



St. Gregory's Catholic High School

Travel to and from School Policy

Monitoring

The implementation of the policy will be monitored by the Director of Finance

Evaluation

The policy was reviewed by the Director of Finance and SLT on 6th November 2025 prior to the submission of the policy to Governors' Community Committee for scrutiny and recommendation to the Full Governing Board for approval.

Key policy dates:

Ratified by the Full Governing Board: 10th December 2025

Review frequency: Annually

Next policy review commences: Autumn Term 2026

Mission Statement

Every member of St. Gregory's Catholic High School will work together in solidarity for the common good of our diverse community. We have no better inspiration than the teaching of Jesus Christ. We believe every person is unique and made in the image of God and should be treated justly with dignity, love and respect. We will follow Jesus by embracing our God given charisms to carry out our mission to serve. We are one family inspired to learn.

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Statement of intent

At St. Gregory's Catholic High School, 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 to and from school and also sets out the school's aim of ensuring travel is sustainable. The document contains three key elements:

- **Policy** – this part of the document contains the provisions and procedures in place that aim to support and promote safe and sustainable travel to and from school.
- **School Travel Survey** – this questionnaire is used to assess pupils' and staff members' travel arrangements and needs. Responses from this questionnaire are used to inform the policy and the School Travel Plan.
- **School Travel Plan** – this plan details the school's travel arrangements and outlines objectives and measures aimed at encouraging all members of the school community to make use of sustainable travel options where possible.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- DfE (2023) 'Travel to school for children of compulsory school age'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Attendance and Punctuality Policy
- Complaints Procedures Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school has safe and appropriate arrangements in place regarding pupils travelling to and from school.
- Ensuring that the school implements, reviews and updates this plan and policy, where appropriate.

The headteacher will be responsible for:

- The overall implementation, review and update of this plan and policy.
- Communicating this policy to all members of staff and parents/carers.
- Informing parents/carers where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Parents/carers will be responsible for:

- Adhering to the principles outlined in this policy.
- Carefully considering whether their child should be permitted to travel to and from school alone.
- Ensuring their child is aware of road safety and how to keep themselves safe when travelling to and from school.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Informing the school when their child has not returned home from school.
- Ensuring that their child is aware of the travel plan and policy

Pupils are responsible for:

- Ensuring they are aware of the principles of road safety.
- Adhering to the route for travelling to and from school, as outlined by their parents/carers.
- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive to school on time

- Using dedicated transport as it is intended and abiding by the service provider's requirements for travel.

3. Eligibility for free transport provided by the LA

The LA will be required to provide free transport to and from school for a pupil that is of compulsory school age (5 to 16) and that meets any of the following criteria:

- a child aged 8 years or over attends the nearest suitable school to their home address and the shortest walking distance from their home to that school is more than three miles
- a child is unable to walk to their nearest suitable school because of the nature of the route and the route has been classified by the council as hazardous

Any SEND application which does not meet the eligibility criteria above will automatically be considered under exceptional circumstances

Families on lower income

Children from low income families, those entitled to free school meals or parents/carers who are in receipt of Universal Credit, may qualify if:

- the child or young person attends a suitable school which is one of the three nearest secondary schools and the shortest walking distance from home to that school is between two and six miles away
- the child or young person attends a school and the shortest walking distance from home to that school is between two and 15 miles away and is the nearest school preferred on the basis of the parent's/carer's religion or belief

Parents/carers/Carers can apply for assistance with school transport via the Warrington Borough Council website <https://www.warrington.gov.uk/schooltransport>

Please follow this link to find the Warrington Borough Council School Transport Policy [click here](#)

4. Arranged transport

Drivers of arranged buses are subject to DBS checks and follow a code of conduct established by the service provider. Parents/carers are made aware that drivers of regular bus services are not subject to regular DBS checks.

