Halliford School
SHEPPERTON

School Transport & Journeys Policy

September 2026

Approved by the Governing Body September 2026

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Definition

The term ‘transport’ will be referred to in this Policy and covers all aspects of moving students and staff by coach, bus, minibus, car, though this is only related to planned road transport.

The term ‘external transport contractor’ means any company or organisation which supplies transport services to the School on a regular basis.

Planning and Organisation

Planning and organisation are critical to any transport operation or event. Key personnel should be allocated within the School to ensure that all aspects of required transport are fulfilled.

Safeguarding

Given the specific requirements of some of our school transport services, it is imperative that the safeguarding processes are robust in this area. All staff responsible for transporting students must have an up to date Enhanced DBS check. Safeguarding training for staff and contractors should be considered in conjunction with the School when risk assessing transport, especially home to school services.

External transport contractors

External transport contractors must undertake all relevant checks with regard to safeguarding. They must also be able to demonstrate adequate levels of insurance, have a proven maintenance record complying with the requirements of their operator’s licence and DVSA, and show an ongoing training programme to comply with their drivers’ CPC requirements.

All drivers must be correctly licensed and trained to drive vehicles which they are put in charge of.

A specific service level agreement must be signed annually for all home to school external transport service suppliers ‘contractors’ and for any embedded contractor carrying out planned regular transport services and activities. Any third party transport contractor must possess a valid Operator’s Licence and only operate the number of vehicles permitted under their current and valid licence.

School Journeys

At Halliford School the school day begins at 08:35 with registration in form groups and finishes at 15:45 (although there are a wide variety of clubs and activities along with supervised prep that take place for some students until 17:30)

Halliford School has a wide catchment area and runs a school bus service to facilitate travel into school for a number of students; others come in by public transport or private car and a small number who live near to school travel by bicycle or on foot.

The School recognises the importance of safeguarding students on their journeys to and from school and regularly reviews its practices and transport provision to ensure that students are able to get to and from school as safely and comfortably as possible.

School Coaches

Halliford School runs eight bus routes to and from school each day. Places are booked by parents daily, monthly, termly or annually using Vectare.

The school bus routes are scheduled to arrive at school at 08:20 in good time for the start of the school day and they leave Halliford School promptly at 16:00. Estimated pick up times may vary due to traffic conditions. Pupils are advised to arrive at all stops at least 5 minutes ahead of the times shown, and to stand at their pick-up point clearly visible to the approaching driver.

All the vehicles used are modern, safe, well maintained and fitted with tracker systems. The drivers are experienced and have undergone all necessary child safety clearances; they have a register of all students eligible to travel on their bus using the Vectare Driver App. Students register when they enter the coach.

All large vehicles drop off and pick up students on Russell Road outside the School. One Coach drops students off on the opposite side of the road to the School and in this case the driver wears a Hi-Viz jacket and supervises the students across the road.

The minibus services drop-off and collect students from the basketball court at the rear of the school. Please refer to Appendix 4.

Drivers inform the duty member of staff of any behavioural or Safeguarding issue immediately when arriving at the school.

In the afternoon, drivers are instructed to not leave prior to permission from the duty member of staff, who will dismiss them when ready.

The School Transport Manager communicates regularly with the bus company and handles parental enquiries and concerns. Bus arrival / departure times and the length of journeys are monitored. The Bursar is kept informed about all matters relating to the school buses, and the School Transport Manager regularly reviews the routes in order to manage the service as effectively as possible.

After School Minibus Service to Walton Station

A school minibus runs Monday to Thursday from the School to Walton Station with departures at 17:00 and 17:30 providing a shuttle service to students after extracurricular activities finish.

This service is pre-bookable through Vectare and available to all students who are booked as daily users of the school coaches.

SWT Trains

A large number of students and school staff make use of Shepperton Station, which is a short walk from Halliford School (see Appendix 1 for the train routes and stops). The school keeps a record of students who travel by train through the School Travel Plan. The route to the station is all along separate pavements and free from other traffic. Members of the SMT regularly walk this route in the morning and afternoon and visit the station to monitor student welfare and safety. Senior Students travel on the trains and are asked to monitor and promote good behaviour and to report any concerns they have relating to student safety or behaviour to the Senior Deputy Head.

