



“Inspiring learning, developing character, building futures”

Student Support Policies and Procedures

Transport Support Policy

Aim: This policy describes the transport support available to students. It explains the support packages in place to prevent transport from being a barrier to attending college.

Policy Authorisation:	Management: Senior Leadership Team
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Policy Author	Deputy Head of Student Services

Contents	Page Number
1. Policy statement	3
2. Scope of the policy	3
3. Types of support & eligibility criteria	3
4. Promotion and marketing	6
5. Application procedure	6
6. Change of circumstances	7
7. Making payments	7
8. Records and monitoring	7
9. Review	7
10. Linked policies	7

1. Policy statement

1.1 The college is committed to:

- working together with Lancashire and Blackpool local authorities to provide a student transport service.
- ensuring that college funds used to support student transport are allocated reasonably and proportionately in relation to priorities and targets set for the college. This may include providing alternatives to public transport where this is non-existent or inconvenient, in the most cost-effective form possible.
- providing all students support with the cost of travel to college ensuring that students contribute to the cost of transport support in line with published rates as appropriate.

1.2 This policy is to be read in conjunction with the Lancashire and Blackpool College Post 16 Transport Policy Statements (see links below) which provide details of the assistance with transport costs for students with learning difficulties and/or disabilities

<https://www.lancashire.gov.uk/media/917154/post-16-transport-to-education-and-training-policy-statement-2020-21.pdf>

<https://www.blackpool.gov.uk/Residents/Education-and-schools/Getting-to-school/Local-Authority-Transport-Policy-Statement.aspx>

2. Scope of the policy

2.1 This policy applies to all students to help support the cost of journeys to or from college.

3. Types of support & eligibility criteria

3.1 Blackpool Transport

3.1.1 Working with Blackpool Transport, college are aiming to launch a new subsidised digital monthly bus pass to students. Students will pay £40 monthly to the college, and will receive a digital monthly pass using the Blackpool Transport app. More information about the upcoming scheme can be found below:

<p>Blackpool Transport <u>Digital</u> Smart Card</p> <ul style="list-style-type: none"> • valid 7 days a week & during holidays • receive July & August travel for free* <p><i>Covers the following areas:</i></p> <p>Blackpool, Fleetwood, Thornton-Cleveleys, Bispham, Over Wyre & Lytham St. Annes</p> <p>*providing consecutive payments are made with no missed months from the month of introduction to June 2021</p>	<p>Monthly instalments of £40† (£40 per month from the month of introduction to June 2021)</p> <p>Equivalent monthly Blackpool Transport ticket priced at £47.50 for a 30 day 16-21 young person ticket when purchased directly on a Blackpool Transport bus†</p> <p>†Blackpool Sixth recommends students download the Blackpool Transport App and purchase Young Person Tickets directly from the app until the above offer with the college becomes available. This offers students the flexibility to choose daily passes, 5 individual passes, weekly passes or 30 day passes, which works out cheaper than making the purchase on the bus.</p>
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3.1.2 The subsidised digital bus pass offer outlined above will be introduced to bring it in line with the improved technology on the buses. This has been communicated to students and their parents/carers.

3.1.3 Students who are not in receipt of a bursary are currently being advised to download the Blackpool Transport app and purchase Young Person tickets directly from this app until the new offer above becomes available. The Blackpool Transport app offers students the flexibility to choose daily passes, 5 individual passes, weekly passes or 30 day passes, which works out cheaper than making the purchase on the bus.

3.1.4 The option of purchasing tickets via the app offers more flexibility without the need to purchase travel passes directly from the Student Finance office at college. Purchasing directly from the app also works out cheaper than purchasing passes directly on the bus.

3.2 Stagecoach

3.2.1 The Stagecoach monthly travel card, which doubles up as a student's membership card, can be purchased from the college at the monthly price of £40 and includes summer travel (July and August) free.

