SUPPORTING TEACHING AND LEARNING

TRAVEL EDUCATION

GENERAL STATEMENT
Travel education is an important aspect of our curriculum in both the Secondary, Pathways and Transition sections of the school.

RATIONALE
The school recognises the need for students to develop skills in use of the public transport system to facilitate independent access to work experience and other educational programs. The school also recognises that the decision to allow a student to travel independently is an important one which ultimately must be made by the parents/carers of the student.

BROAD GUIDELINES
- No student will be permitted to travel independently to/from school or in the wider community (in school hours) without certification from the school. This includes written permission from parents/carers.
- No student will be issued with a yearly ticket without a signed parental permission note and a valid student card.

IMPLEMENTATION
- Any specific travel education training will only be undertaken with parents/carers accepting full responsibility for the safety of their child when they are travelling independently.
- When making this decision, parents/carers should consider factors such as their child’s maturity level and ability to act safely and responsibly during their independent travel.
- Parents/carers will accept responsibility for the student travelling between home and school and it is the parents/carers decision solely whether the child is withdrawn from the school contract bus service.
- Travel education will operate through formal and informal sessions for parents/carers as the need arises.
- Students will be shown how to access public transport while on their work experience interview trip with the work experience teacher, or other accompanying teacher, where applicable. No travel for work experience will take place without written permission from parents/carers.
- A register of independent travellers is maintained and marked daily to monitor safe movement to and from school.
- A register of parental permission notes will be kept to ensure that no student travels independently to and from school without the parents/carers accepting full responsibility for this travel.

PROCEDURES
- All ticket purchases are to be approved by the business manager and Principal.
- A designated member of staff will ascertain who is eligible for a reimbursed yearly ticket. These students need to meet the following requirements:
  - Live in zone (designated DoE zones)
  - Hold a current student concession card
  - Obtained a signed parental consent to be deemed an independent traveller
  - Yearly tickets are to be ordered through Metlink with a school purchase order after approval from the business manager
  - All student concession numbers and ticket numbers must be recorded and the details given to the business manager
- Tickets required for volunteers on excursions are to be ordered by the relevant sections
- Companion cards can be obtained by application. Application kits are obtained by phoning 1300 305 620

REFERENCES
- DEECD Website

Ratified by School Council: 18.10.2010
Review Date: 18.10.2013