

Date/Dyddiad July 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
Development Services
Dock Office, Barry Docks, Barry CF63 4RT
Telephone: (01446) 700111
www.valeofglamorgan.gov.uk



Cyngor Bro Morgannwg
Gwasanaethau Datblygu
Swyddfa'r Doc, Dociau'r Barri, Y Barri CF63 4RT
Rhif ffôn: (01446) 700111
www.bromorgannwg.gov.uk



Dear Parent/ Guardian

POST 16 SCHOOL TRANSPORT 2016-17

I refer to the transport arrangements for post 16 students and can advise you that we are in the process of reviewing services for the forthcoming academic year 2016/2017. I am aware your child will be within this age group as of September 2016.

If your child is continuing in further education and you wish for him/her to have access to School Transport (if entitled) we would ask that you please sign and return the enclosed form to the School Transport Team at your earliest convenience to apply for a bus pass. The bus pass will be sent to your home address prior to the start of the new academic term. This procedure will ensure that the Council has an accurate list of those who are travelling so that any spare seats can be allocated appropriately.

Should it not be possible for you to return the enclosed form before 26th August 2016 it does not mean that your child will lose their space on the bus. However, please note that pupils will not be able to access any school transport vehicles without valid bus passes from the first day of term.

If you have returned the enclosed form, and your child later changes his/her mind and does not wish to return to further education it would be greatly appreciated if you could inform us as soon as possible and return any bus pass which is not required so that spaces can be allocated accurately.

This application form is for schools and St David's College only. Details on College Transport Grants for 16-19 years can be found on our web site.

Find school transport updates on our twitter page @VOGCtransport.

Yours sincerely

Kyle Phillips

Kyle Phillips
Senior Transportation Officer

Date/Dyddiad Mehefin 2016
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My Ref/Fy Nghyf P+T/POL/RKM/201561-16



Your Ref/Eich Cyf

Annwyl Riant/Warcheidwaid

TRAFNIDIAETH YSGOL AR ÔL 16 OED 2016-17

Mae'r trefniadau presennol ar gyfer cludo myfyrwyr dros 16 oed i'r ysgol yn cael eu hadolygu ar hyn o bryd ar gyfer y flwyddyn academaidd nesaf, sef 2016/2017. Rwy'n deall y bydd eich plentyn yn y grŵp oedran hwn o fis Medi 2016 ymlaen.

Os yw eich plentyn am barhau â'i addysg, a defnyddio trafnidiaeth ysgol, dylech lofnodi'r ffurflen amgaeedig a'i hanfon yn ôl at aelodau'r Tîm Trafnidiaeth Ysgol cyn gynted ag y medrwyd, er mwyn gwneud cais am docyn teithio. Os bydd eich plentyn yn gymwys, byddwn yn anfon y tocyn teithio i'ch cartref cyn dechrau'r tymor academaidd newydd. Bydd y broses hon yn sicrhau bod gan y Cyngor restr gywir o'r rhai sy'n teithio, a'i fod yn gallu defnyddio unrhyw seddau dros ben yn y ffordd fwyaf addas.

Os na allwch anfon y ffurflen amgaeedig yn ôl cyn 26 Awst 2016, ni fydd eich plentyn yn colli ei le ar y bws. Serch hynny, y mae'n bwysig cofio na fydd hawl i ddisgyblion ddefnyddio unrhyw drafnidiaeth ysgol o ddiwrnod cyntaf y tymor heb docyn teithio dilys.

Petaech yn dychwelyd y ffurflen amgaeedig, a bod eich plentyn wedyn yn penderfynu peidio â pharhau â'i addysg, dylech roi gwybod i ni cyn gynted ag sy'n bosibl, a dychwelyd y tocyn teithio, er mwyn i ni allu rhannu'r lleoedd yn gywir.

Ffurflen gais ar gyfer ysgolion a Choleg Dewi Sant yn unig yw hon. Cewch wybodaeth am grantiau trafnidiaeth ar gyfer disgyblion rhwng 16 a 19 oed ar ein gwefan.

Cewch yr holl fanylion diweddaraf am drafnidiaeth ysgol ar dudalen drydar @VOGtransport

Yn gywir

Kyle Phillips

Kyle Phillips
Uwch Swyddog Trafnidiaeth

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
Dock Offices
Barry Docks
CF63 4RT
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 online 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
Adran Cynllunio a Chludo
Swyddfeydd y Dociau
Dociau'r Barri
CF63 4RT
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 tocynt 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 polisi'au 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 no later than the Friday 26th August 2016 to:

Mainstream School Transport Department
Docks Office
Barry Dock
Barry
CF63 4RT

Passes will be sent to your home address during the summer months or as near to the start of the academic year as possible. Passes will not be issued until acknowledgement of this letter is received.

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:

Please note: This application form is for schools and St David's College only. Details College Transport Grants for 16-19 years can be found on our web site.

Gofynnwn i chi gadarnhau eich bod wedi derbyn y polisiau a'r trefnau ar gyfer cludo plant o'r cartref i'r ysgol, drwy lofnodi'r slip isod a'i anfon i'r cyfeiriad canlynol erbyn dydd Llun 26 Awst 2016:

Adran Drafnidiaeth Ysgolion Prif Ffrwd
Swyddfa'r Doc
Doc Y Barri
Y Barri
CF63 4RT

Byddwn yn anfon y tocyn teithio i'ch cartref yn ystod misoedd yr haf neu mor agos at ddechrau'r flwyddyn academaidd ag sy'n bosibl. Ni anfonwn y tocyn nes cael cadarnhad bod y llythyr hwn wedi'i dderbyn.

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

Cyf: _____

Cyfeiriad Cartref y Disgybl: _____

Cod 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: _____

Sylwch: **na fyddwn** yn darparu tocynnau teithio ar gyfer unrhyw goleg arall (ac eithrio Coleg Dewi Sant).