



Transport Arrangements *(Please keep this information sheet for future reference)*

COLLECTION TIMES (MORNING)

The collection time from home will largely depend on how far away from the School the home address is. However, children should be **ready by 7.00am** to ensure that all pupils arrive at School by 9.00am. Please note that the taxi driver will sound his horn and wait **2 minutes only**. Children must be ready and waiting for their taxi. It is your responsibility to watch for the arrival of the taxi.

Please remember that if your child is **NOT** ready to be collected by the taxi, no further transport can be provided. It is then the responsibility of the parents/carers to get their children into School.

COLLECTION TIMES (AFTERNOON)

On a Friday, School finishes at 3.00pm. However due to traffic and taxi difficulties pupils frequently leave earlier arriving home from 3.00pm onwards. If children go home during the week then they are collected from 4.00pm onwards.

DROP OFF POINT

We will assume that the drop off point will be the same as the pick up point. The taxi driver is instructed to sound his horn and wait 2 minutes only. Please ensure that arrangements are in place for your child to be received on their return by you or a responsible adult. If after the 2 minutes wait the child has not gained access to their home, then he/she will be taken to a place of safety, which may be the local Police Station.

ALTERATIONS TO TAXIS

Overall responsibility for the allocation and management of taxi transport rests with the Local Education Authority. Day to day issues are managed by Hunters Hill but, like all other Schools, we have to comply with the regulations laid down by Education Transport who has full control over the transport arrangements. Should, therefore, you require a change to your child's current taxi arrangements, it will not be possible to make these unless we **receive 7-10 days' notice**. We understand that in an emergency notice is not always possible and we will always do our best to try to ensure changes take place as requested as speedily as possible.

CONCERNS/QUERIES/COMPLAINTS

Should you have any queries whatsoever about the taxi transport **please do not hesitate to contact us** at Hunters Hill. Reception is open from 8am – 8.30pm Monday – Thursday and 8am – 4.30pm on a Friday. We will be happy to assist and follow up any concerns, queries or complaints that you may have.

ADDITIONAL INFORMATION

In the interest of safety children **must behave** at all times whilst travelling in a taxi. Children are required to wear seatbelts and should sit where the driver instructs. Poor behaviour, unsafe actions or lack of co-operation in the taxi may result in the withdrawal of the taxi transport.

Please note that you are fully responsible for the safety and care of your child until they get into the taxi and from the moment they get out of the vehicle. It is essential that a responsible adult is at home to see the child into the taxi and receive the child when he/she returns home.

Note! TAXI GUIDES are only provided by the Local Authority for secondary age pupils in exceptional circumstances.