For Walton station, Route F (external transport provider) collects students on the final stop and brings them in to school.

Private transport – cars and car parking

Car-parking space is provided on site for staff and visitors only. The Bursary keeps a record of staff cars and visitors are asked to park in designated parking bays within the front car park. There is CCTV coverage of the car park which is monitored by Reception. No Sixth Formers are permitted to park on site.

Deliveries to the School site are not permitted on to the School grounds during the school day unless escorted by a member of staff and only then they are allowed into the front or rear car park.

The front vehicle gates (on Russell Road) remain closed all day. Access is obtained by entering the code or calling reception on the keypad. The back vehicle gates (on Wadham Close) are open between 07:00 and 08:35 on weekdays only and then closed for the rest of the day.

Parents are asked to use the local roads, not Wadham Close to collect and drop-off their children safely. Students must enter and leave the school site using the student pedestrian entrance on Wadham Close only and a member of staff is on duty between 08:00 and 08:35 and again between 15:45 and 16:00 to ensure the safety of our students.

Staff park in both the front and rear car parks at the School either using the gates on Russell Road or those on Wadham Close. A speed restriction is in place of 5mph and drivers are regularly reminded about being extremely cautious when driving onsite during the school day.

Bicycles

A number of students and staff ride their bicycle to school. Parents and students are regularly reminded about the need for students to wear a helmet and to provide other suitable safety equipment such as lights and reflective clothing. The member of staff monitoring the student entrance will challenge students leaving the school without a cycle helmet or suitable safety equipment but ultimately it is the responsibility of parents / guardians to provide these items.

All bikes are secured with padlocks in the bike racks beside Baker Building.

Walking to Church Road Sport Field

When students are required to travel to the playing fields, the following process is followed.

- Students wait on the wall in the School Courtyard to be instructed. Here they receive clear guidelines on walking to Church Road Sports Field and a register is taken on SOCS.
- Students leave the site via the student pedestrian gate on Wadham Close. PE Staff are provided with the code for the padlock to keep the gate locked at all times.
- Students walk on the pavement in single file with a member of staff at the front, back and in the middle
- No students cross a road without supervision. Where the main road is crossed, this is done at the island crossing, with a member of staff stood within the road, to ensure the safety of the students
- The same process is replicated on return.

