



# Post 16 Transport Guidelines

## 2023-24



## **Travel training**

We encourage our students to travel to Sixth Form as independently as possible. Year 11 and Sixth Form students are strongly encouraged to have a go at travel training. Travel training is an experience where students are safely supported by staff to learn skills and develop confidence with using public transport, with the aim of eventually working towards travelling independently. The level of support given by staff will be appropriate to the needs of the individual being trained. Experienced staff will assess and adapt the level of support as needed throughout the process.

## **Bursary**

The school is allocated a small amount of Bursary funding, to support students financially with travel (Stagecoach bus pass or School transport). This is allocated on a needs basis and all students will be assessed individually at the discretion of the school by completion of an application form. We require parents to complete bursary applications before the start of each academic year. Application forms are issued to parents when the student has a confirmed place at sixth form.

### **When you need to apply for a bursary:**

- When a student will be travelling from home to school/work placement independently on public transport and needs a bus pass.
- When a student is not able to travel independently to school and needs to access Local Authority transport (Subject to Local Authority Approval.)

### **Please do not apply for bursary funding if the student plans to walk/ cycle to school or lives close to school.**

Assistance with travel is paid on the understanding that your student's attendance remains above 80%. By requesting travel support, you are agreeing to abide by the Combe Pafford Transport Code of Conduct. Combe Pafford School reserve the right to remove transport assistance, where students are no longer using the mode of transport agreed or where a student has not adhered to the Code of Conduct.

## **Stagecoach Bus Pass Application Procedure**

1. Return your complete bursary application to school as soon as possible.
2. Parents/ Carers will receive a letter from school to confirm the status of their bursary application.
3. School will purchase a term rider bus pass for the student.
4. Bus passes will be available for students to collect from the Sixth Form office during the first week of the Autumn term.

The Stagecoach Bus Pass entitles you to free & unlimited travel from 1st September 2023- 31st July 2024.

**If a bus pass is lost or damaged there is a £25 administrative charge for a replacement.**

## **School Transport (Taxi) Application Procedure**

1. Return your complete bursary application to school as soon as possible.
2. Parents/ Carers will receive a letter from school to confirm the status of their bursary application.
3. Parents/Carers must make an application directly to the relevant local authority (Torbay Council/ Devon County Council dependant on the student's home address\*). School are not involved with this step.
4. Parents/ Carers must pay the council directly for school transport. School are not involved with this step.
5. Parents/ Carers must provide their bank details and each receipt of transport payment to school.
6. Upon receipt of proof of payment, school will authorise a reimbursement to parents/carers.
7. Provided that the student adheres to the school attendance and behaviour policy, incremental reimbursement payments will be made to parents/carers.

**\*Torbay transport: 01803 208242**

**\*Devon Transport: 01392 382746**

## **Code of Conduct for Travel on Public or Local Authority Transport**

Whilst using or waiting for local authority transport/public transport, students are expected to behave in an appropriate manner and should be polite to bus drivers and members of the public. It is not acceptable to:

- Use inappropriate language whilst waiting for the public transport/taxi or whilst on the vehicle.
- Use of physical/verbal threat against any student, transport staff or member of the public.
- Throw/leave rubbish on the transport.
- Act inappropriately to other students, transport staff or members of the public.
- Act inappropriately or unsafely at bus stops or on public transport.
- Inappropriately use technology or social media whilst waiting for public transport/taxi or whilst on the vehicle.
- Play loud music whilst waiting for public transport/taxi or whilst on the vehicle.
- Vandalise bus stops or public transport/Local Authority Transport.

Failure to follow the code of conduct:

- First instance - bus pass will be withdrawn for 2 days.
- Second instance - bus pass will be withdrawn for 5 days.
- Third instance - bus pass will be withdrawn for a month
- Fourth/Final instance - bus pass will be withdrawn completely.

Failure to follow the conduct on Local Authority Transport will be assessed and reviewed by school and the local authority.

15/06/23 AS