

Wootton Academy Trust



Transport Policy - Draft

- a) This policy applies to all schools managed by Wootton Academy Trust
- b) This policy was adopted by Wootton Academy Trust in January 2015
- c) This policy was reviewed by Wootton Academy Trust in January 2015

Rationale

The safety of our students and our staff is of paramount importance to the Trust; therefore, we must have procedures which all should follow to keep them and others safe.

These procedures involve all forms of transport to and from school and college.

Policy

It is our policy that:

a) Information

1. Information should be available to students on the different ways of travelling to and from WAT sites, whether by school bus, public service bus, train, bicycle, parental or other vehicle, or on foot. This information should include:
 - Bus timetables
 - Taxi numbers
 - Train times (Bedford Bletchley line)
 - Dropping off zones
 - Disabled parking areas
 - Safer cycling leaflet (see draft attached)
2. This information will be available at reception/guidance, on the Trust's websites, and on school/college noticeboards for parents and students to access when needed.

b) Cyclists

3. A register will be kept by each Year leader of students who cycle to and from WAT sites. The Year leaders should ensure that these students have a copy of the safer cycling leaflet (see Appendix 1) and that parents have received a letter (see Appendix 2) outlining our expectations.
4. WAT staff should monitor which students are cycling to and from school and college and check cycles have lights, brakes and are road worthy.
5. WAT staff who observe that students cycling to our sites without safety headwear, bright colour coats, and cycle lights should ensure that parents are contacted and that it is recorded on Behaviour Watch.
6. If students continue not to observe safe cycling practices (see Code of Conduct – Appendix 3) then parents should be contacted.
7. The Wootton Upper School cycle racks at the front of the site should be kept locked during the day to help keep students bicycles safe. The Site Agents will be responsible for locking and unlocking the facility – after school transport buses have left the site.
8. Where necessary, sixth form students at Wootton Upper School - who know they will need to access their bicycles during the school day to go home for Private Study - may store their bicycles in the cycle racks adjacent to the Sports Hall. They must ensure they are fitted with an appropriate bicycle lock.
9. Staff cyclists should use the cycle racks next to the Sports Hall. WAT staff who cycle to and from the school/college serve as role models to students and must act accordingly.

c) Pedestrians

10. Students who walk to school or walk from a bus stop to school in Wootton or a bus or train stop in Stewartby in any other village or town to get to either Wootton Upper School or Kimberley College should be reminded by Form Tutors and Year leaders to keep to footpaths and not to walk on roads or grass verges, unless it is absolutely unavoidable. Periodically senior staff and behaviour managers will monitor student behaviour outside the front of the school and the college.
11. Students should be regularly reminded of the importance of maintaining the good name of the school whilst walking to and from school and the college and that they should show respect to other pedestrian users and also to other public transport users (i.e. queue in an orderly fashion for buses and trains).

d) Bus passengers

12. Students who travel to and from school on school buses should ensure that they have the appropriate bus passes, tickets or fares to enable them to travel safely.
13. Students must abide by the rules of the bus company bringing them to school. This includes wearing seat belts where they are fitted for their own safety.
14. Students' misbehaviour on school and public service buses will be dealt with by the school according to its disciplinary policy. Additionally, the Trust understands that the Local Authority and or the bus company may choose to ban students from travelling on their vehicles where behaviour is inappropriate.
15. Sixth Form students using the Shuttle Bus between Wootton and Kimberley are expected to arrive punctually; where a student wishes to use a bus to travel to the other site for private study at the start of the day, they should wait for the second vehicle thus enabling students who have a lesson to have priority on the first bus.
16. Sixth Form students must not ask the Shuttle Bus drivers to make additional stops between the two sites.

e) Train passengers

17. Students using the Bedford Bletchley line should ensure they have valid tickets/ railway passes to use this service.
18. Students should ensure that they queue sensibly on the platforms at Stewartby and in the case of wet weather they are dressed appropriately given the limited shelters available.
19. If a train does not arrive students should return to the College to wait safely or to ask Reception to contact their parents.

f) Minibus passengers

20. Sixth Form students travelling by minibus between Wootton and Hastingsbury or Kimberley and Hastingsbury should wear the seatbelts provided. They should arrive punctually at the agreed pick-up points. On arrival at Hastingsbury students should sign in at reception so we can be sure they are safe.

