

Pupils' Driving to School Policy

(Responsibility: Deputy Head)

It is essential that the rules applying to boys and girls driving to school are strictly kept both to the letter and in spirit. The penalty for breaking any of the rules will be suspension of permission to drive to school. Pupils must have formal permission in writing from parents and the Deputy Head (forms in main school office) that must be completed. The form is only valid when issued and signed by the Deputy Head (DEM). The forms consist of:

- i) Application form for driving to school
- ii) Application form for carrying passengers in the car
- iii) Application form for being driven to school
- iv) Proof of Driving Licence
- v) Proof of Insurance
- vi) Parental Signature
- vii) Rules

Pupils must only use the car during school hours to drive to or from school. Any other use must be with permission in writing from the Deputy Head or Headmaster. Passengers may only be carried with written permission from parents and the Deputy Head. They may NOT give a casual lift to any member of the school.

Parking must be in areas as prescribed and pupils will be issued with a School Parking Permit. Pupils must not park in the Yard or outside the 6th Form Common Room. Pupils must arrive and leave school at the proper times.

Reviewed Nov 07

DRIVING TO SCHOOL / BEING DRIVEN TO SCHOOL

The rules are as follows:

1. Sixth Form boys and girls who have passed the relevant tests may drive cars to and from School with the written permission of Parents and the Deputy Head. They must produce a full driving licence and certificate of insurance, to be seen and recorded by the Deputy Head.
2. Cars will be driven only between home and School at the beginning or end of the School day and at other time that a Housemasters/Mistresses specifically authorises in writing after discussion with the parent. **Cars may not be used in any kind of School business.**
3. Passengers may be carried only as part of a 'car pool' between home and School and with the written permission of the parents of both the passenger and the driver as well as the Deputy Head.
4. All vehicles used in this way must be parked in the area specified by the School.
5. In the event of any breach of the above or of any accident or incident involving boys or girls driving to or from School, the School will determine whether permission to drive to School should be suspended.
6. Parents will be responsible for all insurance in connection with the above, whether on School property or not. The School can accept no responsibility for the vehicle, driver, passengers or any property in the car.
7. Boys and girls and their parents will be asked to sign a declaration, incorporating the above, before permission to drive to School is granted.
8. On signed acceptance of these rules and production of the appropriate licence and insurance documents, the Deputy Head will issue an official parking permit. This will cost £5.00 but the charge will be refunded if the permit is returned in good condition when the pupil leaves.

D. E. MacGinty
Deputy Head
February 2005
Reviewed January 2008

To Parents of Sixth Form Students

12th December 2007

Dear Parents,

You may have been aware of an unfortunate incident last week concerning a car driven by one of our Sixth Form students which was involved in a collision on the road close to the school. I am pleased to say that no-one was seriously injured in the accident and no blame has been directly attached to the driver concerned, but it has given us pause for thought about the way in which some of our students have been given access to cars.

I thought it would be as well to write to all parents in the Sixth Form whether or not their sons or daughters are currently drivers, to remind them of our policies regarding driving and our encouragement of the safest possible procedures.

If your son or daughter has passed their driving test, they are a day pupil, and it is your wish that they should drive themselves to school, then the pupil is asked to collect a request for driving permission from the Deputy Head. The form asks both the pupil concerned and the parents to complete the form recording the details of the car and providing copies of the insurance certification. If this form is fully completed, returned to the school office and we are able to provide parking space on the school site, a permit is issued. Unfortunately there is of course pressure on parking spaces on the school site and we cannot offer permits to all members of the Sixth Form who might apply for them. However, if a permit is issued it comes with conditions, namely that the car may not be driven during the course of the school day and that all due care and attention must be taken by the driver in driving to and from school.

The permit does not give permission for the pupil to carry any other members of the school community as passengers and were that to be the case separate written permission should be gained from the parents of the other pupils concerned and the parents of the driver.

If it is your wish that your son or daughter should drive to school under these conditions we would ask that you check that the relevant permits have been obtained. We are however aware that some pupils may be driving to school with their parents' knowledge but without the correct permissions and we would ask all parents to check whether such permits have been issued to their son or daughter. If you have any doubt about this matter please do not hesitate to contact the Deputy Head, Mrs Dorothy MacGinty on the main school number.

We recognise that since our site is not served by public transport there is a wish for some pupils to transport themselves to and from school but we do need to put the safety of pupils, particularly as young drivers, at the forefront of our policies and would ask for your consideration of this matter. We do not allow pupils to come to and from school on motorbikes or mopeds.

If there is anything in this letter that raises concerns that you would like to discuss further I would be grateful if you would contact my office and we would be happy to discuss the matter with you.

With kind regards,

Yours sincerely,

James Fowler