, including a temporary suspension from travelling on the school bus.

I would be grateful if you could discuss this matter with your child and reinforce the expectations outlined above.

Yours sincerely,
[Name]
Headteacher

TEMPLATE 3: TEMPORARY TRAVEL BAN

Subject: Temporary Suspension from School Transport

Dear Parent/Carer,

Following a review of concerns regarding **[Student Name]**'s behaviour whilst travelling on school transport, I am writing to inform you that the school has decided to impose a temporary restriction on their use of school transport.

This decision has been taken following:

[Details of incident(s) and reference to previous warning(s) where applicable]

The school considers this behaviour to be unacceptable and contrary to the expectations set out within the Travel to and From School Policy.

As a result, **[Student Name]** will not be permitted to travel on school-organised transport between:
Start Date: [Date]
End Date: [Date]

During this period, **[Student Name]** must not travel on any school-organised transport service.

The school has taken account of all relevant circumstances, including previous interventions and the need to ensure the safety and wellbeing of all passengers and transport staff.

Under Sections 90 and 91 of the Education and Inspections Act 2006, the school has the authority to regulate student behaviour whilst travelling to and from school.
Please note that responsibility for arranging and funding alternative transport during this period rests with the parent/carer.

Following the completion of this temporary restriction, we expect **[Student Name]** to return to school transport fully committed to meeting the standards outlined in the school's Travel to and From School Policy.

Should similar incidents occur in the future, the school may consider a longer-term or permanent ban from school transport and/or additional disciplinary measures.

Yours sincerely,
[Name]
Headteacher

TEMPLATE 4: PERMANENT TRAVEL BAN

Subject: Permanent Withdrawal of Access to School Transport

Dear Parent/Carer,

Following careful consideration of the circumstances outlined below, I am writing to inform you that **[Student Name]** is no longer permitted to travel on school-organised transport with immediate effect.

This decision follows:
[Summary of incidents and previous interventions]
Despite previous support, warnings and interventions, the school has concluded that **[Student Name]** has demonstrated a persistent failure to meet the standards of behaviour expected whilst travelling to and from school.

Alternatively:
The seriousness of the incident on [Date] was such that the school considers continued access to school transport incompatible with the safety and wellbeing of other passengers and transport staff.

The safety of passengers and drivers must remain the school's overriding priority. Access to school transport is conditional upon appropriate behaviour and the school has a duty to take reasonable action where that safety is compromised.

After considering all available evidence, the school has determined that a **permanent ban from school-organised transport** is necessary and proportionate.

This decision applies from:
Effective Date: [Date]

Please note that responsibility for arranging and funding alternative travel arrangements now rests with the parent/carer.

This transport sanction is separate from any disciplinary action that may be considered under the school's Behaviour Policy, including suspension or permanent exclusion where appropriate.

Should you wish to make representations regarding this decision, these should be submitted in writing to the Headteacher within **10 school days** of the date of this letter.

Yours sincerely,
[Name]
Headteacher

TEMPLATE 5 IMMEDIATE TRAVEL BAN PENDING INVESTIGATION

Subject: Immediate Suspension of School Transport Access Pending Investigation

Dear Parent/Carer,

I am writing to inform you that a serious allegation has been received regarding [Student Name]'s conduct whilst travelling on school transport on [Date].

The allegation is: [Insert details]

Given the seriousness of the concerns raised and in order to protect the safety and wellbeing of passengers and transport staff whilst the matter is investigated, [Student Name]'s permission to travel on school transport has been suspended with immediate effect.

This is a neutral precautionary measure and should not be interpreted as a finding of fact.

Whilst the investigation takes place, [Student Name] must not travel on school-organised transport.

Responsibility for arranging alternative transport during this period rests with the parent/carer.

The school will complete its investigation as quickly as reasonably possible and will contact you once a decision has been reached.

Possible outcomes include:

- No further action.
- A written warning.
- A temporary travel restriction.
- A temporary or permanent travel ban.
- Additional sanctions under the school's Behaviour Policy.

Yours sincerely,
[Name]
Headteacher