



GUIDELINES FOR SCHOOL TAXI RUNS

Taxi to arrive at school at 9.10am every day apart from Wednesday when arrival time is 10.00am. Pupils will be escorted from the car park to the entrance gate where they will be met by staff who will direct them into the building to meet staff. Should the taxi be early, pupils must wait in the taxi until staff are ready to receive them at 9.10am.

At the end of the day, pupils will be called by school staff for departure at 2.15pm (3pm on Friday) and will be escorted to the school gate for handover.

It is very important that the taxi is not late as this can cause anxiety or upset for pupils who at times do not respond well to change. We recognise that traffic can cause delays and would ask that the taxi aims to be early rather than late! School will liaise with the LA transport department where regular lateness occurs and a penalty notice may be given to the taxi firm by the LA. If necessary, school will monitor arrival and departure times of taxis to support the LA / parents where lateness becomes an issue.

Should the taxi be running late, **school should be notified (01457 878738) and parents** should be informed **by the escort / driver**.

It is the responsibility of the parent to inform the LA transport as well as school, if the pupil is unable to attend school and/or does not require transport or if a request for an alternative destination is required.

Should there be a need to close school (eg in case of snow or other extreme circumstances), school will notify transport who will inform the taxi firm and escort. School will also inform parents.

Taxi escorts will be provided with guidance on best ways to communicate with pupils in order to minimise dysregulation of pupils.

By following the above guidelines, we hope that the taxi runs will operate smoothly and without causing anxieties or difficulties for anyone concerned.

January 2023; January 2025