



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Independent Travel Policy

Responsibility: *Marc Shoffren*
Last reviewed: *July 2025*
Next review date: *Summer 2027*

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1 Introduction

- 1.1 As children reach older years, it may appropriate for them to start travelling to and from school independently, in preparation for transition to secondary school where this is likely to be normal practice.
- 1.2 The desire for parents/carers to allow children to travel independently needs to be balanced with the normal 'loco parentis' and the safeguarding responsibilities held by school staff.
- 1.3 This policy gives guidance to families and staff regarding appropriate ways in which older children are able to leave school alone. The policy should be read in conjunction with other relevant school policies, including the Safeguarding Policy and Attendance Policy.

2 Procedure for children travelling independently

- 2.1 From the summer term of Years 5, parents/carers may decide that their child is capable of independently travelling to and from school.
- 2.2 Should a parent/carer wish to allow their child to travel to and from school independently, they should submit a request form (appendix 1) to authorise independent travel, no less than three weeks before they would like their child to begin travelling independently giving details and confirming that they have explored an appropriate route which must not include walking down alleyways or through parks.
- 2.3 Parents/carers must also provide all emergency contact numbers and notify the school in the event of any changes. If the school has concerns about a child's ability to travel safely for any reason, permission may be refused.
- 2.4 For safety reasons, we request that during the winter months, where it gets dark early, parents/carers consider whether it is still suitable for their child to travel independently. Children should not travel home independently from after school activities during these months.
- 2.5 If a child is ill, then they will not be allowed to travel home alone, and parents/carers will be expected to collect the child.
- 2.6 If the school is closing early because of bad weather or for other reasons, then the headteacher or their delegate will consider if it is safe for the child to travel home independently. If the decision is that it is not safe, then parents/carers will be expected to collect the child.

3 Responsibilities

- 3.1 Whilst travelling to and from school parents/carers must ensure that their child takes the safest route possible and it is the responsibility of the parent/carer to assess the route. The route must not include walking through parks or down alleyways.
- 3.2 Parents/carers must ensure that their child is fully aware of road safety. Crossing busy main roads and walking through secluded areas is discouraged.
- 3.3 Parents/carers are responsible for reading and explaining the 'Guidance for Children Travelling Independently' (appendix 2) with their child and ensuring that they understand it and will act in accordance with it.
- 3.4 If a child is cycling to/from school, the bike must be road worthy and appropriate safety gear must be used. We strongly recommend that any child cycling to/from school has successfully completed a cycling proficiency.

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- 3.5 Safeguarding is paramount and parents/carers need to ensure their child is fully aware of stranger danger and how to report any concerns to an appropriate adult.
- 3.6 It is the responsibility of parents/carers to ensure their child arrives safely and promptly to school each morning. The school will not confirm to parents that a child travelling independently has arrived at school, however following the completion of morning registers, if a child is found to be absent and no prior notice of this absence has been received from the parent/carer, the school will contact the parent/carer to ascertain the reason for absence or highlight that a child has not arrived.
- 3.7 When a child is travelling home independently, it is the responsibility of parents/carers to ensure that an appropriate person is at home to meet the child on their arrival. Parents/carers need to be aware that the school will not know if a child does not arrive home as planned.
- 3.8 If it is confirmed that a child has left home with the intention of travelling to school but has not arrived, or has left school and not arrived home, the school's safeguarding procedures for missing children will be followed. The school will contact the police immediately and the school's Designated Safeguarding Lead for safeguarding will also be informed.

4 Mobile phone and travel permit

- 4.1 Children travelling to/from school independently will be issued a 'Travel Permit' (appendix 3) which they must show their dismissing teacher and the security guard each time they wish to leave school independently.
- 4.2 When they are given a Travel Permit, they will be required to sign the 'Pupil Promise' (appendix 4) which the class teacher will go through with them.
- 4.3 If a child forgets their pass, the school admin team may issue a temporary pass for that day by the office. If a child forgets their pass more than once, they will not be issued with a temporary pass, and parents/carers will be contacted and arrangements will need to be made for their child to be collected from school that day. If a child loses their pass, a new one will be issued on the first occasion, but subsequent replacement cards will be cost £5 to replace.
- 4.4 Children travelling to/from school independently are encouraged to carry a basic mobile phone. Alma Primary is a Smart Phone Free school, so children are not allowed to bring a Smart Phone to school. Any child bringing a phone should have the school number and parental/family contact numbers saved on them (where possible as ICE - In Case of Emergency).
- 4.5 All children's phones must have a permanent sticker with initials or an identifying mark to ensure that they are easily identifiable from others in the class, however the child's full names should not be used for safeguarding reasons.
- 4.6 Parents/carers should also ensure that their child knows their own home phone number and other emergency contacts as a backup.
- 4.7 The phone must be handed in to the office **on arrival at school** and will be distributed by the member of staff who is dismissing the class, at the end of the day. The admin team will store the phone during the day, but cannot charge phones or to give any technical support with phone problems.
- 4.8 Any smart Phones brought to school, or any phones not handed in by children in the morning will be taken away and only returned to an adult parent or guardian.

