



Taxi Driver & Escort Guidelines

Morning

- **Wait patiently outside students home, if students do not come out then please knock the door (try to avoid using horn whenever possible).**
- **Try to build relationships with the students during the journey to school. E.g. ask them about what they did over the summer, weekend, and evenings. Tell them about yourself, hobbies, interests, family.**
- **Try to arrive at school for 8.30am. If you arrive earlier than this please ensure students remain in taxis until they are called in by a member of the Keyham Lodge Staff Team.**
- **Please ensure all students are signed in at the main office and give details of any students who are absent and the reasons surrounding this.**

Afternoon

- **Try to arrive at school just before 2.50pm.**
- **On arrival go to the main office and collect your taxi sheet which will show you the students requiring transport.**
- **Please read this and then hand it to Kev.**
- **Wait patiently and when students are ready Kev will call taxi and at least one member of The Keyham Lodge Staff team will help escort students to their transport. There will be occasions when students are running late. However please remain patient.**
- **During the journey home continue to build relationships, ask the students about their day at school, what they learnt. Ask them about what they are doing in the evening, what they are having for dinner.**

General Guidance

- **Talk to the students with respect and show an interest in their lives. Our students love to hear about your hobbies, interest and personal life.**
- **Challenge the students in an appropriate way if using bad language (ask them politely to stop and explain it's not appropriate).**
- **If there is any issues on transport then please report these immediately to the office at Keyham Lodge School.**

Keyham Lodge School
Keyham Lane
Leicester LE5 1FG

Tel 0116 2416852 Fax 0116 2416199
Email office@keyhamlodge.leicester.sch.uk

keyhamlodeschool.co.uk

Chris Bruce - Executive Headteacher