21. Any student using a Wootton Academy Trust minibus must wear a seatbelt in the vehicle and behave sensibly at all times.

g) Student car drivers and motorcyclists

22. Any student (including students from consortium schools) wishing to travel to any Wootton Academy Trust site using their own vehicle must advise the College in advance of their wish to do so and make arrangements to attend the Trust's **Safe Driving Course** (see Appendix 5 for details) which runs at least once each half term. This **Safe Driving Course** which students need to complete will be delivered by a qualified driving instructor.

It is our policy that:

- This course will be provided to students without charge and be funded by the Trust;
 - This course will be repeated each half-term to enable students to attend it at the most appropriate time for them;
 - This course will be run as a small group interactive session to encourage students to ask questions and to engage interactively with the trainer;
23. Only students who have completed the **Safe Driving Course** will be eligible to apply for a vehicle parking permit - and thus be eligible to use their own vehicle to travel to school or college.#
24. Before these permits are issued students will need to:
- Provide evidence of their driving licence, MOT certificate, vehicle insurance documentation (and for motorcyclists a CBT Certificate)
 - Provide details of the make, model, colour and registration number of their vehicle;
 - Where a student is under the age of eighteen at the point of applying for a permit they must provide a letter from their parents giving permission for them to drive to and from a WAT site and between WAT sites. The letter should also indicate whether the parent gives his/her permission for the student to carry other students below the age of eighteen.
 - Standard letters will be available from reception at both Kimberley and Wootton.
25. Any student wishing to travel to any Wootton Academy Trust site by their own vehicle must display their vehicle permit on their vehicle.
26. Students with permits are required to keep to the 10mph speed limit on WAT sites.
27. Students parking on the school/college site must not play loud music on site in their vehicles.
28. Students should only park in the designated student parking areas at either site. If there are no student parking spaces available students must park legally off the site.
29. The designated student parking bays at Kimberley College are clearly marked as student parking. At Wootton Upper School students may park in the bus bays at the front of the school between 08:30 and 14:30. Students should not park in other areas of the school site. Outside of these times students are required to park at the front of the school.
30. Motorcyclists should park in the designated bays at Wootton Upper School. At Kimberley College motorcyclists should use the student car park bays.
31. Students using their own vehicles to drive to and from school/college are encouraged to use the Shuttle Bus when travelling between sites. This is to reduce traffic movement during the day.

32. Students under the age of eighteen who have passed a motor vehicle driving test are required to have the approval of their parents before they can take transport other WAT students to and from school/college. Students under the age of eighteen wishing to accept lifts in motor vehicles driven by other students are also required to have the approval of their parents/carers before they can accept lifts.
33. The College and School do not have the resources to actively police the wishes of parents/carers and has to rely on students' acceptance of their parental wishes in terms of travelling with other students. However, where the school/college is made aware that parental/carers wishes are being broken it will deal with the matter through its disciplinary policy.
34. WAT reserves the right to withdraw students parking permits where students flout the Trust's rules or where it believes that the student is putting her/himself and/or others at risk. Where appropriate the school/college may also use its student disciplinary policy.

h) Staff car drivers and motorcyclists

35. Staff should ensure that they are familiar with the parking areas on WAT sites reserved for parking motor vehicles.
36. Staff should only park in marked bays to ensure that other vehicle users can access and leave the site.
37. Staff should ensure they have the appropriate parking permit, available from the Premises Manager at Kimberley College and the General Services Manager at Wootton Upper School.
38. Staff should check with their Motor Vehicle Insurance provider whether or not they need business insurance to drive to and from either or between WAT sites.
39. We encourage WAT staff needing to move between WAT sites during the day to use the Shuttle Bus; the Trust recognises that some staff may prefer to use their own vehicles at their own expense.
40. Staff must not park in disabled parking bays or other reserved parking areas including the visitors' car park. If no staff car parking spaces are available, staff should park at the front of the site.