The only official transport contracted directly on behalf of the school is the Burtonwood Bus Service Number 254 operated by MD Bus & Coach Limited. Payment for this service is available by purchasing a bus pass using the school's online payment system or by making direct payment to the bus driver on a journey by journey basis.

All pupils using the school contracted bus service are expected to adhere to the rules and responsibilities laid out in section 2 above. CCTV is in operation and will be used to support any inappropriate behaviour investigations.

In some circumstances, the LA may deem it suitable to arrange a pupil to be transported to and from school in a licenced taxi. This is agreed between the pupil's parents/carers, the school and the LA.

5. Behaviour on school travel

Pupils travelling to and from school by LA-arranged transport and the school transported service will be made aware that they are representing the school when using this transport. Pupils will be expected to act in line with the principles within the Behaviour Policy. If a pupil behaves inappropriately during a journey, sanctions will be imposed in line with the Behaviour Policy.

Pupils will act in line with the driver's instructions at all times during a journey, e.g. wearing seatbelts. The service provider has the right to withdraw transport services for any pupil who persistently behaves inappropriately on journeys.

Pupils will be reminded that unacceptable behaviour may endanger the safety and wellbeing of others and will include, but is not limited to:

- Being rude.
- Pushing and kicking.
- Bullying.
- Distracting the driver.
- Refusing to wear a seatbelt.
- Refusing to remain seated.

The school will work with the bus operator to:

- Set high expectations for pupils' behaviour on school travel and ensure they are communicated clearly.
- Ensure arrangements are in place to report and manage incidents of unacceptable behaviour.
- Work with operators in put measures in place to manage behaviour, e.g. incorporating seating plans if necessary.

The school will work with the LA and operators to find positive ways to manage challenging behaviour that may be exhibited by pupils with SEND as a way to communicate their needs, e.g. where they are in discomfort or distress.

The school will help the LA and operators to understand the reasons for a pupil's challenging behaviour and the strategies that may be helpful in managing it.

A bus service route map is available on the school website by following this link: [Travelling to School](#)

The bus stops are at either side of Cromwell Avenue at the side of the school both can be accessed safely without crossing the road, the subway under the road should be used to move to the opposite side of the road from the school.

6. Modes of travel

Walking

Pupils will be encouraged to walk to school where it is safe and practicable to do so. Pupils will be encouraged to walk with friends and along safe routes that are pedestrian friendly.

During the winter months, pupils will be advised to wear reflective clothing or accessories when they walk to and from school.

The school has an informative travel guide designed by Warrington Borough council available on the school website this also includes safe walking routes to school from nearby residential areas. To access please click on this link: [Travelling to School](#)

Driving

Where parents/carers choose to drive their children to school, they will be encouraged to car share where practicable. Parents/carers will be reminded that if they are driving close to the school premises, they must drive slowly and carefully, drop off is only be available using the school designated drop off bay. The turning circle on Peace Drive is a 'no waiting' zone and parents/carers/carers are asked not to cause any obstruction to other vehicles by parking illegally in this area. This area is under the control of the Highways Agency and is subject to all the rules and regulations of the Highway Code. The school encourages parents/carers to park within a reasonable distance of the school premises and walk their child to or from school.

Cycling

Pupils will be encouraged to cycle where it is safe and practicable to do so. Pupils will be reminded to wear full protective and reflective clothing when cycling and to ensure they use the bicycle lights. Pupils will be required to bring a suitable lock to secure their bicycles in the bike racks during school hours.

Safe cycle routes are available on the school website using the following link: [Travelling to School](#)

Pupils transitioning to St. Gregory's from a feeder primary school will have been given the opportunity to partake in Road Safety Classes prior to their move to High School.

St. Gregory's will work with the local authority to offer further road safety workshops to support and underpin the learning started in primary schools as part of the personal development curriculum. Bikeability cycle training and distribution of road safety bike lights will also be made available with the support of the local authority.

