



GUIDELINES FOR SCHOOL TAXI RUNS

- Taxi to arrive at school for **9.15am- Monday to Thursday** and for **10.10am on Friday**. Pupils will be escorted from the car park to the front door of school, where they will be met by staff who will take them to the dining room. Should the taxi be early, pupils must wait in the taxi until staff are ready to receive them at 9.15am.
- At the end of the day, pupils will be called by school staff for departure at **3pm** once the driver / escort has let school know that they are here and are waiting for pupils to be handed over at **3pm**.
- 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!
- 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.

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

A J Hughes

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