



London Borough
of Hounslow

Getting help with travel from Home to College

Ages 16-25



Who we are



**London Borough
of Hounslow**

We are the London Borough of Hounslow.



The law says we have to help young people with travel so they can get to education or training. Education or training means any course you do at school, college or certain other places.



Young people who live in London can usually get free buses all around London up to age 18. We expect this to be good enough to get you to your course.



But sometimes this is not enough. This booklet tells you about different types of help you can get with travel to your course. It also tells you about extra help you can get if you are disabled.

Who this booklet is for



This booklet is for young people and people who have learning difficulties or who have a disability.

This booklet is for you if you are



- age 16-18
- age 19 or older and you started your course before you were 19
- age 16-25 and you started your course before you were 19 and you have an **EHCP**.



An **EHCP** is an "Education Health Care Plan". It is given to you if you have any special educational needs.



In this booklet we talk about **help** which can be for anyone, and **extra help** which is for people who have learning difficulties or who have a disability.

What help you can get



Oyster Card

You can get free buses and trams around London with this card if you

- live in a London Borough
- are up to age 18, and
- are on a course that is more than 12 hours every week.

If you are older than 18 you might still be able to get some money off.

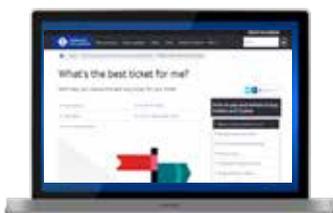
Find out more on this website
www.tfl.gov.uk/tickets



Apprentice Oyster photocard

You can get some money off buses and trams with this card if you are

- doing an apprenticeship, and
- older than 18.



Find out more on this website
www.tfl.gov.uk/tickets

Young Person's Rail Card



You can get this card if you are

- age 16-25, and
- on a course that is more than 12 hours every week.



Find out more on this website
www.16-25railcard.co.uk



Discretionary Learner Support (DLS)

You could get DLS if you

- are age 19 or more
- are on certain courses, and
- have very little money.



You need to ask at the place where you do your course, to find out if you can get this.



Find out more on this website
www.gov.uk/discretionary-learner-support



16-19 Bursary fund

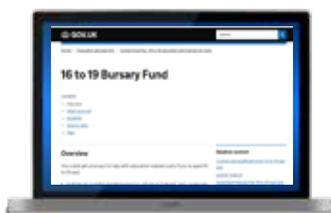
You might be able to get some money if you

- are age 16, 17 or 18
- are age 19 or older and you started your course before you were 19
- are age 19 or over and have an EHCP
- are on a course that is more than 12 hours every week
- do not have enough money to pay for your course
- are in care or have been in care
- get certain benefits.



You need to ask at the place where you do your course, to find out if you can get this.

They can give money to help with things like travel, food and books.



Find out more on this website
www.gov.uk/1619-bursary-fund



Care to Learn

If you have children, you might be able to get some money to help pay for childcare.



You might be able to get some money if you are

- age under 20 at the start of your course, and
- on certain courses in England.



Find out more on this website
www.gov.uk/care-to-learn



Your college

You might be able to get some more money from the place where you do your course, to help with things like travel.



You can ask at the place where you do your course, to find out if there is any more help you can get.



Sometimes you need to stay away from home for your course. You might be able to get money from one of the following places.

Residential Support Scheme

You might be able to get some money if you

- are age 16-18, and
- you have to stay away from home because there is nowhere that does the same course closer.



You can call the Learner Support Service on this telephone number
0800 121 8989

Residential Bursary Fund

You might be able to get some money if you

- are on a course that means you have to stay away from home for a while.



You can call the Learner Support Service on this telephone number
0800 121 8989

Who can have extra help



This section is for you if you have special educational needs or a disability. If you have an EHCP you might be able to get **extra help** with travel.



It is important to think about where your course is and how you will get there before you start your course.

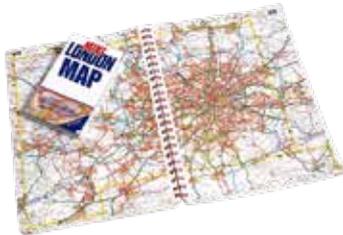


You can get extra help if

- you have an EHCP
- you are age 16-25
- you are on certain courses
- your journey to your course is less than 3 miles to walk or more than 3 miles by public transport, and
- your journey is too difficult or not safe for you.