7. Arrival at school

Pupils can access the Learning Resource Centre from 8.10am. If a pupil arrives before this time, they will be unable to access the school site. Pupils should arrive by 8.30am and access is available via both the subway and front of school gates which are supervised by school staff.

8. Procedures for pupils travelling to and from school alone

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. If a staff member refuses to allow a pupil to travel alone, the parents/carers will be contacted.

Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents/carers.

The school ensures that a register is taken at the beginning of the school day. If a pupil that has not arrived at school, and the school has not already been informed that the pupil will be absent, the parents/carers will be contacted.

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

If pupils are off site representing the school for a sporting event or on a school trip, they will be transported back to school where they will be allowed to make their own way home. If parents/carers/carers wish to collect their child from the venue or would like their child to travel home alone from the venue, written consent must be provided in advance.

9. Assessing safety, suitability and facilities for school travel

The following will be considered when assessing the safety of transport, the facilities available and their suitability for school travel:

- Bus and other public transport routes.
- School travel arranged by the LA and that provided by the school.
- Whether there are safe and accessible walking and cycle routes to the school.
- Road safety and accessibility features, e.g. crossing points, dropped kerbs, traffic calming measures and speed limits.
- The volume of traffic and parking around the school gates.
- The travel needs of pupil with SEND or mobility difficulties.

The school will consider whether it is necessary to hold training sessions for pupils such as:

- Bikeability training.
- Road safety training.

The school will work with the LA to ensure that modes of travel to and from school are sustainable in line with the LA's sustainable modes of travel strategy.

10. Visitors to site

Parents/carers/Carers and other visitors to the site should park in the visitor bays where available which are at the front of the main school reception. Registration numbers should be entered into the Inventory system when visitors register their presence in the school.

Deliveries to the school kitchen can park close to the pedestrian double gate and entry to site will be managed by the Catering Manager. All other deliveries should be made via the main school reception.

Disabled visitor parking is available in front of the main school reception and a blue badge should be displayed in the windscreen. Registration numbers should be provided to the school in the same way as any other visitors.

At the start and end of the school day, only parents/carers/carers who have been given specific permission to drop their children off in the carpark due to SEND/Medical circumstances will be allowed access to the carpark at these times.

If pupils are returning/being collected due to an appointment during the school day, parents/carers /carers can access the carpark as the pedestrian pupil gate from the road will not be open, however, they should minimise time on site and follow the one way system.

School Travel Questionnaire

1. I am in Year

- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11

2. How far away from school do you live

- ☐ less than 1 mile
- ☐ Between 1 and 2 miles
- ☐ Between 2 and 3 miles
- ☐ Over 3 miles

3. How do you usually travel to school? If you use more than one method of travel, please select the main one you use.

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Car
- ☐ Taxi
- ☐ Other (please specify):

4. How would you prefer to travel to school?

- ☐ Walk
- ☐ Bus
- ☐ Cycle

☐

Car

☐

Other (please specify):

5. How do you usually travel home from school? If you use more than one method of travel, please select the main one you use.

☐

Walk

☐

Cycle

☐

Bus

☐

Car

☐

Taxi

☐

Other (please specify):

6. How would you prefer to travel home from school?

☐

Walk

☐

Cycle

☐

Bus

☐

Car

☐

Other (please specify):

7. If you travel by car to school, is the driver dropping you off on their way to work?

☐

Yes

☐

No

8. If you travel by car home from school, is the driver picking you up on their way home from work?

☐

Yes

☐

No

9. If you travel by car, how many empty seats are there in the car?

10. What would make walking to and from school better or encourage you to start walking?

- ☐ Better pavements
- ☐ Better street lighting
- ☐ Safer places to cross the road
- ☐ Other people to walk with
- ☐ Nothing, everything is good
- ☐ It is not possible I live too far away
- ☐ I would never choose to walk (please explain why)

Explanation

11. What would make cycling to and from school better or encourage you to cycle?

- ☐ More cycle lanes
- ☐ Better cycle lanes
- ☐ Better street lighting
- ☐ Lockers
- ☐ A secure place to store my bike
- ☐ Safer places to cross the road
- ☐ Other people to cycle with
- ☐ Nothing everything is good
- ☐ It is not possible I live too far away

☐ I would never choose to cycle to and from school (please explain why)

Explanation

12. What would make travelling to and from school by public transport better or encourage you to travel using public transport?