3.2.2 More details about the Stagecoach travel card scheme for 2020-21, and the benefits are:

<p>Stagecoach</p> <ul style="list-style-type: none"> • valid 7 days a week & during holidays • receive July & August travel for free <p><i>Covers the following areas:</i></p> <p>Lancaster, Garstang, Poulton, Blackpool and Preston</p>	<p>10 x monthly instalments of £40</p> <p>Equivalent monthly Stagecoach ticket priced at £109.00 for a 28 day North West 4 week Megarider when purchased directly from Stagecoach</p> <p>Purchased directly from Student Finance at college</p>
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3.3 College bus

3.3.1 Blackpool Sixth provides its own free bus service. There are two routes from Freckleton and Lytham and the service runs twice a day.

3.3.2 The college bus travel card, which doubles up as the student's membership card, can be purchased from Student Finance by paying a deposit of £20. The deposit will be refunded at the end of the academic year or the return of the card, whichever is sooner.

3.3.3 More details about the college bus travel card scheme for 2020-21 are below:

<p>Blackpool Sixth College Bus</p> <ul style="list-style-type: none"> • services run twice a day (once in the morning to college and once in reverse after college finishes) <p><i>Lytham bus covers the following area:</i> Lytham St. Annes</p> <p><i>Kirkham bus covers the following areas:</i> Freckleton, Warton, Wrea Green, Kirkham, Wesham, Elswick and Great Eccleston</p>	<p>Deposit of £20 to be paid at collection and refunded at the end of the academic year</p> <p>Students can trial the college bus without a travel pass for the first week of the academic year. After this, a pass must be purchased.</p> <p>Purchased directly from Student Finance at college</p>
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3.4 Train

3.4.1 Students travelling to the college by train are entitled to a 40% refund of their daily train fare by presenting their train ticket to Student Finance.

3.5 Cycling to college

3.5.1 College provides covered, locked shelters for those students who choose to travel to college by bicycle. The code for the bicycle shelter can be accessed from the student's Pastoral Mentor or the Estates team.

3.6 Car parking

3.6.1 Free parking is available to staff, students and visitors. The college has three car parks available on a first-come, first-served basis and all vehicles that park on the college car parks must display a valid parking permit. College also has a provision for those with a blue badge or other special requirements.

4. Promotion and marketing

4.1 College promotes and markets the transport provision in the following ways:

- Prospectus
- Open events and enrolment days
- The college website
- Leaflets
- To local schools via the Admissions team
- Information at 'New Student Day'
- Information sent in the enrolment pack
- Information provided to students by pastoral mentors throughout induction
- Regular information provided to students through the weekly notices

5. Application procedure

5.1 All details of transport will be sent out to new students in the enrolment communication in July/August and can be accessed at any point in the academic year by contacting Student Finance.

5.2 Students can apply at any point during the academic year by contacting the Student Finance team.

5.2 Those who apply and are assessed as eligible for a bursary will automatically receive a travel pass as part of their bursary package, if they live more than 1.5 miles walking distance to college (assessed using Google Maps).

5.3 Those who apply and are not eligible for bursary will still be able to access their chosen travel scheme by paying the advertised subsidised rate.

5.4 Travel passes are issued directly to the student through Student Finance. Blackpool Transport will be in the form of a digital ticket emailed directly to the student's college email address for them to redeem via the Blackpool Transport app. Stagecoach and the college bus will be via the student's membership card.

6. Change of circumstances

- 6.1 If a student's circumstances change e.g. change of address which results in them being better suited to a different transport provider then the student needs to inform Student Finance who can transfer the student onto the relevant travel pass.

7. Making payments

- 7.1 Payments are preferred remotely via standing order to the college bank account or the online payment system, ParentPay. Bank account details are available on request from the Student Finance office. However students can still make payments using cash or card at the Student Finance office.

8. Records and monitoring

- 8.1 All sales of bus passes will be processed via the Student Finance office. The Deputy Head of Student Services is responsible for keeping accurate records of all transactions including reconciliations of all sales.

9. Review

- 9.1 The content and operation of this policy will be reviewed every year by the Head of Student Services and the Deputy Head of Student Services.

10. Linked policies

- Bursary policy and procedures