



SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS

School Travel Policy

DATE: December 2024

REVISION DATE: December 2026

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1. Purpose of the Policy

This policy aims to:

- Promote the physical and mental well-being of our school community.
- Help students develop essential road safety skills for safe and independent travel.
- Contribute to cleaner air and reduce street congestion in our local area.
- Foster life skills such as independence, responsibility, and environmental awareness.

2. Scope

This policy applies to:

- All students, staff, and volunteers travelling on behalf of the school.
- Daily commutes to and from school and travel for school-related activities and events.
- All forms of transportation, including walking, cycling, public transport, and private vehicles.

3. Key Principles

- **Health and Well-being:** Encourage active travel options such as walking or cycling to boost physical and mental health.
- **Safety Skills:** Equip students with the knowledge and skills to travel safely and responsibly, promoting independence.
- **Environmental Responsibility:** Support sustainable travel choices to improve local air quality and reduce carbon emissions.
- **Develop a school travel plan:** Use [Modeshift STARS](#) to update and monitor our school travel plan
- **Life Skills Development:** Use travel opportunities to nurture practical life skills and good citizenship.

4. Encouraging Active Travel

Walking:

- Students and staff are encouraged to walk or cycle to school when possible to promote physical activity.

Cycling

- The school provides secure bike storage and encourages participation in bike safety training.
- High-visibility clothing and helmets are recommended for cyclists.
- Parents/carers are encouraged to ensure bikes are roadworthy and properly maintained.

Driving to school

- Where a car must be used, we ask parents/carers to drive only part of the way and drop their child(ren) off away from the school so that some of the journey can be walked e.g. using local car parks.

- We regularly include reminders in the weekly parents' bulletin about safe driving and parking e.g. not to park on double yellow lines, school zigzags, on the pavement, across or blocking driveways and entrances.

5. Road Safety Education

Curriculum Integration:

- Road safety education is covered through assemblies with input from local police such as safe travel.
- Cycle awareness training is offered via the curriculum.

Practical Learning:

- Students will have opportunities for hands-on learning, such as supervised cycling practice.

Independent Travel Skills:

- Students will be supported to develop independent travel skills, including understanding public transport systems and planning safe routes.

6. Reducing Local Congestion and Air Pollution

Car Reduction Use:

- Parents and staff are encouraged to carpool or use public transport to minimise congestion and emissions.

Sustainable Choices:

- School trips and events will prioritise public transport or shared vehicles wherever possible.

7. Travel for School Activities

Planning and Risk Assessment:

- All school-related travel must be pre-approved and include a detailed risk assessment.

Transportation Options:

- Consider walking if the school trip is in the local area.
- Coaches, minibuses, or public transport are preferred for group travel. Private vehicles may only be used with prior approval.

All school trips must comply the school's [Educational Visits Policy](#).

8. Expectations of students

- Where possible use public transport to travel to school.
- Maintain high standards of behaviour at all times when travelling to and from school. As stated in the [Behaviour for Learning](#) policy.
- Ride or walk courteously, sensibly and safely on the way to and from school.
- If being dropped off near school to follow guidance in section 4.

9. Resources to support safe and sustainable travel

The following resources are available to support student travel:

Journey planners:

Public transport journey planner West Midlands: [Transport for West Midlands | Journey planning, tickets and help](#)

Train journey planner: [National Rail Enquiries](#)

Safety advice

[See it. Say it. Sorted | British Transport Police](#)

[Brake | The Road Safety Charity](#)

[Education resources – THINK!](#)

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/activity/project:

Travel Policy

Is this a new or an existing policy/activity/project?

New Policy

Scope/timescales for project or activity (including review date):

Approval in November 2024, next in 2026.

Policy/project lead and Author of Equality Impact Assessment:

Finance and Operations Director

Outline of main aims of this activity/policy/project:

To provide a policy for how the school community travels to school.

Who will benefit/be affected by this policy/activity?

Students, staff, trustees and parents/carers of Sutton Coldfield Grammar School for Girls and also visitors to the Trust.

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (e.g. race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

No

(a) Students and members of the community? (e.g. The Governing Board, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the Trust's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

Full impact assessment is not required

Justification: The policy is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

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Date : November 2024