Adverse Weather arrangements

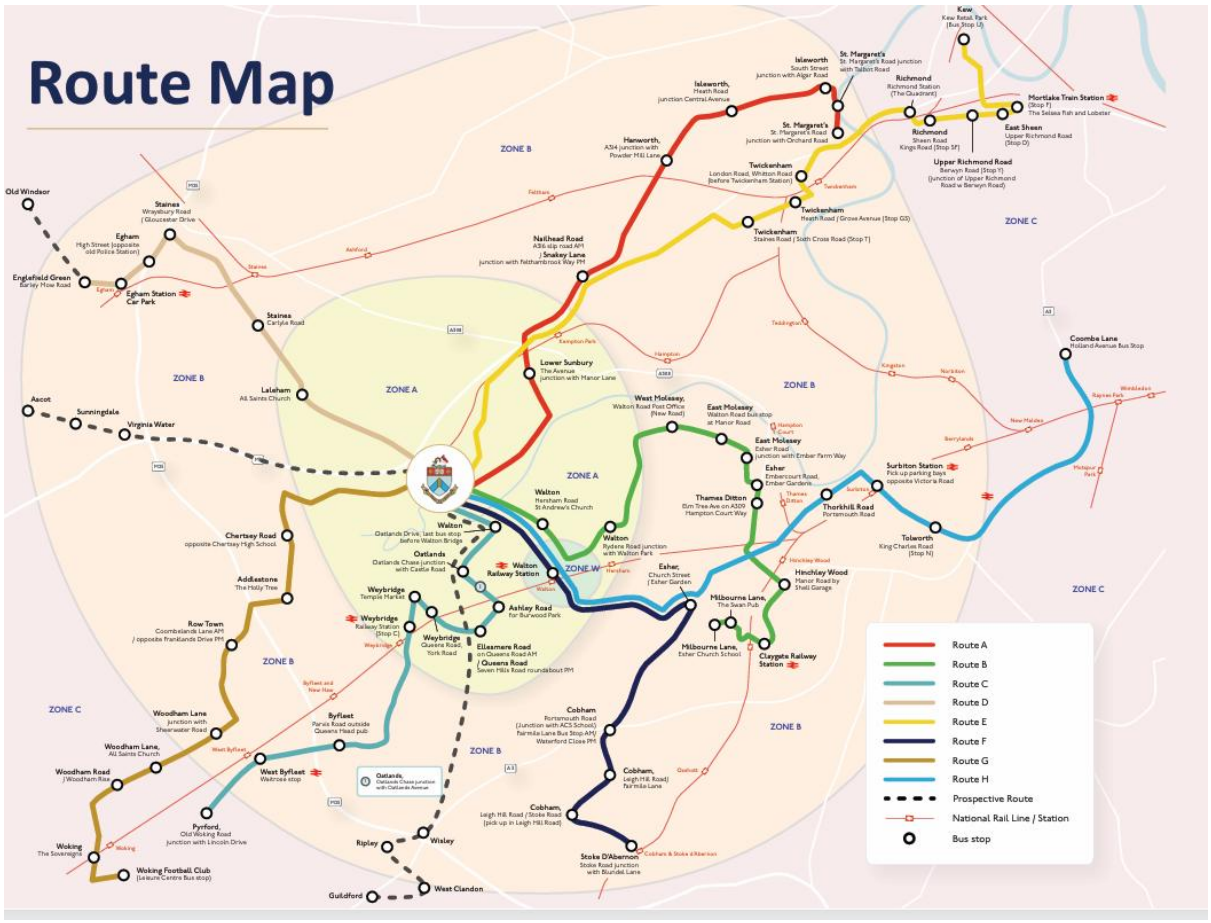
In order to ensure the safety of students on their journeys to and from school during adverse weather conditions, the School takes care to inform parents as early as possible if a decision has been taken to close the School. A protocol is in place (see Appendix 3 below) for closing the School.

Monitoring, communication and review

The process of monitoring and reviewing the transport needs of Halliford School should be undertaken by the Bursar and Headmaster. Any regulatory and/or compliance issues in either internal or external provision should be passed on to these people.

Any safeguarding issues should be dealt with in line with the School's Safeguarding and Child Protection Policy.

Appendix 1 – School Transport Routes



Appendix 2 - Code of Conduct for Students using a School Coach

Terms and Conditions

1. The responsibility for arranging student journeys to and from school lies with parents. Halliford School aims to assist with this by providing a Coach service in a safe environment.
2. Transport on the Coach service can be booked for a single journey, weekly, monthly, or termly using the Vectare app.
3. Coach fares are reviewed annually.
4. Bookings are non-refundable in the event of students not taking the coach.
5. In the event of unpaid fares a student may be excluded from the coach.
6. Places on the coach are allocated on a first-come, first-served basis. If the coach is oversubscribed, students will be placed on a waiting list. Priority will be given to siblings.
7. Once a booking has been confirmed, parents will receive a confirmed booking on the Vectare app and a QR code for their son /daughter to use.
8. All students must be registered when they board the coach and when they depart. Reporting and monitoring of the usage and students accessing the system is done in the Bursary.
9. It is the parents' responsibility to cancel bookings on the Vectare app if they no longer wish to use the coach
10. If students need to use the coach service on an ad hoc basis, this would be subject to availability and parents can book this using the Vectare app.
11. There is no adult supervision on the coach service. The school does not accept responsibility for accidental injury to students or loss of property while on the coach.

Procedures and Rules for Coach Users

1. No student is permitted to travel if their journey has not been pre-booked.
2. Students in Years 7 to 11 must travel in full school uniform (unless on an approved non-uniform day).
3. Students should arrive at the bus stop five minutes before the departure time. Drivers will not wait past the departure time.
4. Drivers will only stop at scheduled stops, and students may not ask the driver to make any unscheduled stops except in an emergency.
5. Whilst on the school coach, students are expected to follow the same school rules and behaviour expectations as laid out in their student planner. Students should also obey any reasonable instructions given by the driver.
6. Students may not eat or drink whilst on the coach.
7. Students must always remain seated with seatbelts fastened, except when boarding and alighting the coach.
8. Students should take care when crossing roads and never run out behind the coach when attempting to cross the road.
9. Failure to comply with the school coach procedures will result in disciplinary action and could lead to the withdrawal of permission to use the school coach, either temporarily or permanently.