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Appendix 1: Alma Primary Independent Travel Request Form

This form should be returned to the school office at least **three weeks before** the start date.

Child's name:		Class:	
Home address (where they will be returning after school):			
Intended start date for travelling home alone:			

I/we request permission for the above-named child to walk/cycle to/from school independently on the following days (please tick any day which applies) and someone will be there to greet them:

Monday	Tuesday	Wednesday	Thursday	Friday

In the event of an emergency please contact:

	Name	Phone no	Relationship to child
Contact 1			
Contact 2			

- I/we confirm that I/we have read and understood the school's independent travel policy.
- I/we confirm that I/we are aware that Alma Primary is a smart phone free school and that if my child brings a smart phone to school it will be taken away and returned to an adult only.
- I/we confirm that I/we have discussed the 'Guidance for Alma children travelling home alone' with our child and I/we are confident that they understand the guidance and will act in accordance with it.
- I/we confirm that there will be someone at the destination to greet our child.
- I/we confirm that I/we have agreed a suitable route for my/our child to travel to/from school and have ensured my/our child is familiar with the route. **The agreed route does NOT include walking through parks or down alleyways.**
- I/we confirm that we will notify the school immediately of any changes to the emergency contact details.
- I/we understand the school may revoke this consent if staff consider that child safety is compromised.

Parent/carer name/s & signature/s:

	Name	Signature	Date
Parent/carer 1			
Parent/carer 2			

Approval given (SLT): Yes/No

Signature:

Date: _____

Following approval from the headteacher, the child will be given a laminated 'Travel Permit'.

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Appendix 2: Alma Primary Guidance for Children Travelling Independently

This guidance will help you to understand how you can travel to and from school safely on your own now. After reading this guidance, you will know:

- What you are and are not allowed to do when travelling independently.
- How to travel safely when around roads.
- What to do if a stranger talks to you.

You will only be allowed to travel to or from school if your teachers and your parents think that you will do this responsibly and sensibly and that you will be safe.



Six things to understand before you can travel to or from school alone

Before you're allowed to travel to or from school independently, Alma Primary and your parents will make sure you:

- Can be trusted to act sensibly.
- Can be trusted to travel straight to or from school.
- Will only travel on the route that your parents have agreed.
- Know how to behave near roads.
- Know what to do if a stranger approaches you.
- Know how and where to ask for help.



If Alma Primary staff and your parents think you understand the six points above, then you will be allowed to travel to and from school independently!

When can you travel to and from school alone?

You can only travel to school or home on the days that your parents and the school staff have agreed. If you go to an after-school activity or breakfast club, you will be allowed to travel to or from school if the school and your parents say that it is okay.

You won't be allowed to travel home from school independently if:

- You are ill.
- The school closes because of bad weather or another issue.
- It is dark when you're leaving.
- You do not have your travel permit

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Which way can you travel to school and travel home?

If you are coming to school on your own, it is important to make sure that you come directly to school and that you arrive at school on time.

If you have been allowed to travel home independently, then you must only travel on the route you have agreed with your parents which does NOT include walking through parks or down alleyways

What If you're late or don't arrive?

You need to get to school on time so that you don't miss anything important – if you're late three times in a month, Alma Primary and your parents might not let you travel to and from school independently anymore. If you don't turn up to school, the school will call your parents to make sure that you're safe.

Road safety

Remember your behaviour!

Travelling near roads means that it is really important for you to behave sensibly. It is important that you don't run, push or behave dangerously near roads, as this can lead to accidents.

Make sure that your phone is in your pocket or your bag during your journey to or from school.

It is also important to remember that you are representing the school and you should not behave in a way that would make the school look bad: this means that you shouldn't shout or behave in a way your teachers would not be happy with.



To be sure that you're safe on the roads, you should follow the road safety **ABC**:

Awareness: you need to be aware of how dangerous roads can be: people often do silly things when travelling near roads, such as playing on phones while crossing a road. It is essential to concentrate properly when you are near roads, so that you can spot any dangers and keep yourself safe.

