



Parent/Carer of ****

Statutory Assessment & Review Service

Postal Address:
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Council House
Coventry
CV1 5RR

www.coventry.gov.uk/travelassistance

E-mail: access@coventry.gov.uk

Phone : 024 7683 1614

28 August 2020

Re: Travel assistance for September 2020

Dear Parent/Carer

Important information: *Due to the Covid-19 pandemic arrangements for travel may be subject to change, dependent on any further government guidance being issued.*

Thank you for submitting a travel application form for ***. We have assessed **** against the criteria outlined in our Travel Assistance Policy and I am pleased to inform you that **** is entitled to travel assistance from September 2020.

During these unprecedented times it continues to be safer for parents/carers to take their child/young person to school as this alleviates the need to travel in close proximity with other children and adults. If you would prefer this option, we can offer you a Personal Transport Budget (PTB). You would receive a budget which would pay £0.45 per mile if your child attends a Coventry school or £0.25 per mile if they attend a school which is outside of Coventry. You would receive funding equivalent to 2 return journeys per day of school attendance. If you accept this but change your mind at a later date, we can still arrange a different mode of transport at that point but we would need some notice. Please contact us on the above telephone number or email address to let us know if you prefer this option.

I can advise you that we have agreed to offer you a dedicated home to school transport service therefore I have sent your details on to our Travel Bureau who will be in contact with you with regards to pick-up times etc. The Travel Bureau has asked me to let you know that your child/young person needs to be ready by 7.45am each morning but to also let you know they cannot guarantee a specific pick up time as it all depends on route planning, traffic and the number of children using the service. If your child has not accessed travel assistance through Coventry City Council previously, our Travel Bureau will also arrange to complete a risk assessment on your child/young person prior to transport being put in place, please make sure you are available for this when they contact you. Unfortunately, transport cannot be put into place until this assessment has been undertaken.

The Council has taken recently issued Government Guidance and has been liaising with schools/colleges and transport operators to identify what is possible when term begins in September. There are several measures that will be implemented to reduce the risk of transmission amongst transport users and we kindly ask all parent/carers, children and young people to work with us to support the safety of everyone accessing this service. These measures are set out below:

Dedicated Home to School Transport Safety Control Measures

The Government guidance says that each bus can be its 'own' bubble or group and that social distancing on dedicated home to school transport need not apply as the overall risk from Covid-19 to children and young people is very low.

We can't emphasise strongly enough how important it is that you support these measures to ensure the safety of all travelling on our dedicated transport:

- Where possible those furthest from the educational setting will sit at the back of the bus with those nearest sitting on the seats towards the front. This will apply on the way home too
- Where possible children/young people will be allocated the same seat on both journeys and on each day of the week
- Children/young people will need to wash their hands before joining and after leaving school transport
- There will be access to hand sanitiser on the transport to be used on boarding the vehicle
- For children aged 11 and over parents are asked to provide children with a face covering to be worn during the journey. There are some exemptions to this rule; see the Government Guidance : <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>
- Educational settings will have a safe procedure for removal and storage of face coverings once children/young people arrive at their setting
- Vehicles will be ventilated, and additional daily cleaning will be undertaken
- As I'm sure you can understand if there are any behaviours which put other children/young people and staff at risk on transport we may have to withdraw the offer of dedicated home to school transport and work with you to identify other means of travelling to school
- Children/young must bring their own tissues on the journey and bin them once used in bins provided or in bins when they arrive at their setting

If your child is unwell

Children and young people must not board home to school transport if they or a member of their household has symptoms of Covid-19. If a child/young person develops symptoms whilst at their educational setting they will be sent home. They must not travel in dedicated school transport. The educational setting will contact the parent so you can arrange for the child/young person's journey home.

These measures will be kept under review as and when further guidance is issued.

Independent Travel Training

The use of public transport is temporarily suspended in line with Government Guidance as part of our independent travel training. However, I want to let you know about this service as this can support your child/young person to develop life skills and promote independence.

From **secondary school age**, depending on your child'/young person's needs and circumstances, the school may identify your child as having the ability to be independently travel trained. This will involve a member of staff from our Independent Travel Training team making the journey to and from school with your child using public transport. They will do this using the safest available route for a number of weeks/months until they feel they are fully able to make the journey independently. Once your child/young person is successful in this training, they will come off the form of travel they are currently receiving and will be supplied with a termly bus pass. If you would like more information on this, please call our independent travel training team on 02476 294434.

If you find the travel assistance we have put in place is no longer suitable for your needs, please contact the SEN Team to discuss possible alternative options.

Please note that travel assistance has been awarded based on the current information that was supplied in your application. If any circumstances change you must inform the Access Coordinator on the contact details given at the top of this letter. A change would include any change of address or if your child leaves/moves from their educational placement. We require a minimum of 3 working days' notice for any change as this may affect your child's eligibility.

Important Information

It is imperative that you inform the travel bureau of any change in medical needs throughout the year that our driver/escort may need to know. For example, any new diagnosis' or medication that may need to be held/administered on board the vehicle. Or any change in medical circumstances where the mode of travel may no longer suit your child/young person's needs.

If you have any queries regarding travel assistance, please contact us:

SEN – 024 7683 1614 / access@coventry.gov.uk

Travel Bureau – 024 7697 5466 / travelbureau@coventry.gov.uk

Yours Sincerely,



Nikki Bodinnar
Access Coordinator
Coventry City Council