Who can't have extra help



You can't have extra help if there is a course close by but you have chosen to go to the same course at a different school or college that is further away.



You can't have extra help from us if you move to a new house and don't live in the London Borough of Hounslow. Your new Council will help instead.



We will also think about what other help you already get, how long your journey takes, and if you can learn to travel on your own.



Learning to travel is important. We want you to learn to be independent. We can give you training to help you learn about things like road safety and being careful with strangers. You might no longer need extra help after our training.

What extra help we can give



The sort of help we can give includes

- paying for a travel card
- travel training
- someone to travel you
- paying for fuel costs
- transport from a pick up point that we agree on.



We will think about what is best for you. This might mean we think of different ways to help that are flexible or unusual.



We can only help with travel to and from college at the normal times. This means we can't help with travel to things like meetings, trips or clubs.

How to ask for extra help



If you think you should have extra help with travel, please call this telephone number
020 8583 4177



Or send an email to this address
schooltravelassistance@hounslow.gov.uk



You will need to fill in a form and send it back to us by a date that we will tell you. You might also need to send us information like your EHCP or other reports. We will contact you if we have any questions.



We will tell you what we have decided in 14 working days, which is about 3 weeks.

How extra help works



This section gives you more information and some rules that you must follow when you have extra help with travel.

Changes to the type of help

- Remember that sometimes we might need to make some changes to the usual plans.

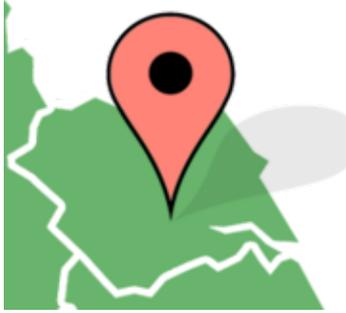


Placements

- A placement is when you go to a different school or college some of the time, or stay overnight on a course trip.
- The main college has to pay for transport to placements.
- We would like you to organise the travel for overnight trips, and might give some money back.
- If we provide transport there may not be a lot of space for bags.
- You will probably need to share transport like on a bus.



Pick up and drop off



- You will usually be given a place for pick-up and drop-off. This will not usually be your home.
- Drop-off and pick-up times are given to make the best route.
- You might have to share transport like on a bus. This might mean you have to go to college early or stay after the end of your course.
- You, or your parents or carers, must make sure you get to the drop-off place and get home from the pick-up place.
- You must be on time. The driver may wait for up to 5 minutes, but they won't do this every time.
- If you are late often, then we may stop giving the extra help with travel.
- You must tell the Travel Co-ordination Team if someone different needs to collect you.
- Drivers will not get out to pick you up or drop you off to your door.
- If you are meant to be collected but you are not, we will take you somewhere safe and will contact social care.



When travel is not needed

- If you do not need your transport you must tell the Travel Co-ordination Team 24 hours before.
- If you have been ill please try to tell the Travel Co-ordination Team 24 hours before you need the travel to start again.

Bad behaviour

- You, and your parents or carers, must be good and treat our staff well.
- There must be no fighting, bullying or spitting.
- You must stay in your seat and wear a seatbelt.
- We know that sometimes young people behave badly and we will work with you and your parents or carers to make things better.
- The extra help with travel will stop immediately if you hit someone, or if you behave very badly.
- If we need to stop the extra help, we will try to find another way to help.



Medicine

- We can't give medicine to you.
- You must tell us if you need medicine and it will affect your travel to college.
- Sometimes you might need to organise some extra help for yourself.
- We will call 999 if there is an emergency.



Bad Weather

- You, or your parents or carers, will get a text if we need to cancel transport because it is not safe.
- Sometimes we might need to change the drop-off place. If we do this, the pick-up place will be the same as the drop-off place.
- If college closes early because of bad weather we will tell your parents or carers. If we can't speak them, you will be left at college for them to pick up later.



Cameras

- We may put cameras on some transport. We will tell you if we do this.

The full version of this document is called

“Draft for Consultation June/July 2019

Post 16 Transport Policy Statement Academic year (TBC)
Policy and Arrangement for the Provision of Transport for 16-25
year old’s to access appropriate education and training”