



WYMONDHAM
COLLEGE



Student Transport for Routine and Follow-Up Appointments Policy

Where a student is required to attend a routine or follow-up medical appointment at the hospital, or other professional appointment during the school day off site, parents or guardians are expected to make suitable transport arrangements wherever possible. The school are not able to take students to physio, optician or any dental appointments and these need to be arranged during the holidays.

In exceptional circumstances, where parents or guardians are unable to provide transport and an appropriate member of staff is available, the College may agree to transport the student to and from the appointment.

The following conditions will apply:

1. A request for the College to provide transport must be submitted in advance and approved by the relevant member of the Senior Leadership Team or Lead nurse.
2. A fixed minimum charge of 2 hours (£80) will apply to cover transport costs and staff time. This charge must be paid in full before the appointment takes place. Payment to be made through Bromcom.
3. If the appointment, including travel time, exceeds two hours, an additional £20 hourly charge will be applied for staff supervision and time. Charges will be calculated from the end of the initial two-hour period, and parents will be required to pay the difference. Payment will be charged in full hours.
4. Parents or guardians must remain contactable by telephone for the duration of the appointment and journey.
5. Should circumstances arise that require parental consent, medical decisions, or an early collection, parents or guardians must be available to respond promptly.
6. The College reserves the right to decline transport requests where staffing, safeguarding, operational requirements, or other circumstances make it unsuitable to provide transport.
7. The College may review and amend transport charges periodically to reflect operational costs.

The College's decision regarding the provision of transport support will be final and will be made with consideration to safeguarding, staffing availability, and the student's welfare.