CYCLE SAFETY BOOKLET



Some tips on safer cycling...

Getting started

Cycling is enjoyable and healthy.

This booklet will give you some tips on how to make it safer as well.

A bicycle is not a toy!

When you take your bicycle onto the road, you will be travelling with many other vehicles which are bigger and faster – and much more dangerous.

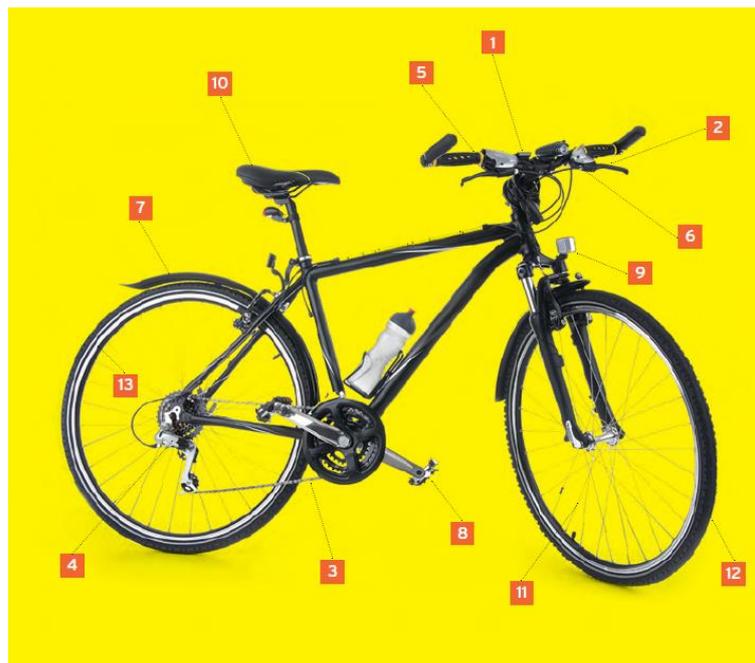
Is the bicycle the right size for you?

Riding a bicycle which is too big or too small is very dangerous. When on the saddle, both your feet should touch the ground.

Is the bicycle working properly?

- If you are buying a new bicycle, ask the salesperson to tell you all about it. Find out how to look after your bike and keep it working properly.
- If you are buying a used bicycle, get an expert to check it carefully before you buy.
- Whether new or used, check your bicycle regularly. If something is not working properly do not use your bicycle until it is fixed.

Get to know your bike...



1. **Bell:** Be sure your bell works! Your hands should be able to easily reach it.
2. **Brakes:** Replace brake blocks when they become worn.
3. **Chain:** Keep the chain at the correct tension, clean and well oiled.
4. **Gears:** Check that they are working correctly and adjust as required.
5. **Handlebars:** Make sure your handlebars and grips are properly adjusted and tight.
6. **Lamps:** Your front headlight must be a white or yellow light. Your rear tail light must be red and other road users should be able to see your front light from 150 metres and your red tail light from 180 metres. You can use flashing lights on your bike.
7. **Mudguards:** Keep your mudguards securely fastened.
8. **Pedals:** Lubricate (oil) your bearings and spindle of the pedal and remember to replace worn treads.
9. **Reflectors:** Your bicycle must be fitted with a red reflector to the rear. Where reflectors are fitted in pedals they must be amber in colour. Remember you should keep reflectors on pedals clean.
10. **Saddle:** Keep your saddle properly adjusted and tight.
11. **Spokes:** Keep your spokes tight and replace broken ones straight away.
12. **Tyres:** Inflate your tyres to the correct pressure which is shown on the side of the tyre. Use a proper cycle pump and replace worn tyres.
13. **Wheels:** Your wheels should rotate smoothly, and you should lubricate bearings, and keep axle nuts tight.

