

14<sup>th</sup> February 2019

Dear Parents/Carers,

**Re: Travel Arrangements**

We are writing to remind you of the current procedures in place regarding your child's travel arrangements. Please note, this applies to both primary and secondary pupils.

Please contact the School Office on: **024 77987619** to inform them of any travel arrangements that need to be communicated directly to your child's chaperone. This includes informing the school office:

- if your child is absent and usually travels on the school coach
- if your child has arrived late into school in the morning but usually travels on the school coach
- if your child is to be collected early from school (i.e.) feeling unwell, attending an appointment
- if your child is not attending an after-school club but will be travelling home on the school coach

The school office phone line is open between 8:00am to 5:00 pm, Monday to Friday. If you ring outside of these hours, kindly leave a message and our school office staff will action this at the earliest opportunity.

Please inform the school office **no later than 12:00pm on the day, of any changes to your child's home time travel arrangements.** This is to ensure your message is communicated to the chaperone in a timely manner.

For the safety & welfare of our chaperones, you must not contact the chaperones directly on their personal mobile numbers. The chaperones will only make outgoing calls via a school mobile should necessary communication need to be made to parents/carers.

In regards to travel updates, the school and/or Thandi Coaches will communicate with you directly via a text message at the earliest opportunity.

If you have any concerns or issues regarding Thandi Coaches, please contact them directly on:

**0121 565 2009.** Any safeguarding concerns must go through the school's safeguarding team via the school office.

**Password Setup Form & Walk Home Permission Form**

Please ensure you have completed a password setup form if you have not done so already should you wish to nominate someone to collect your child(ren) on your behalf. Forms are available on the school website or from the chaperone. It is your responsibility to provide your nominated person your password so they can communicate this to the chaperone. If the nominated person does not know the password then the chaperone cannot release your

**Seva School, Link House, Eden Road, Walsgrave Triangle, Coventry, CV2 2TB  
Tel: 024 7798 7619**

child(ren) into their care. The chaperone will contact the parent/carer concerned immediately.

If you have a child in secondary and you give permission for them (with their younger siblings if applicable) to walk home alone from their allocated bus stop, please complete the permission form which is also available on the school website or from the chaperone.

Finally, please ensure your child is dropped off and collected on time at their designated bus stop to allow Thandi Coaches to arrive at each scheduled bus stop punctually. Please refer to the coach timetable which is available on the school website. Please note, any changes to your child's pick up and drop off points must be agreed by the school in advance.

Thank you for your continued co-operation.

Yours faithfully

Seva School