



PUPIL DRIVING AND PASSENGER POLICY

January 2025

Introduction and context

In the context of this policy, 'vehicle' refers to car, motorcycle or moped.

The Newcastle School ('the School') encourages all pupils, parents and staff wherever possible to travel to and from school and school events by means other than private vehicle, using public transport, walking, cycling, etc.

There are several reasons for this:

- Environmental impact and sustainability
- To promote health and wellbeing
- To promote safety around the School's sites for pedestrians, cyclists and other road users including children attending the School
- To reduce congestion around the School's sites
- Conditions attached to the local authority's planning consent granted in favour of the School's development of its site and facilities at The Grove

Insurance companies, the police and other organisations recognise the increased risks posed by and to young, newly qualified, male drivers and passengers in their vehicles.

The School is unable to determine how pupils get to and from school at the start and end of the school day (defined for these purposes as 8.30am to 4pm), nor to or from school-organised activities in school on non-school days (weekends or holidays). However, in view of the risks set out in the previous paragraph and those posed particularly on the roads around the School's sites, pupils driving to and from school are encouraged to drive safely, legally and considerately at all times and the carrying of peers as passengers is strongly discouraged.

When pupils are in school during the school day and travelling to school events and activities, the School must take an interest and does have a responsibility.

Consent cannot be given for a pupil to carry any passengers. There is good evidence that young drivers can be easily distracted by other young people travelling as passengers.

This policy seeks to set out clear guidance. The School asks parents and pupils to understand the reasons for the guidance to help ensure it is followed. Any queries relating to this policy should be directed to the Head of Sixth Form or a member of the School's Senior Leadership Team (SLT).

GUIDANCE

To promote and monitor the safest possible conditions for pupils and others, the School requires that parents inform the Head of Sixth Form in advance of pupils driving to and from school and provide the School with up to date information about their vehicles including when a vehicle is changed or replaced using [this Form](#)

PUPILS ARE NOT PERMITTED TO USE THEIR VEHICLES during the school day. This includes lunchtime.

In the rare event, for exceptional circumstances that a pupil needs to use their car during the school day (including lunchtime) this may only be done if the following conditions are met:

- The Head of Sixth Form or a member of the Senior School's Management Team (SSMT) has given express permission.
- At least one parent has made the request in writing giving permission for their child to drive; specified the journey and date; has confirmed their child holds a full UK driving licence, is insured to drive the vehicle for that purpose and **will not carry passengers.**
- The request is made at least 48 hours in advance.

Activities outside of the school day

Pupils are strongly encouraged to use the transport provided by the School as this reassures safety as well as builds relationships and comradery. When travelling to an activity, including sports fixtures or other external school event, outside of the school day including at weekends, pupils may only use their own car to drive within 25 miles of The Newcastle School's Senior School if [this form](#) has been completed confirming that:

- at least one parent's permission for the pupil to drive themselves to/from events in a specific vehicle identified by its registration.
- the pupil holds a full UK driving licence, is insured to drive the vehicle stated for that purpose and **will not carry passengers.**
- parents accept all responsibility for their child driving to and from activities outside of the school day.

Failure to follow this policy may result in a pupil receiving a sanction in line with the School's ***Behaviour management policy*** and/or future consent for a pupil to drive a vehicle in line with this policy being withheld by the School.

The School's insurance DOES NOT cover the use of a private vehicle by any pupil. The School reserves the right, even if consent has been given by parents, to refuse permission for the use of a pupil's car if a member of staff feels that the pupil might put himself or any other person at risk (e.g., because of weather conditions or other relevant circumstances).

The School reserves the right to vary this policy including the right to carry passengers if exceptional circumstances occur. This would be done with all reasonable attempts to contact parents and with the decision made solely by the trip leader and/or member of the Senior School Management Team.

POLICY CONTROL - PUPIL DRIVING AND PASSENGER POLICY

Status & Review

Statutory policy or document	No
Publish on school website	Yes
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Review date	September 2027

Version Control

Author	Creation / Revision Date	Version	Status
COO (MAD)	September 2026	1.0	Changed school name to The Newcastle School. Introduction of Policy Control Sheet