



# **Bevendean Primary School and Nursery**

## **Travelling From School Unaccompanied Policy**

This policy was adopted in **SEPTEMBER 2023**

This Policy is due for review in **SEPTEMBER 2026**

### **Contents**

#### **Statement of Intent**

- 1. Drop off and collection**
- 2. Procedures for Pupils Travelling from School Alone**
- 3. Granting Permission for Pupils Travelling from School Alone**
- 4. Review**

### **Statement of Intent**

At Bevendean Primary School & Nursery we are committed to ensuring all pupils are able to travel to and from school safely.

This document details the procedures that are in place to ensure pupils can travel safely from school and include the 'Permission to Walk Home Unaccompanied' Form at the end.

## **1. Drop off and Collection**

The school premises will be supervised from 7.30am for children attending Breakfast Club; for all other pupils gates are opened at 8.40am (KS1 & EYFS) and 8.45am (KS2). If a pupil arrives before this time, the school will not take responsibility for the pupil as there is no supervision in place. Parents are responsible for ensuring their child is dropped off and collected by a responsible person if the child is not able to travel to and from school unsupervised. Parents will be required to inform the school of the person(s) responsible for picking up their child and keep the school informed of any changes to this information.

Pupils will not be allowed to leave the school premises at the end of the day if their responsible person is not there to collect them and they are not authorised to travel to and from school alone.

## **2. Procedures for Pupils Travelling from School Alone**

Pupils will be discharged at the end of the day when their class teacher / Higher Level Teaching Assistant (HLTA) has seen their responsible adult waiting to collect them. Only pupils whose parents / carers have completed the 'Permission to Walk Unaccompanied' form will be allowed to leave the playground without an adult.

If, at any time, a staff member is concerned about the welfare of a pupil by allowing them to travel home alone, the staff member may not permit them to leave.

Pupils are expected to stick to the route outlined to them by their parents. Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents.

Parents should ensure that they, or another responsible adult, are available at their home once their child arrives home from school.

Where a pupil does not arrive home from school, parents will contact the school to speak with the staff member who dismissed the pupil from the premises to establish the time they left school. The responsibility of the pupil lies with the parents once a pupil has left school.

Where pupils will be travelling home from school after an after-school club, the above procedures will be followed.

## **3. Granting Permission for Pupils Travelling from School Alone**

If parents wish for their child to travel from school alone, they will be required to complete the 'Permission to Walk Unaccompanied' form (found in the appendix of this policy and available from the school office) to the Headteacher on an annual basis.

Parents will ensure they have read this policy before requesting permission for their child to travel to and from school alone.

Forms will be submitted at the beginning of the academic year. If a parent wishes to request permission at a different time, the form will be submitted to the Headteacher and this will be valid until the end of the academic year.

Permission will only be granted where consent has been received from a parent / carer in writing and we have the most up to date contact information for the child.

The Headteacher will only grant permission to pupils in Years 5 and 6 – the school's policy is that no pupils in earlier years are able to travel to and from school alone.

Each request will be assessed on a case-by-case basis – requesting permission for a pupil does not automatically result in the pupil being permitted to travel alone to and from school.

Permission will only be granted where the parents and Headteacher are satisfied that the pupil:

- Can be trusted to walk straight home or to school.
- Will adhere to the route that their parent has identified.
- Can be trusted to behave sensibly.
- Is aware of road safety.
- Is aware of the protocols to follow if a stranger approaches them or asks them to do something they do not want to.
- Would know how and where to ask for help.

In order to consider a request, the Headteacher may request a meeting with the parents of the pupil to discuss the matter.

Where the Headteacher has concerns about a pupil's ability to travel safely, the Headteacher may not grant permission.

Parents will receive a telephone call, with a confirmation email to follow to inform them of the Headteacher's decision. Where a request has been denied, the Headteacher will outline the reasons for this.

If a parent wishes to appeal the Headteacher's decision, they are required to follow the procedures outlined in the school's Complaints Procedures Policy.

If the Headteacher feels the safety and welfare of a pupil is at risk at any point after granting permission, they withhold the right to withdraw their permission for the pupil to travel alone to and from school.

Parents may withdraw their consent at any point during the academic year. To do so, parents are required to inform the Headteacher.

A register of all pupils granted permission to travel alone to and from school will be maintained. This will be updated whenever permission is granted and will be held in the school office.

Only pupils named on the register will be permitted to travel to and from school alone. The register will be circulated to all members of staff as necessary.

#### **4. Review**

This policy is reviewed every three years by the Headteacher.



# Bevendean Primary School and Nursery

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Headteacher: Mr. M Dally  
Deputy Headteacher: Miss. S Miller

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**A place for everyone to succeed and thrive**

## **Year 5 & 6 Pupils' Permission to Walk Home Unaccompanied**

Dear Parent / Carer

We understand that some parents / carers would like their children to walk home to or from school unaccompanied by an adult. Whilst we promote independence in our pupils, we are always mindful that safety must come first. It is therefore school policy that only children in Year 5 and Year 6 are allowed to walk home on their own, provided that the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission from the parent / carer by completing this form.

Parents should ensure that their child has good road safety awareness, is aware of stranger danger and understands what action to take in an emergency. It is advised that children of primary age who walk home alone, have someone over the age of sixteen waiting for them when they arrive.

If you would like your child to walk home on their own, you must complete the slip below. Once we have received the completed form and the Headteacher has authorised the request, you will receive a confirmation phone call (with a follow up email) from the office.

Yours faithfully

MARK DALLY  
HEADTEACHER

## Year 5 & 6 Pupils' Permission to Walk Home Unaccompanied

Child's Name: \_\_\_\_\_

Year Group: .....

I have read the Travelling from School Unaccompanied Policy

The office has the most up to date contact details for my child:

I consent to my child walking home on the following:

Every day

Only when I have telephoned on the day

Only on the following days  .....

Other  Please specify .....

.....

Name of parent / carer: ..... Signed: .....

Date: .....