



Policy Statement

This document sets out the School Transport Policy for St Killian's School.

Scope

This policy has been drawn up in consultation with the Board of Management and Staff of St Killian's School and has been approved and adopted by the Board of Management. The policy applies to all staff/parents/pupils within the school.

Relationship to the School's Mission Statement

"If this child doesn't learn the way we teach, can we teach him/her the way he/she learns, and can we extend his learning options?" - Dr. Harry Chasty

School Philosophy

Each child's uniqueness is valued within the school, which fosters a secure, caring and positive environment, to enable each child to develop to their full potential.

Introduction

St. Killian's provides a co-educational, inter-disciplinary educational service to children who are diagnosed with a Specific Learning Difficulty, including Dyslexia, Dyspraxia and Speech and Language Difficulties, and children who have educational difficulties in one or more school based areas.

The school depends on grants provided by the Department of Education and Skills and the school operates within the regulations laid down, from time to time, by the Department.

Within the context and parameters of the Department regulations and programmes, the rights of the patron as set out in the Education Act (1998) and the funding and resources available, the school supports the principles of:

- Equality of access and participation
- Parental choice in relation to enrolment
- Respect for diversity of values, beliefs, traditions, language and ways of life.

The Department of Health and Children currently provide the services for Speech and Language and Occupational Therapy.

The psychological services are provided by National Educational Psychological Services.

Background

St Killian's School makes an application for school transport to the NCSE. Once the transport is sanctioned by the Department, local organisation of school transport is coordinated by Jim Stack (CIE).

Code of Behaviour on School Transport

The aim of this policy is to enhance the safety of all users of the school transport to and from school. Safety is the responsibility of all who avail of the services (parents, pupils, contractors, escorts, school) and commitment to safety is a condition of use of these services.



Children using school transport must:

1. Sit in the seat that has been allocated to them by the escort/driver.
 2. Wear their seat belt throughout the journey.
 3. Not leave the bus without permission of the escort/driver.
 4. All electronic devices e.g. iPod, phone etc. must only be used with agreement of the escort/driver. Use of devices are subject to St Killian's School Code of Conduct.
 5. Be respectful towards the escort, driver and other pupils. Bad language must not be used.
- Escorts/Driver will bring to the attention of the school any concerns they have for safety on the bus arising from breaching the code of conduct.

School Response Hierarchy

1. Class teacher will talk to child about behaviour.
2. Deputy Principal will talk to child about behaviour.
3. Deputy Principal will contact parent.
4. Principal will meet parent/escort and pupil.
5. If there are ongoing concerns Principal will write to CIE to inform of these concerns.

Roles and Responsibilities

Pupils

- To adhere to safety rules and abide by Code of Conduct

Parents

- To adhere to safety rules and ensure their child abides by the Code of Conduct.
- To sign Code of Behaviour on school transport.
- To report any concerns initially to the escort, and or class teacher as necessary.
- To sign and return any communications regarding school transport including; Code of Conduct, Permission slips for pupils to travel unescorted if necessary/ Slips acknowledging need to make alternative arrangements as necessary.
- To communicate with bus escorts in the first instance regarding pupil absence, or if alternative arrangements have been made for a variety of reasons.

Escort

- To adhere to safety rules and ensure pupil abides by Code of Conduct, to follow School Response Hierarchy if concerns arise.
- To attend relevant training as directed by the school/BOM in line with their role as escort.
- To communicate with parents in the first instance if there is a problem/delay with school transport caused by absence/mechanical failure/weather incidents etc.

Contractor

- To ensure safe operation of routes, subject to all appropriate guidelines/requirements set out by the Department of Education and Skills with regard to the sanctioning of school transport.
- To communicate with escorts/school in the first instance if there is a problem with school transport caused by absence/mechanical failure/weather incidents etc.



- If providing alternative transport option in case of need to ensure that the driver is familiar with the route, knows the pupils to be collected, and can confirm these details with the school before pupils go on the bus.

School/BOM

- To employ bus escorts where possible on all sanctioned routes.
- To ensure that escorts are subject to all mandatory requirements as outlined by the Department of Education and Skills in working with children.
- To provide relevant training as applicable to the escort role.
- To commence a yearly audit with regard to staffing of bus routes, and to work with contractors to ascertain procedures in the event of no escort/sub-escort being available for the route.
- To review routes annually in consultation with parents/escorts with regard to pupil needs/behaviour to determine if route could operate without escort/sub-escort if the situation arises.
- To advertise for bus escorts/sub-bus escorts on a bi-annual basis if required.
- To consult with the contractor/s with regard to the availability or otherwise of a bus escort/sub-bus escort.
- Where there is no escort/sub-bus escort to inform parents of same and outline alternative arrangements, which may include in the event of escort absence (no sub available), pupils may travel on school transport with parental/driver permission or make alternative arrangements to transport their child to school.

Related Documents/Policies

Code of Conduct
Child Protection Policy & Statement
Critical Incident-Behaviour Policy
Administering Medicine Policy
Group risk assessment/plan
Individual Pupil Risk Assessment
Incident Report

Additional Resources/Information

Examples of Behavioural/Social/Emotional Correlates
Behaviour Management Strategies
Definitions of Learning Difficulties

Definitions/Acronyms

NEPS	National Educational Psychological Services
BOM	Board Of Management
DES	Department of Education and Skills
NCSE	National Council For Special Education



Policy Approval

This policy has been reviewed and accepted by the school Board of Management

Chairperson of BOM –Sean Oakes

Date February 2016

Policy Review

It is acknowledged and accepted by all parties that this policy may be revised/modified annually or more frequently as required in light of on-going evaluation of statutory requirements or situations that arise during the school year.

Next Policy Review Date Summer Term 2017