**“It is the law to have working lights when cycling in the dark.
You should also have a bell fitted to your bike.”**

Always wear a helmet when you ride your bicycle

Wearing a helmet reduces the risk of you getting a head injury by 69 to 85 per cent. Ask the experts at your bicycle shop about the best helmet for you.

- A helmet should have a “CE” mark and should be EN 1078 compliant to show it meets European Safety Standards.
- Pick a helmet that fits your head well before adjusting it. Then use the adjustable straps and or sizing pads to make sure it is a snug fit for you.
- Pick a helmet that fits you or your child now, not a helmet to “grow into”.
- Follow the manufacturer’s instructions on when to replace your helmet. A helmet is not a fashion statement. It is an essential, life-saving piece of cycling equipment. If your helmet gets a bang in a crash, replace it even if you cannot see the damage.

Be seen

When cycling you should always wear fluorescent and reflective clothing to make sure other road users can see you. This includes high visibility vests, armbands, and reflective belts.

These safety accessories should all meet European Safety Standards. Adult high visibility vests should be EN471 compliant. Children’s high visibility vests should be EN1150/1999 compliant. Children’s and adult armbands and adjustable belts should be EN13356 compliant. The brighter, the better.

Top tips

Always be aware that cyclists are vulnerable road users. The RSA recommends that children younger than 12 should not ride bicycles in any type of traffic.

- Know how to control your bike before cycling in traffic.
- Never weave in and out of traffic. Stay in your lane and signal your turns.
- Always cycle with the flow of traffic.
- Never hold on to a moving vehicle.
- Never wear an mp3 player or iPod or use a mobile phone when you are cycling.
- Always obey the Rules of the Road. Other road users will respect you more if you respect the rules.
- Think ahead. Think about what drivers may do. Catch their eye.
- Ride well clear of the kerb. It will help drivers to see you and will prevent your pedal hitting the kerb. You also have more room to move if you come across obstacles or if vehicles pass too close to you.
- Show drivers what you plan to do. Always look and signal before you start, stop or turn.
- Ride a straight line past parked cars rather than be constantly weaving in and out.
- Ride positively and decisively. It helps motorists to understand what you plan to do.
- Keep well back from motor vehicles in case they brake.
- Never cycle on a footpath unless it has a cycle track. Use cycle tracks and or lanes where provided.
- Never cycle side by side with more than one cyclist.

Traffic lights and road signs

- On approach to a green light, you may proceed if its safe to do so.
- Anticipate that it may change to amber.
- You must stop at an amber light unless it is not safe to do so.
- Never try to race through an intersection when the traffic light shows amber.
- Come to a full stop when the light is red.
- Do not move off until the light has turned green and it is safe to do so.
- A stop sign means STOP for all vehicles – including bicycles.
- Stay safe! Learn and obey all the Rules of the Road.

Be particularly careful when a road sign warns of an oncoming hazard – like a dangerous bend or a pedestrian crossing.

Signalling

- Always look back before you signal.
- Always signal a turn or a change of lane clearly and in good time.
- Never pull out, turn, or change lanes without signalling.

Turning left

- Stay in the left lane when you are turning left.
- Signal your turn in good time.

- Never cycle between another left turning vehicle and the kerb. Stay well behind it and let it go. Then turn and don't swing out into the road.
- Never pass a vehicle on the inside when it may turn left. Keep well clear of buses and trucks near junctions.

