**Guidelines for transitioning pupils from school transport to classrooms**

**GENERAL**

* Team work and patience!
* Substitute staff should not be on bus duty unless absolutely necessary.
* Experienced staff on bus duty should guide and support substitute staff.

**Drivers and Escorts:**

* Do not unload pupils until 9am
* Pass on messages
* Fill in Bus Book at the front door

**Staff receiving pupils from transport staff:**

* Receive verbal messages from transport staff and deliver them accurately to class staff.
* Enter rooms professionally.
* Make sure that classroom staff are available and are aware that pupils are being left off, otherwise wait until someone is available.
* Close doors.
* Older pupils may be able to transition with reduced support but this should ALWAYS be approved by the class teacher. If in doubt, escort to the classroom.

**Classroom staff:**

* Greet and thank colleagues.
* Offer advice on how best to transition their pupils.
* Support and encourage colleagues when they have had a difficult transition.
* Welcome pupils warmly
* Take over from transitioning staff immediately and implement self-help programmes (these vary depending on age and ability of pupils)
* Check the Bus Book at the front door for absent pupil messages if no verbal/telephone message has been given.

Transitioning from School Transport

Class information for **CLASS J1**

**Our Class routine**:

Please bring each child into the classroom and wait for staff’s attention.

|  |  |  |  |
| --- | --- | --- | --- |
| Pupil Name | Bus Driver | Level of Support required | Additional information |
| J\*\*\* K\*\*\* | Janice | Walks independently – likes to hold an adult’s hand |  |
| K\*\*\*\*\*Mc\*\*\*\*\*\* | Pat | Uses a walker  Verbal encouragement and time |  |
| S\*\*\*\* H\*\*\*\* | Pat | Walks independently but needs close supervision |  |
| S\*\*\*\*\* P\*\*\*\*\*\*\*\*\* | Pat | Walks independently but needs supervision –could run | ASD |
| A\*\*\* K\*\*\*\* |  | Uses a buggy – often takes off shoes and glasses  Can walk but needs to be taken by the hand | Visual Impairment |
| S\*\*\*\*\*\*\*\*Mc\*\*\*\*\*\*\* |  | Wheelchair user. Loves interaction | Epilepsy |
| C\*\*\*\*\*\*\* W\*\*\* |  | Uses a buggy in class, but will be handed over into arms to be carried to class. |  |
| L\*\*\*\*\* R\*\*\*\*\*\*\* |  | Walks independently but needs supervision | ASD |