☐ Bus stop closer to home

☐ A shelter at the bus stop

☐ Cheaper fares

☐ More frequent buses

☐ Cleaner buses

☐ Friends to travel with

☐ Nothing everything is good

☐ Nothing there is no bus to school

☐ I would never choose to travel by public transport to and from school (please explain why)

Explanation

13. Are you entitled to a free bus pass?

☐ Yes

☐ No

14. If you are entitled to a free pass - do you use it?

☐ Yes

☐

No

☐

If you do not use it, please explain why

15. How many hours of moderate exercise (eg walking, cycling, swimming) do you do each day?

☐

Less than 1 hour

☐

About 1 hour

☐

More than 1 hour

16. Are there any other issues that concern you regarding your journey to and from school?

Staff School Travel Questionnaire

1. How far away from school do you live?

☐

less than 1 mile

☐

Between 1 and 2 miles

☐

Between 2 and 3 miles

☐

Over 3 miles

2. How do you usually travel to school? If you use more than one method of travel, please select the main one you use.

☐

Walk

☐

Cycle

☐

Bus

☐

Car

☐

Taxi

☐ Other (please specify):

3. How would you prefer to travel to school?

☐ Walk

☐ Bus

☐ Cycle

☐ Car

☐ Other (please specify):

4. How do you usually travel home from school? If you use more than one method of travel, please select the main one you use.

☐ Walk

☐ Cycle

☐ Bus

☐ Car

☐ Taxi

☐ Other (please specify):

5. How would you prefer to travel home from school?

☐ Walk

☐ Cycle

☐ Bus

☐ Car

☐ Other (please specify):

6. If you travel by car, how many empty seats are there in the car?

7. What would make walking to and from school better or encourage you to start walking?

- ☐ Better pavements
- ☐ Better street lighting
- ☐ Safer places to cross the road
- ☐ Other people to walk with
- ☐ Nothing, everything is good
- ☐ It is not possible I live too far away
- ☐ I would never choose to walk (please explain why)

Explanation

8. What would make cycling to and from school better or encourage you to cycle?

- ☐ More cycle lanes
- ☐ Better cycle lanes
- ☐ Better street lighting
- ☐ Lockers
- ☐ A secure place to store my bike
- ☐ Safer places to cross the road
- ☐ Other people to cycle with
- ☐ Nothing everything is good
- ☐ It is not possible I live too far away

☐ I would never choose to cycle to and from school (please explain why)

Explanation

9. What would make travelling to and from school by public transport better or encourage you to travel using public transport?

☐ Bus stop closer to home

☐ A shelter at the bus stop

☐ Cheaper fares

☐ More frequent buses

☐ Cleaner buses

☐ Other people to travel with

☐ Nothing everything is good

☐ Nothing there is no bus to school

☐ I would never choose to travel by public transport to and from school (please explain why)

Explanation

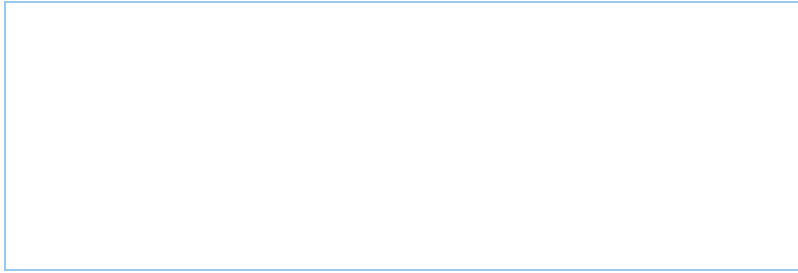
10. How many hours of moderate exercise (eg walking, cycling, swimming) do you do each day?

