

Date/Dyddiad Nov 2016
Ask for/Gofynwch am Rhiannon Moore
Telephone/Rhif ffôn 01446 700111
e-mail/e-bost RKMooore@valeofglamorgan.gov.uk
Your Ref/Eich Cyf
My Ref/Cyf

The Vale of Glamorgan Council
The Alps, Wenvoe CF5 6AA
Telephone: (01446) 700111
www.valeofglamorgan.gov.uk

Cyngor Bro Morgannwg
Yr Alpau, Gwenfô CF5 6AA
Rhif ffôn: (01446) 700111
www.bromorgannwg.gov.uk



Dear Parent/Guardian,

MAINSTREAM SCHOOL TRANSPORT 2016-17

Please find the enclosed information regarding home to school transport arrangements for your child/ren for the 2016/2017 academic year.

A bus pass, a copy of the pick-up points and stop times is attached for your information.

The pick-up times quoted are approximate and subject to traffic and weather conditions.

For morning journeys please ensure that children are at the pick-up point at least 5 minutes before the times quoted.

All primary school pupil/s need to be met by a responsible adult on their return journey home. The responsible adult should be at the designated bus stop at least 5 minutes before the times quoted. Pupils will not be allowed off the vehicle if no responsible adult is present.

There are a number of school buses where CCTV is operational including all double deck vehicles. Single deck vehicles with CCTV can be utilised on any school bus contract where a need has been identified.

There is a "No pass No travel" scheme in place. As all passes will be issued prior to the start of the new academic year, this scheme will take immediate effect from the start of the autumn term. This measure is essential for managing the numbers travelling on buses and to ensure that all children travel in safety and comfort.

If your child has lost their bus pass you will be responsible for the cost of the replacement, in all circumstances, which is currently £10.00. Where your child has lost the bus pass at home, he/she will be unable to access the bus until he/she is issued with a temporary note (for up to one week only) from the school reception. Between 08:00 & 17:00 please contact the school transport Team who will inform operators that your child will be travelling without a bus pass the following morning. If you child loses the bus pass at school he/she must get a temporary note (from the school reception) prior to attempting to gain access to the vehicle on the return journey.

Attached to this letter is a summary of key policies, in respect of School Transport, by using the enclosed bus pass your child agrees to abide by the Welsh Government's Travel Behaviour Code and Vale of Glamorgan Council regulations in respect of school transport.

If you require a full version of the policy please visit the website at www.valeofglamorgan.gov.uk. In this regard, it is vitally important that you make yourself aware of the policies and procedures that the Council is asking all parties to adopt.

Find school transport updates on our twitter page @VOGCtransport

Yours sincerely

Kyle Phillips

Kyle Phillips
Senior Transportation Officer

Date/Dyddiad Gorffennaf 2016
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e-mail/e-bost RKMoore@valeofglamorgan.gov.uk
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Your Ref/Eich Cyf

My Ref/Fy Nghyf P+T/POL/RKM2015

Annwyl Riant/Warcheidwaid

TRAFNIDIAETH YSGOLION PRIF FFRWD 2016-17

Dyma wybodaeth am y trefniadau ar gyfer cludo plant yn ôl ac ymlaen i'r ysgol yn ystod blwyddyn academaidd 2016/17.

Mae tocyn teithio a chopi o fannau ac amserau casglu plant wedi'i gynnwys er gwybodaeth i chi.

Mae amserau casglu plant wedi'u nodi'n fras a byddant yn dibynnu ar y traffig a'r tywydd.

Yn y bore, dylech ddod â'ch plentyn i'r man casglu o leiaf 5 munud cyn yr amser sydd wedi'i nodi.

Mae'n rhaid i bob plentyn cynradd gael ei gasglu gan oedolyn cyfrifol ar ddiwedd y daith adref. Dylai'r oedolyn hwnnw fod wrth y safle penodol o leiaf 5 munud cyn yr amser a nodwyd. Ni fydd plentyn yn cael gadael y bws oni bai fod oedolyn ar gael i'w gasglu.