Turning right

- Turning right can be very dangerous. Many collisions happen when cyclists are turning right.
- Plan your turn well in advance.
- Look back. Signal. Then look back again before you move into the right lane.
- As you approach a junction, look all around and stop if required. Look right and left and then look right again. Ensure it is safe to proceed, otherwise stop.
- When it is safe to go, you should signal again and move off.
- Stay well into the left as you enter the lane if you don't feel confident.

Watch out for cars, trucks and buses

- Cars, trucks and other vehicles can be dangerous to cyclists even when they are parked.
- Always signal and pull out well in advance when you are passing a parked vehicle.
- Leave plenty of space when you are passing – if someone opens a door, it can knock you off your bicycle.
- Cycle in single-file when you are overtaking parked vehicles.
- Remember all vehicles have blind spots and the driver may not be able to see you.

Train and Tram tracks

- Cyclists need to take special care because train and tram tracks can be slippery, especially during wet or icy weather. In particular, cyclists should avoid braking while on train or tram rails. They should always cross train and tram rails at a right angle or as close to it as possible. They should take care to avoid getting their bicycle wheels caught in the groove of the tram rails.

Wootton Academy Trust

Wootton Academy Trust is keen to support and enable students who wish to cycle to and from school. Cycling not only improves health and fitness but also reduces congestion and pollution in the local community. Wootton Academy Trust has shown this commitment to sustainable travel by producing a Transport Policy, which sets out the school's actions to enable students to travel safely to and from school.

While Wootton Academy Trust wishes to encourage students to cycle to and from school, the decision as to whether your child is able to cycle, either alone or with an accompanied by an adult, must be yours. We have put in place a Cycle Permit Scheme to ensure only those students who understand the rights and responsibilities of cycling to school are permitted to do so, with parent/carer's consent.

A copy of this permit can be found below.

Application for a Cycle Permit

(Please submit to the Guidance Office (Wootton) or the main reception (Kimberley))

Name of student _____

Form _____

Please issue the above named student with a Cycle Permit

I/we understand that this permit is to allow my son/daughter to travel to and from school by bicycle. I accept that the school cannot be responsible for my child's safety when they are not on the school site.

I/we accept that students are expected to uphold the highest standards of behaviour at all times and that the school can and will act to uphold these standards regardless of whether issues occur on or off site.

In addition to the school's code of conduct, I/we also expect our child to conduct themselves in accordance with the following code of conduct

Code of Conduct

1. I will ensure that my bike has working lights fitted at the front and rear from 1st October to 31st March before they can be left on the Trust's sites.
2. I will keep my bike in good condition at all times. Every time I ride my bike I will check that my brakes are working and my reflectors are clean and I can be easily seen by other road users - site staff will periodically check the condition of cycles.
3. I will wear an appropriate British Standard Cycle Helmet. Any student who arrives at school without a suitable helmet will be allowed to store their cycle on site, but they will not be able to remove it from the site until they have an appropriate helmet.
4. I will wear bright upper body clothing during the winter months (1st October to 31st March) for my own protection or suitable hi-vis armbands.
5. I have read pages 14-19 of the Cycling Highway Code Booklet so that I know about keeping safe.
6. I will get off and walk with my bike if the traffic is too busy.

7. I will not give anyone else a lift on my bike.
8. I will carry school books in a back pack, and I will never carry anything under my arm or hanging loose from the handlebars.
9. I will not use my mobile phone or listen to music when I am riding my bike.
10. I will get off and walk with my bike when I get to the school gates.
11. I will use a lock to secure my bike at school.
12. I agree to always pay attention to my surrounding when riding my bike to and from school.

Wootton Academy Trust reserves the right to revoke this permit in the event that these conditions are ignored.

Name of student..... Date of Birth.....
 Cycle serial no..... Lock serial no.....
 Cycle make..... Model.....
 Cycle colour..... Features.....

I accept the above conditions and request permission for my son/daughter to be given access to cycle parking at the school.

