



LORD
WANDSWORTH
COLLEGE

DRIVING IN THE SIXTH FORM
POLICY

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
TRJ	Sept 2009	SMT	14/9/09	Total revision
TRJ	Mar 2010	SMT	7/3/10	Updated – inspection
TRJ	Mar 2011	SMT	9/3/11	Reviewed
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GDP/JJD	April 2016	SLT	29/4/16	Reviewed and updated
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ACB/TR	March 2024	SLT	7/3/24	Reviewed and merged

Driving in the Sixth Form Policy

DRIVING LESSONS

Before permission is granted for LWC pupils to keep vehicles at College, pupils must obtain a valid driving licence. The following principles and protocol cover driving lessons and tests.

Core Principles

- Pupils should not organise driving lessons or their theory test during lessons or activities.
- Pupils should, where possible, organise lessons on Saturday afternoons (if not involved in team sport) and/or on Sundays.
- Lord Wandsworth College understands that pupils have no control over the timing of practical driving tests.
- Pupils should inform their Houseparent, Tutor and Matron of any times when they will be off campus because of driving lessons or tests.

Protocol

- Pupils should organise lessons and tests as set out above;
- If the pupil is not able to book a slot at one of these times they should:
 - Consult with their Houseparent to look at other possible slots during the week. These might include slots after activities finish and before prep starts. Study periods should not be used for this.
 - The pupil should only book a slot once the Houseparent has agreed the time.
 - The Houseparent should note down the time of the pupil's absence from school in the day book.
- With practical driving tests, which are more difficult to book, some flexibility might be possible, namely:
 - If the test is scheduled for an activity slot (but not a team sport slot), then, after consultation between the Houseparent and the activity organiser, a compromise might be agreed.
 - If the test is scheduled for lesson time, a written request should be made to the Head of Sixth Form, with the Tutor and Houseparent being involved in the decision.
- Lord Wandsworth College will consider accommodating pupils' needs for a maximum of two tests.

USE OF VEHICLES AT LWC

Upper Sixth pupils and, in the summer term, Lower Sixth pupils, are allowed to keep their vehicles at the College provided that the pupils and their parents or guardians are willing to be bound by certain conditions. The conditions are as follows:

- That the vehicle is fully taxed and insured and, if applicable, an MOT test certificate has been obtained. The pupil should hold an insurance policy covering the use of the vehicle and all damage to persons and property both on the highway and within the College grounds. The pupil must hold a current driving licence.

Driving in the Sixth Form Policy

- Pupils can only bring a motorcycle of up to 125cc with a power output not exceeding 11kW onto school grounds if they have a full motorcycle licence. No passengers can be carried on another pupil's motorcycle at any time. Appropriate clothing for motorcycle travel must be worn at all times.
- Pupils can only bring a moped onto school grounds if they hold a full moped licence.
- Pupils are not allowed to lend or hire out the vehicle to anybody else, including other pupils at the College.
- The use of the vehicle is primarily intended for the named pupil to use as a means of getting to and from college. Applications may be made by parents to carry siblings to and from college on the same basis and such requests will normally be granted. Applications to carry other pupils regularly may also be made by parents of the driver and passenger(s) and permission may be granted. Applications for permission must be made in writing to the Head or the Senior Deputy Head who will then advise the relevant members of staff. If a pupil with permission to drive needs to travel home after a school commitment away from the College, such as a sports fixture, they may do so as this is deemed to fall within the to and from school criteria. However, they must first seek the permission of the teacher responsible for that activity.
- There may occasionally be a need to carry another College pupil to or from College as a one-off arrangement. In this situation, permission must first be sought from the Houseparents of both the driver and the passenger for the journey to be undertaken. If both Houseparents are in agreement, then permission from both sets of parents/guardians must follow in writing (email/ text from parent will suffice) to each Houseparent. For this reason it would not be usual for requests with less than 24 hours' notice to be granted.
- There may be a need for a pupil with permission to drive to travel off the College campus for a short period of time without the intention of travelling home. The procedure for obtaining such permission is for the pupils to first obtain their Houseparent's permission for the journey to be made. Passengers may be carried on these occasions provided they are registered to travel in that driver's vehicle and permission has been granted by the relevant Houseparent(s).
- The vehicle must be kept in a place agreed with the Houseparent. It should be locked when not in use and should only be used to travel to and from College as stated previously.
- On arrival at the College pupils must immediately sign in with a member of staff in their House and hand in their vehicle keys to be stored securely. This must happen on each and every occasion.
- Should a pupil change their vehicle during their time at LWC, the College must be notified of the new registration number immediately.
- The governors, Head and staff of the College shall not be liable for any injury to your son/daughter or for any theft, loss of or damage to the vehicle.
- Parents agree to indemnify the governors, Head and staff against any claim or damages for injury to any person or property which may arise out of the use of the vehicle or its presence on the College premises.

Failure to comply with any of the above conditions may result in permission being withdrawn.

Driving in the Sixth Form Policy

Parents and the pupil are requested to sign a copy of the regulations and return it to the Senior Deputy Head before the vehicle is brought onto the College campus for the first time. A copy is forwarded to the pupils' Houseparent and a second copy will be given to the pupil so that he/she is fully aware of the conditions. The pupil will also receive an email confirming that they have been granted permission to have their vehicle on site. They should not bring their vehicle onto the campus until they have received this email as their name will not be entered onto the 'Vehicle Drivers Register' before this email has been sent.

Driving in the Sixth Form Policy

Please sign one copy of this letter and return it to Reception before the vehicle is brought onto the College campus for the first time. A copy will then be forwarded to the pupils' Houseparent and pupil so that they are fully aware of the conditions set out above. The pupil will receive an email confirming that they have been granted permission to have their vehicle on site. They should not bring their vehicle onto the campus until they have received this email as their name will not be entered onto the 'Vehicle Drivers Register' before this email has been sent.

I.....being the parent/legal guardian

of. agree to be bound by the above conditions.

Dated

Signed

I.....(the driver) agrees to be bound by the above conditions.

Dated

Signed

Vehicle Registration Number

Vehicle make, model and colour.....