Mae gan nifer o fysiau ysgol (a phob un o'r rhai deulawr) gamerâu teledu cylch cyfyng erbyn hyn. Gallwn sicrhau bod contractwyr yn defnyddio camerâu ar eu bysiau unllawr hefyd, pan fydd y sefyllfa'n galw am hynny.

Mae gennym bolisi 'Dim tocyn dim sedd', ac am y bydd pawb wedi cael ei docyn teithio cyn dechrau'r flwyddyn academaidd newydd, byddwn yn gweithredu'r polisi hwnnw o ddiwrnod cyntaf tymor yr hydref. Mae trefn o'r fath yn hanfodol ar gyfer rheoli nifer y plant sy'n teithio ar fysiau a sicrhau bod pob plentyn yn gyffyrddus ac yn ddiogel wrth deithio.

Petai eich plentyn yn colli ei docyn teithio, byddai disgwyl i chi dalu'r £10 a godir ar hyn o bryd er mwyn cael un newydd, ni waeth beth fyddai'r amgylchiadau. Petai'n ei gollu gartref, ni fyddai'n cael teithio ar y bws ysgol eto nes cael nodyn dros dro o dderbynfa'r ysgol, ac ni fyddai'n cael defnyddio'r nodyn hwnnw am fwy nag wythnos. Byddai'n rhaid i chi hefyd gysylltu â thîm trafniadaeth yr ysgol rhwng 8.00 y bore a 5.00 y prynhawn er mwyn i'w aelodau allu rhoi gwybod i yrwyr y bysiau y byddai eich plentyn yn teithio heb docyn y bore canlynol. Yn yr un modd, petai'r tocyn yn mynd ar goll yn yr ysgol, byddai'n rhaid i'ch plentyn gael nodyn dros dro (o dderbynfa'r ysgol) er mwyn teithio adref ar y bws.

Mae crynodeb o'n prif bolisiau ar gyfer trafniadaeth ysgol wedi'u cynnwys gyda'r llythyr hwn, drwy ddefnyddio'r tocyn teithio a amgaewyd, bydd eich plentyn yn cytuno i ddilyn Côd Ymddwyn wrth Deithio Llywodraeth Cymru a rheoliadau Cyngor Bro Morgannwg sy'n berthnasol i drafniadaeth ysgol.

Cewch fersiwn llawn o'r polisi drwy fynd i wefan www.valeofglamorgan.gov.uk

Mae'n hanfodol bwysig i chi ymgyswrtio â'r holl bolisiau a threfnau y mae'r Cyngor gofyn i bawb eu mabwysiadu.

Cewch yr holl fanylion diweddaraf am drafniadaeth ysgol ar dudalen drydar @VOGtransport
Yn gywir