☐ Less than 1 hour

☐ About 1 hour

☐ More than 1 hour

11. Are there any other issues that concern you regarding your travel arrangements?

A large, empty rectangular box with a thin blue border, intended for the user to provide a response to the question above.

Survey Results

[Pupil School Travel Questionnaire.pdf](#)

[Staff School Travel Questionnaire.pdf](#)

Actual mode of travel

Based on 901 pupil responses and 117 staff responses.

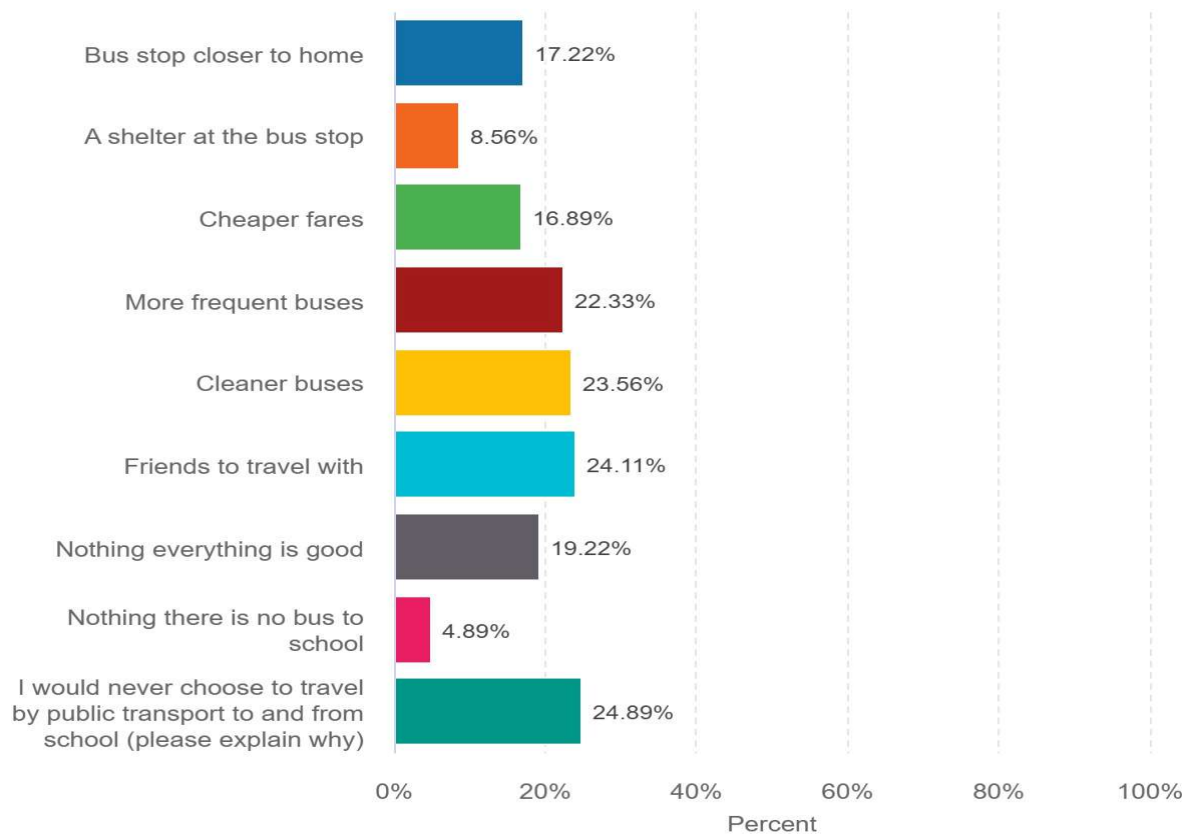
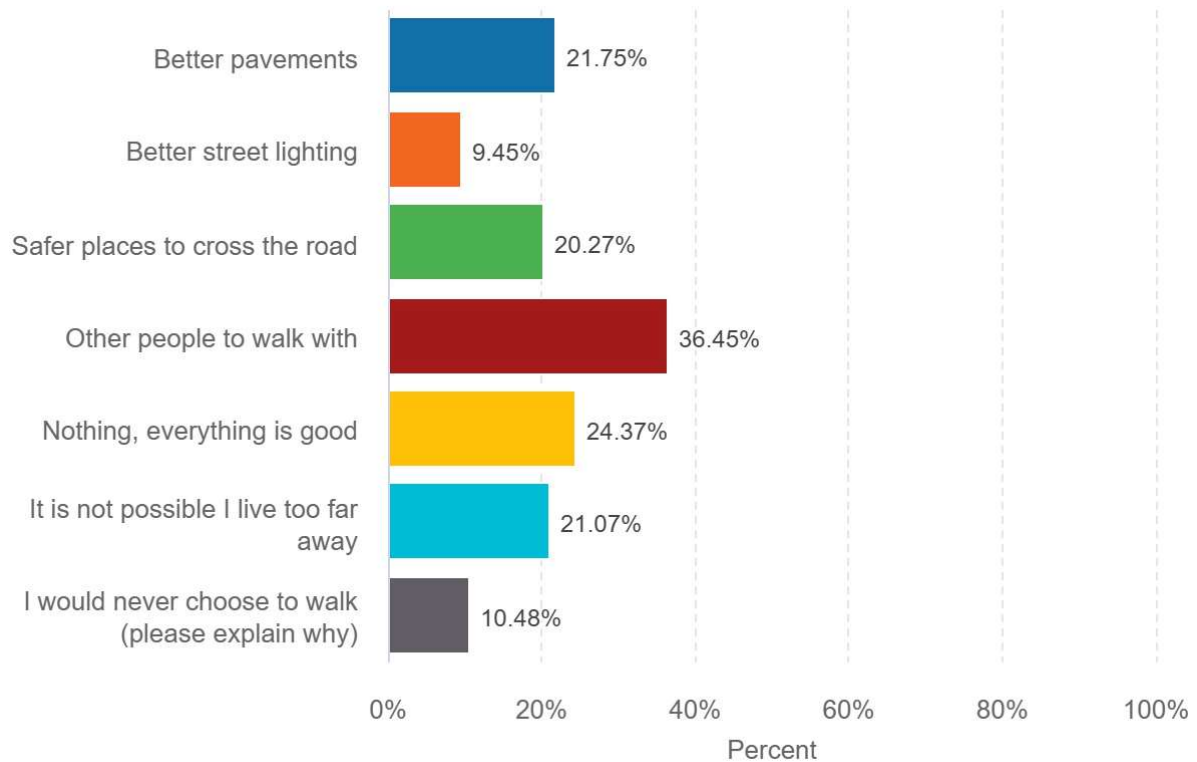
	Number of pupils	% of pupils	Number of staff	% of staff
Walk	248	27.5	1	0.85
Cycle	100	11.1	5	4.27
Bus	124	13.8	2	1.71
Train	0	0	1	0.85
Car	435	48.3	108	92.3
Tram	0	0	0	0
Other	0	0	0	0

Preferred mode of travel

Based on 901 pupil responses and 117 staff responses.

	Number of pupils	% of pupils	Number of staff	% of staff
Walk	246	27.3	8	6.84
Cycle	131	14.5	12	10.3
Bus	133	14.8	1	0.85
Train	0	0	1	0.85
Car	361	40	93	79.49
Tram	0	0	0	0
Other	0	0	0	0

Issues raised by Pupils as barriers to cycling/walking and using public transport:



Issues raised by Staff as barriers to cycling/walking and using public transport:

