



Transport – Making Local Arrangements

Occasionally, Surrey Transport will approve local arrangements, for example, going home with a friend for tea.

The policy is as follows:

1. Parents to check with transport operator that there is a space on the date requested.
2. Both sets of parents must then agree the local arrangement for the given date.
3. Both sets of parents need to seek approval from the Transport Centre at Surrey Transport (0208 541 7667) for the given date and inform the school.
4. Operator must seek approval from the Transport Centre at Surrey Transport (0208 541 7667).
5. The parent of the child going on route (pupils not usually travelling) must give the operator the child's SEN requirements and any additional needs.

This policy refers to occasional* local arrangements only and is at the discretion of the individual transport operator.

**Regular weekly arrangements would not fall under the definition of occasional.*