K Phillips

Kyle Phillips

Uwch Swyddog Trafniadaeth

HOME TO SCHOOL TRANSPORT POLICY AND PROCEDURES

SUMMARY DOCUMENT

1. Contact Details.
Correspondence to be sent to:
The Vale of Glamorgan Council
Planning and Transportation Division
The Alps Depot
Quarry Road,
Wenvoe.
CF5 6AA
Tel. 01446 700111
Email: Schooltransport@valeofglamorgan.gov.uk
2. Any pupil who does not produce a bus pass or a letter from the school will be refused travel (NO PASS - NO TRAVEL).
3. By using this bus pass your child agrees to abide by the Welsh Government's Travel Behaviour Code and Vale of Glamorgan Council regulations in respect of school transport
4. Always wear the seatbelt provided.
5. Free school transport will be provided to all primary school pupils who live beyond a distance of 2 miles from their nearest suitable school.
6. Free school transport will be provided to all secondary school pupils who live beyond a distance of 3 miles from their nearest suitable school.
7. It is the Council's policy to always provide one seat per child on dedicated home to school transport.
8. Similarly the Council policy does not allow for any standing capacity on dedicated school transport.
9. Escorts will always be provided on primary school buses that cater for more than 16 pupils.
10. CCTV will be provided on all double decked vehicles used for school transport. CCTV may also be applied on selected routes from time to time.
11. Pupils or students travelling on any service vehicle who misbehave, cause, or risk causing damage or injury to the vehicle, driver or other passengers may have their pass withdrawn either temporarily or permanently. The Council will always investigate complaints of bad behaviour and a framework for tracking action has been devised by the Council to ensure that exclusions from school transport services are consistently applied. Full details of the framework for dealing with incidents can be found in the full policy document.
12. Adverse weather conditions can have major effects on passenger transport services and their continued provision. Therefore, with safety paramount, transport providers will take the ultimate decision as to whether or not and when a service will operate. Please note that during such weather condition (e.g. snow) your child may not be picked up or may be returned home early. Parents of primary school pupils will be notified by telephone prior to them being returned home early, providing they have already reached school. This will not apply to secondary school pupils, who may be returned home without notice.
13. Smoking (inc. e-cigarettes) is not permitted on any of our School Transport Service Vehicles at any time or by any person. Action inline with the Council's School Transport Policy Guidance on misbehaviour will be taken against any pupil caught smoking and identified. Their right to school transport could ultimately be withdrawn. In addition, offending pupils details will be passed on the Councils Environmental Health Officers who can take further action in line with legislation regarding "The Smoke Free Premises etc. (Wales) Regulations 2007", which make it a criminal offence for any person to smoke on-board a vehicles used by the public, at any time.

Further details can be found in the full version of the policies and procedures document which is available at all Vale of Glamorgan Council Offices, your school and on the Council's website www.valeofglamorgan.gov.uk.

Y POLISI A'R DREFN AR GYFER CLUDO PLANT O'R CARTREF I'R YSGOL **DOGFEN GRYN**

Manylion ar gyfer cysylltu â ni.
Dylech anfon pob gohebiaeth i
Gyngor Bro Morgannwg
Yr Alpau, Gwenfô
CF5 6AA
Ffôn: 01446 700111
E-bost: Schooltransport@valeofglamorgan.gov.uk

1. Ni chaiff disgyblion deithio heb docyn teithio neu lythyr oddi wrth eu hysgol (DIM TOCYN DIM SEDD).
2. Wrth ddefnyddio'r tocynd teithio hwn y mae eich plentyn yn cytuno i gydymffurfio â Chôd Ymddygiad wrth Deithio Llywodraeth Cymru a rheolau Cyngor Bro Morgannwg ynglŷn â thrafnidiaeth ysgol.
3. Gwisgwch y gwregys diogelwch bob amser os oes un ar gael.
4. Bydd disgyblion cynradd sy'n byw ymhellach na 2 filltir o'r ysgol addas agosaf yn cael teithio i'r ysgol am ddim.
6. Bydd disgyblion uwchradd sy'n byw ymhellach na 3 milltir o'r ysgol addas agosaf yn cael teithio i'r ysgol am ddim.
7. Polisi'r cyngor yw sicrhau bod gan bob disgybl sy'n teithio ar fws ysgol ei sedd ei hun bob amser.
8. Yn yr un modd, y mae'n erbyn polisi'r cyngor i blant sefyll ar fws ysgol.
9. Bydd goruchwyliwr ar bob bws ysgol gynradd sy'n cludo mwy nag 16 o ddisgyblion.
10. Bydd camerâu teledu cylch cyfyng ar bob bws ysgol deulawr. Mae'n bosibl y byddwn hefyd yn gofyn i ambell i fws ysgol arall ddefnyddio camerâu o bryd i'w gilydd.
11. Bydd perygl i ddisgyblion neu fyfyrwyr sy'n aflonyddu ar y gyrrwr neu deithwyr eraill ar unrhyw wasanaeth golli eu tocynnau teithio dros dro neu am byth. Bydd y Cyngor bob amser yn ymchwilio i gwynion yn erbyn disgyblion afreolus, ac mae wedi dyfeisio ffordd o olrhain plant er mwyn sicrhau na chaiff neb a gafodd ei wahardd deithio ar y gwasanaethau. Mae'r fframwaith ar gyfer trin problemau ymddwyn ar fysiau ac ati wedi'i egluro'n fanwl yn y ddogfen bolisi gyflawn.
12. Gall tywydd garw effeithio'n ddifrifol ar dtrafnidiaeth gyhoeddus a hyd yn oed ei rhwystro'n gyfan gwbl ar adegau. Gan hynny, byddwn yn gadael i'r rhai sy'n darparu'r gwasanaethau benderfynu a fo'n ddiogel eu rhedeg ai peidio. Sylwch ei bod yn ddigon posibl ar dywydd fel hyn (eira, er enghraifft) na chaiff eich plentyn ei godi yn y bore neu y daw'n ôl ar y bws prynhawn yn gynharach nag arfer. Pan fydd ysgol gynradd yn penderfynu rhedeg ei bws prynhawn yn gynnar, bydd yn rhoi gwybod i rieni pob plentyn sydd eisoes wedi cyrraedd yr ysgol. Ni fydd ysgolion uwchradd yn rhoi unrhyw rybudd i rieni o dan yr amgylchiadau hyn, a gallai'r plant ddod adref yn gwbl annisgwyl.
13. Nid oes hawl i neb ysmegu ar unrhyw fws ysgol ar unrhyw adeg ac y mae'r gwaharddiad yn cynnwys e-sigarennau. Bydd disgyblion sy'n cael eu dal, a'u dwyn i sylw'r awdurdodau am wneud hynny, yn cael eu cosbi'n ôl Canllawiau Polisi Trafnidiaeth Ysgol y Cyngor ynglŷn â Chamymddwyn. Bydd perygl hefyd iddynt golli eu hawl i deithio ar fysiau ysgol yn y pendraw. Byddwn hefyd yn rhoi eu manylion i Adran Amgylcheddol y Cyngor er mwyn i'w swyddogion eu cyhuddo o dan Reoliadau Adeiladau Di-fwg ac ati (Cymru) 2007. O dan y ddeddfwriaeth honno, mae'n drosedd i unrhyw un ysmegu ar unrhyw adeg ar gerbyd cyhoeddus.

