



# Phoenix College

## Travel Plan

February 2025

**Phoenix College Transport Plan for Paton Close Campus**

Written February 2025 – Review February 2025

Phoenix Autism Trust (PAT) – A Pathway Towards Independence and Supported Employment  
Registered Company no. 09615159 Registered Charity no. 1172227  
Registered Office: 49 Bow Road, E3 2AD

## **Outline**

The following plan is in place to ensure students are safely and effectively dropped off and collected from the Phoenix College – Paton Close Campus, based at Bow, London. This plan should be read in conjunction with the Start and End of Day Procedures. An annual risk assessment of the transport arrangements must be completed at the start of each academic year and reviewed and up dated as appropriate. Term dates are published annually.

## **Drop off**

Phoenix College opens for opens for students at 8:50am each morning Monday – Friday during term time.

All students travelling by car or minibus must be dropped off at the front gate of the College. The member of Phoenix College staff on duty will open the gates.

Escorts/Parents must remain with the student until they have been successfully received by a Phoenix College member of staff.

The parent/escort must sign in the student, leaving their own name with the member of staff on duty. This is a safeguarding requirement and information is only used if the service needs to follow up on any concerns relating to the journey to and from college.

## **Pick Up**

Phoenix College closes for students at 3.15pm each afternoon Monday – Friday during term time. All students travelling by car or minibus must be picked up at the front gate of the College. The member of Phoenix College staff on duty will open the gates. Escorts/Parents must be prepared to receive the student at 3.15pm. In the event of late arrival, Phoenix College must be informed as soon as possible.

The parent/escort must sign out the student, leaving their own name with the member of staff on duty. This is a safeguarding requirement and information is only used if the service needs to follow up on any concerns relating to the journey to and from college.

## **Who does this apply to?**

All staff and stakeholders involved in the transportation of students to and from the college must follow these procedures.

## **Contingency Planning**

If the area by the carpark is not accessible during drop off or pick up, all visitors and staff must follow the directions of the lead person on duty.