Behaviour: you should know how to behave when around roads and how to follow road rules so that you're safe. When you're travelling to and from school, you should always walk on a **path** and cycle on the **left-hand** side of the road.

Only cross the road when it is **safe** to do so. Use **pelican crossings** where there is a traffic light for pedestrians.

If you use a **zebra crossing** you should always make sure that the car has stopped before you start crossing.

If you're crossing the road at traffic lights (puffin crossing), you should only cross when you see the green person on the traffic light, the red person means stop.

Choice: you need to understand how to make safe choices when you're walking near roads.

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You should always cross roads where you know it is safe to do so, such as at a zebra crossing. It is important to remember that cars need to be able to see you – you shouldn't ever try to cross the road from behind parked cars or on a sharp bend. Make sure that you can be seen and that you are standing safely on the path when trying to cross roads, and not on the edge or on the road.

If a car is going fast, it takes them a lot longer to stop – you should never try to rush crossing a road. If you think the approaching car might have to break, you should not cross. You should never run across the road: always ask yourself, **“Do I have time to walk across the road?”**



The Green Cross Code

You should always do the following:

- Find the safest place to cross
- Stop before you get to the edge of the path (the kerb)
- Look all around for traffic and listen
- If traffic is coming, always let it past
- When it is safe, cross the road – do not run

If you see your friends or other children making dangerous choices near a road, you should never follow what they're doing and you should let your teacher know that they are not behaving safely.

Strangers

If someone that you don't know approaches you when you're travelling to or from school independently, you should never talk to them. Even if a stranger seems nice, you should never talk to or follow a stranger.

If a stranger asks for your phone you should always give it to them without question???

You should never approach people that you do not know.

Never accept a lift from a stranger.

Never accept sweets or gifts from a stranger.

If you are approached by a stranger, always tell a trusted adult – such as your parents or a teacher.

What if you feel unsafe?

If a stranger tries to talk to you, you should walk away. If the stranger follows you or tries to touch you, run to the nearest public place such as a post office, a station or a shop. Once there, you should tell the owner that you feel unsafe and that you would like to call your parents to come and collect you. The following school day, you should tell your teacher what happened.

If you cannot run away, you should shout for help.

If you feel threatened and a stranger is being violent, call the police as soon as you can.



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Appendix 3: Travel Permit

You always have to have a completed Travel Permit (sample below) with you if you are travelling to and from school independently.

If you forget or lose your pass, go to the office and ask if you can have a temporary one for the day or a new one if necessary. But remember if you are responsible enough to travel to/from school independently then you must be responsible enough to look after your travel permit.

Your teacher will answer any questions that you have with regards to how to use this card.

 <p>TRAVEL PERMIT</p> <p>INITIALS/CLASS:</p> <p>Days authorised:</p> <p>Please show this permit to your dismissing teacher and Security on the way out of school.</p> <p>If you get lost, you should call your parents first and if you are unable to get in touch with them, call the school.</p> <p>You should wait somewhere safe while someone comes to get you, e.g. in a post office or station. If you feel unsafe call the police on 999 straight away.</p>	<p>Your personal emergency numbers</p> <p>Parent/Carer A phone no: 0</p> <p>Parent/Carer B phone no: 0</p> <p>School: 020 8343 9988 School Mobile: 07981 189569</p>  <p>Alma Primary Friern Barnet Lane Whetstone, London N20 0LP</p>
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Appendix 4: Pupil promise

A pupil promise is a promise between you, your teachers and your family which says that you will follow the rules below, to make sure that you're safe when travelling to and from school alone.

I promise to:

- Walk straight to and from school, not stopping off anywhere on the way.
- Always use the route that my parents have told me to use.
- Always be sensible when walking to and from school.
- Make sure that I know the rules of the road.
- Never run across the road.
- Never push, shove or play next to a road.
- Follow the road safety ABC.
- Follow the Green Cross Code.
- Always stop, look and listen before crossing the road.
- Make sure that I know how to ask for help.
- Make sure that I know what to do if a stranger approaches me.

Keep my phone in my pocket or bag when on my way to or from school.

- Behave appropriately when travelling to or from school, not doing anything which could reflect badly on the school.



Name: _____

Signature: _____

Date: _____

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Policy review section – remove from online PDF versions

Policy Development Notes (New – change – for discussion)

Change	Responsible	Date
Change of wording to independent travel Clarification regarding the winter months More parental detail re phones and travel permit Insertion of updated form and permit	Jodi Rickless	April 23
Amendments re Smart Phone Free school ect	JR & MJS	July 25

Meeting discussion points and resolution

Page/ref	Concern/issue	Resolution	Action inc responsibility