Late Shuttle bus service to Walton Station

The popular late shuttle bus departs from school at 17:00 and 17:30 Monday to Thursday to Walton Station. This service is free for students who travel on the usual 4pm coach services on those days, but chargeable at £5.50 per student per journey for others.

This service must be pre-booked in advance through Vectare using the following procedure. Please note that you must cancel your son/daughter's space if they no longer need this as if their name is still on the list at the departure time, the driver will not leave the site until the school has spoken to you.

Using the school bus is a privilege. The School will not tolerate anti-social or bullying behaviour. Such behaviour will be dealt with swiftly and may result in a temporary or permanent loss of the privilege to travel on the bus. A refund will not be issued if your pass has been suspended due to unacceptable behaviour.

The Senior Deputy Head is responsible for the conduct of students on the School Buses.

Appendix 3: Procedures in the event of snow or other extreme weather during the school day

Halliford School will endeavour to remain open whenever it is safe to do so. The decision to travel in to school or to collect students earlier, will always be left to the discretion of individual parents. However, in the case of snow or other extreme weather conditions where it is not considered safe to remain open, the SMT will make the decision to close school.

If the School is to close:

Bursar will liaise with external bus companies and minibus drivers regarding early pick up and timings.

A message will be placed on website by the Headmaster's PA as soon as possible once the decision has been made.

Parents will be sent a message by Reception via email and Clarion Call regarding the early school closure. Any parental enquiries or messages should be left on the main school telephone number: 01932 223593 (Assistance may be required from other members of non- teaching staff to answer phones or take messages.)

If the closure occurs during the School day:

Prefects will be used to pass on messages to areas of school as appropriate.

All students must sign out at reception if not travelling on school transport.

Teaching staff will be allowed to leave school 20 minutes after the students (for H&S reasons) unless agreed in advance with the Deputy Heads. Volunteers to support SMT as necessary with any students not collected at close of school, would be welcomed.

Non-teaching staff may also leave 20 minutes after the students unless advised otherwise by the Bursar.

The website message will be updated at end of the day to note that 'A decision will be made by 06:30 confirming whether school will open tomorrow; the website will be updated accordingly'.

Should the School be closed the following day a clarion message should be sent to parents for whom we have contact details by the Headmaster's PA after the Headmaster / Bursar has advised her about the decision. The website will again need updating to confirm this by either the Headmaster's PA / Marketing.

If the school is to open the following day, a note will be placed on the website to confirm that school will open today (date); the website will be altered accordingly. Any updates will be advised via In Clarion Call and email message throughout the day.

Bursar will liaise with the external coach operator and minibus drivers.

Appendix 4: Location of Coach pick up and drop off locations (September 2026)

Route A St Margarets, Isleworth, Lower Sunbury	29 Seater	Drop & collect from Russell Road bus stop
Route B Claygate, Thames Ditton, Esher, Molesey, Walton	70 seater	Drop & collect from Russell Road bus stop
Route C Pyrford, West Byfleet, Weybridge, Oatlands, Walton	37 Seater	Drop & collect from Russell Road bus stop
Route D Englefield Green, Egham, Staines, Laleham	16 Seater	Drop & collect from basketball court (enter via Wadham Close gate)
Route E Kew, Mortlake, East Sheen, Richmond, Twickenham	29 Seater	Drop & collect from pavement on Russell Road
Route F Stoke D'Abernon, Cobham, Esher, Walton Station	37 Seater	Drop & collect from pavement on Russell Road
Route G Woking, Row Town, Addlestone, Chertsey	29 Seater	Drop & collect from pavement on Russell Road
Route H Coombe Lane, Tolworth, Surbiton, Thames Ditton	16 Seater	Drop on basketball court (enter via Wadham Close gate)