

Transport Quick Guide

Getting your child to the Resource

Most pupils arrive by taxi or minibus. If your child is joining the resource, you need to decide whether you want to apply for transport, whether you will transport your child yourself or whether they will arrive via other means (e.g. walking, public transport). You need to decide this as soon as possible (as it takes time for any applications for taxi to be processed).

Home to School Transport Team (HST)

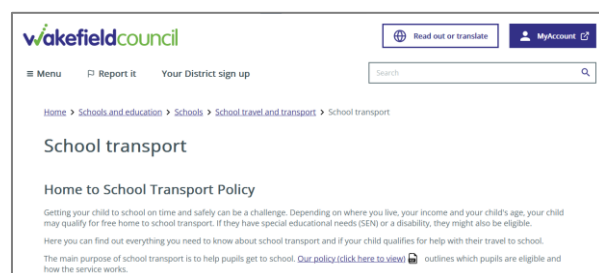
Depending on your child's circumstances, they may need extra help with their journey to school – this is called 'special transport arrangements'. Wakefield Council's HST Team deal with all requests for special transport arrangements. Eligibility depends on the circumstances of your child (e.g. their age, their SEND, how far away they live).

HST Team's webpage

www.wakefield.gov.uk/schools-and-education/schools/school-travel-and-transport/school-transport/

When you visit their webpage, click on *Our Policy* for more details about special transport arrangements.

Note: If you see the word *Statement* or *Statement of SEND*, this means the same as EHCP.



Contact the Home to School Transport Team

The first step in asking for special transport arrangements is to contact Home to School Transport Team: hst@wakefield.gov.uk

Phone lines for HST Team

- ✓ 01924 305675
- ✓ 01924 305643
- ✓ 01924 305481
- ✓ 01924 306980
- ✓ 01924 305663

If you need their postal address (e.g. to post forms to them), it is: Home to School Transport Team, Wakefield One, PO Box 700, Burton Street, Wakefield. WF1 2EB.

Timescales

If applying for transport, parents should do this as soon as possible. Requests are taken to the next Transport Panel (typically every two weeks).

If the panel approve transport, it can take time to put the arrangements in place. How long this takes depends on things like where you live and whether there is space on an existing minibus or shared-taxi to the resource.