

USE THIS PAPER TO MAKE NOTES ABOUT YOUR CHILD'S TRANSPORT ARRANGEMENTS.

Pick Up Times:

Pick Up Venue:

Escort:

Escort Telephone:



ROCHDALE
BOROUGH COUNCIL

BACK TO



SCHOOL

A PARENTS' GUIDE



HOME TO

SCHOOL

TRANSPORT (SEN)

WHAT YOU NEED TO DO WHAT YOU NEED TO KNOW

1. **Make sure that your child is ready on time for the transport. The bus/taxi will not be able to wait any longer than 3 minutes.**
2. **Provide Transport Services with the name and address of a neighbour who is willing to help in case of an emergency.**
3. **Telephone Transport Services to let them know if your child is unable to attend school.**
4. **Telephone Transport Services when your child is fit to return to school.**
5. **Explain to your child the importance of good behaviour on the transport. Including the need to wear their seat belt at all times.**

1. **It is your responsibility to present and collect your child to and from transport.**
2. **It is your responsibility to be at home or waiting at the drop off point at the correct time when your child is returned after school.**
3. **Children will be transported safely with seat belts/harnesses fastened.**
4. **Escorts cannot leave the vehicle and leave children unsupervised at anytime.**
5. **There is no smoking on the transport.**
6. **Occasionally the transport may be late. All efforts will be made to keep you informed of the situation**

7. **If you are not available to meet the transport when your child returns home and no alternative arrangements have been made, we will, in these circumstances have to contact Children's Social Care.**
8. **Please do not get into any disagreement with the driver or escort. Contact Transport Services.**
9. **The Council has an official complaints procedure. For further details or for any information about these points please contact Transport Services.**
10. **On the rare occasion we will not be able to provide a Home-To-School Transport service (due to operational reasons) you will be notified as soon as possible.**

CONTACT TELEPHONE NUMBERS:

(01706) 922035 / (01706) 922033