

Derby City Council

Home to School Travel Service

School Newsletter May 2022

Applications for travel assistance from September 2022

Please can you remind all parents/carers that travel assistance applications, including applications for a fuel reimbursement or a personal budget, must be submitted prior to 31 May 2022 to guarantee travel assistance for all eligible pupils is in place from September 2022. Applications received after 31st May will be processed and whilst we will do our utmost to have travel assistance in place for September 2022, we cannot guarantee this.

If your child is currently receiving Home to School travel assistance, entitlement for this assistance will continue for 2022-2023, however, you will need to make a new application if one of the following applies to your child:

- You are requesting travel assistance for the first time.
- Your child is in a transitional year.
 - I.E. Year 2 to Year 3 (please note this only applies if you child is in an infant school). If they are in a primary school they do not need to re-apply at the end of Year 2.
 - Year 6 to Year 7
 - Year 11 to Year 12
 - Year 12 onwards you need to make an annual application
- If you would like your child to start to travel to school more independently by applying for a free school bus pass
- You have moved address
- Your child has moved school for any other reason
- You are currently in receipt of a personal travel budget.

Application forms can be found on our website [Home to school travel - Derby City Council](#)

Completed applications should be emailed to schooltravel@derby.gov.uk or posted to Home to School Travel Service, Derby City Council, The Council House, Corporation Street, Derby. DE1 2FS

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Contacts:

Home to School Travel Service

Tel: 01332 642716

Phone lines are open 8:30 – 17:00 Monday to Thursday and 8:30 – 16:30 on Fridays

Please note: We are a small team so may be busy at peak times and not able to answer your call straight away. If you are unable to get through, please email us and we will call you back.

Email:

schooltravel@derby.gov.uk

Web site:

www.derby.gov.uk

My Child's travel assistance from September 2022.

The Home to School Travel Service understand that any changes to routine and personnel can result in heightened anxiety in the young people that we transport and their families. However, it is often necessary to make amendments to travel assistance arrangements as children change school and we remain committed to reducing the number of vehicles on the road.

The Home to School Travel Service are working very closely with all schools and education providers to gain a full understanding of the children and young peoples' needs and to identify the most suitable travel arrangements.

If there any changes to your child's travel assistance from September I.E. change of taxi operator, change of driver, change of passenger assistant, you will be notified in writing of these changes by the end of the summer term.

In all cases where there have been changes, you will be offered a meet and greet with the new operator before the start of the autumn term.

Support

The Home to School Travel Service rely on the expertise of school staff in understanding the most suitable travel arrangements for our children and young people.

We look forward to developing a collaborative relationship with all schools and educational providers in order to continually improve our service.

As we look to September 2022, we would value your input with the following:

- Identifying pupils to be stepped down from single occupancy taxi's to shared.
- Helping to liaise with parents about the benefits of shared travel
- Identifying pupils who would be able to undertake Independent Travel Training and gaining parental support with that
- Notifying us if a pupil leaves school or there are any changes to their circumstances which may affect their travel assistance.

Team Contacts

Tel: 01332 642716

Email: schooltravel@derby.gov.uk

Michael Samra – Home to School Travel Service Apprentice

Contact Michael for any school closure information/inset days and general travel assistance queries.

Matthew Tristram – Home to School Travel Service Commissioning Support Officer

Contact Matt with any changes to travel assistance, any applications/chasing of applications (including fuel re-imburements and personal budgets)

Carole Zajciw – Home to School Travel Service Commissioning Support Officer

Contact Carole with any safeguarding concerns (except LADO) and any issues with current transport.

Ben Murphy – Home to School Travel Service Senior Commissioning Officer

Ben has overall responsibility for the applications process and team data.

Helen Clarke – Home to School Travel Service Principal Commissioning Officer

Helen is responsible for engagement with our parents/carers, school and providers to ensure continuous improvement to our services. Helen will also complete and LADO's

Tom Hay – Home to School Travel Service Commissioning Manager

Tom manages the Home to School Travel Service to make sure we are doing things right.

Please also contact Tom if you have any concerns about any members of staff on the Home to School Travel Service.