Signed..... Date..... (Parent/Guardian)

Signed..... Date..... (Student)



Wootton Academy Trust
 January 2015
 Andrew Rutter

Appendix 2
Draft letter

6th January, 2014

Dear Parent/Carer,

Re: Application for a Cycle Pass

Wootton Academy Trust is keen to support and enable students who wish to cycle to and from school. Cycling not only improves health and fitness but also reduces congestion and pollution in the local community. Wootton Academy Trust has shown this commitment to sustainable travel by producing a Transport Policy, which sets out the school's actions to enable students to travel safely to and from school.

While Wootton Academy Trust wishes to encourage students to cycle to and from school, the decision as to whether your child is able to cycle, either alone or with an accompanied by an adult, must be yours. We have put in place a Cycle Permit Scheme to ensure only those students who understand the rights and responsibilities of cycling to school are permitted to do so, with parent/carer's consent.

If your child would like to cycle to school, please discuss the option with them and the code of conduct that has been developed. You will find our Trust Code of Conduct enclosed with this application.

Wootton Academy Trust views cycling to school as a special privilege with rights and responsibilities. Unfortunately we may withdraw a student's cycle permit if the code of conduct is not followed.

If you wish to discuss cycling to school further please do not hesitate to contact me.

Yours sincerely,

Mr. A. Rutter,
Assistant Principal (Safeguarding)
Wootton Academy Trust

Application for a Cycle Permit

(Please submit to the Guidance Office (Wootton) or the main reception (Kimberley))

Name of student _____ Tutor Group _____

Please issue the above named student with a Cycle Permit

I/we understand that this permit is to allow my son/daughter to travel to and from school by bicycle. I accept that the school cannot be responsible for my child's safety when they are not on the school site.

I/we accept that students are expected to uphold the highest standards of behaviour at all times and that the school can and will act to uphold these standards regardless of whether issues occur on or off site. In addition to the school's code of conduct, I/we also expect our child to conduct themselves in accordance with the following code of conduct

Code of Conduct

1. I will ensure that my bike has working lights fitted at the front and rear from 1st October to 31st March before they can be left on the Trust's sites.
2. I will keep my bike in good condition at all times. Every time I ride my bike I will check that my brakes are working and my reflectors are clean and I can be easily seen by other road users - site staff will periodically check the condition of cycles.
3. I will wear an appropriate British Standard Cycle Helmet. Any student who arrives at school without a suitable helmet will be allowed to store their cycle on site, but they will not be able to remove it from the site until they have an appropriate helmet.
4. I will wear bright upper body clothing during the winter months (1st October to 31st March) for my own protection or suitable hi-vis armbands.
5. I have read pages 24-29 of the Road Safety Booklet, 'Tales of the Road' so that I know about keeping safe.
6. I will get off and walk with my bike if the traffic is too busy.
7. I will not give anyone else a lift on my bike.
8. I will carry school books in a back pack, and I will never carry anything under my arm or hanging loose from the handlebars.
9. I will not use my mobile phone or listen to music when I am riding my bike.
10. I will get off and walk with my bike when I get to the school gates.
11. I will use a lock to secure my bike at school.
12. I agree to always pay attention to my surrounding when riding my bike to and from school.

Wootton Academy Trust reserves the right to revoke this permit in the event that these conditions are ignored.

Name of student..... Date of Birth.....
Cycle serial no..... Lock serial no.....
Cycle make..... Model.....
Cycle colour..... Features.....

I accept the above conditions and request permission for my son/daughter to be given access to cycle parking at the school.

Signed..... Date..... (Parent/Guardian)
Signed..... Date..... (Student)

Cycling Code of Conduct

Wootton Academy Trust

Wootton Academy Trust is keen to support and enable students who wish to cycle to and from school. Cycling not only improves health and fitness but also reduces congestion and pollution in the local community. When cycling to and from school it is imperative that you do everything possible to ensure that you remain safe. You should therefore abide by the following code of conduct.

13. I will ensure that my bike has working lights fitted at the front and rear from 1st October to 31st March before they can be left on the Trust's sites.
14. I will keep my bike in good condition at all times. Every time I ride my bike I will check that my brakes are working and my reflectors are clean and I can be easily seen by other road users - site staff will periodically check the condition of cycles.
15. I will wear an appropriate British Standard Cycle Helmet. Any student who arrives at school without a suitable helmet will be allowed to store their cycle on site, but they will not be able to remove it from the site until they have an appropriate helmet.
16. I will wear bright upper body clothing during the winter months (1st October to 31st March) for my own protection or suitable hi-vis armbands.
17. I have read pages 24-29 of the Road Safety Booklet, 'Tales of the Road' so that I know about keeping safe.
18. I will get off and walk with my bike if the traffic is too busy.
19. I will not give anyone else a lift on my bike.
20. I will carry school books in a back pack, and I will never carry anything under my arm or hanging loose from the handlebars.
21. I will not use my mobile phone or listen to music when I am riding my bike.
22. I will get off and walk with my bike when I get to the school gates.
23. I will use a lock to secure my bike at school.
24. I agree to always pay attention to my surrounding when riding my bike to and from school.



Appendix 4

<p style="text-align: center;"><u>Wootton Academy Trust</u> <u>Cycle Permit</u></p>  <p>Issued by: Student name: Tutor Group:</p> <p>Date of issue Date of expiry:</p> <p><i><u>This permit will need to be renewed each term.</u></i> <i><u>Failure to comply with the Cycling Code of</u></i> <i><u>Conduct will result in the withdrawal of the</u></i> <i><u>permit</u></i></p>	<p style="text-align: center;"><u>Wootton Academy Trust</u> <u>Cycle Permit</u></p>  <p>Issued by: Student name: Tutor Group:</p> <p>Date of issue Date of expiry:</p> <p><i><u>This permit will need to be renewed each term.</u></i> <i><u>Failure to comply with the Cycling Code of</u></i> <i><u>Conduct will result in the withdrawal of the</u></i> <i><u>permit</u></i></p>
<p style="text-align: center;"><u>Wootton Academy Trust</u> <u>Cycle Permit</u></p>  <p>Issued by: Student name: Tutor Group:</p> <p>Date of issue Date of expiry:</p> <p><i><u>This permit will need to be renewed each term.</u></i> <i><u>Failure to comply with the Cycling Code of</u></i> <i><u>Conduct will result in the withdrawal of the</u></i> <i><u>permit</u></i></p>	<p style="text-align: center;"><u>Wootton Academy Trust</u> <u>Cycle Permit</u></p>  <p>Issued by: Student name: Tutor Group:</p> <p>Date of issue Date of expiry:</p> <p><i><u>This permit will need to be renewed each term.</u></i> <i><u>Failure to comply with the Cycling Code of</u></i> <i><u>Conduct will result in the withdrawal of the</u></i> <i><u>permit</u></i></p>

Appendix 5

W.A.T. Safe Driving Course

Ian Metcalf has met with staff at Kimberley and agreed the following dates:

- 13 January 2015 To clear back log
- 14th January 2015 To clear back log
- 4th March 2015
- 22nd April 2015
- 8th July 2015

Iain confirmed sessions would be 1 hour and his aim was to chat to the group rather than lecture.

Iain has four video clips to show the groups, one from Australian TV which is a little more hard-hitting than the UK TV ones.

The Australian video clip was shown to staff and all agreed it was quite graphic but useful. In the letter going home to parents advising them of the pending course, parents will be advised that such video clips will be watched. IM intends to remind students that video clips will be shown, in case students feel they cannot stay to watch them.

Iain plans to speak to the groups about the policy and procedure for obtaining a WAT Parking Permit.

He hopes to be able to engage the group in conversation about experience, risk, statistics, peer pressure, distractions, mobile phones, speed etc.

Students will receive certificate to confirm that they have attended the course.