Cewch ragor o fanylion yn y fersiwn llawn o ddogfen polisiâu a dulliau gweithredu'r cyngor sydd i'w chael yn holl Swyddfeydd Cyngor Bro Morgannwg, yn eich ysgol ac ar wefan y Cyngor www.valeofglamorgan.gov.uk.

Please confirm acceptance of the Vale of Glamorgan home to school transport policies and procedures by signing the slip below and return to:

Mainstream School Transport Department
The Alps Depot
Quarry Road
Wenvoe
CF5 6AA

I am the parent/guardian of _____ and confirm that I have read the enclosed letter and that the details below are correct to the best of my knowledge.

Pupils Home Address:

Post Code:

Pupils Date of Birth:

Contact Telephone Number:

School attending in September 2016:

School Year September 2016:

Route required (if known):

Signed (Parents/Guardian):

Printed Name (Parent/Guardian):

Dated:

Byddem yn ddiolchgar petaech yn cadarnhau eich bod wedi derbyn y polisïau a'r trefnau ar gyfer cludiant o'r cartref i'r ysgol drwy lofnodi'r slip isod a'i anfon yn ôl i:

Adran Drafnidiaeth Ysgolion Prif Ffrwd
Yr Alpau,
Gwenfô
CF5 6AA

Fi yw rhiant/gwarcheidwad _____ a gallaf gadarnhau fy mod wedi darllen y llythyr amgaaedig a bod y manylon isod yn gywir hyd y gwn i.

Cyfeiriad Cartref y Disgybl:

Côd Post:

Dyddiad Geni'r Disgybl:

Rhif Ffôn Cyswllt:

Yr ysgol y bydd yn ei mynychu ym mis Medi 2016:

Blwyddyn Ysgol ym Medi 2016:

Llwybr gofynnol (os gwyddoch)

Llofnod (Rhiant/Gwarcheidwad):

Enw mewn Llythrennau Breision (Rhiant/Gwarcheidwad):

Dyddiad:
