



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Offers to provide or arrange transport between schools and sports centres, swimming pools etc

On occasion an offer may be made by a parents' group or other body to arrange or to pay for transport so that pupils may be able to utilise, during school hours, playing fields, swimming pools, sports centres and other facilities which are available but at a distance from the school. This would allow an extension of provision beyond that which might already be supported through the authority's budgetary arrangements for the school.

Heads of establishments would no doubt generally wish to accept such offers of assistance, and acceptance is subject only to certain safeguards being incorporated in any agreement reached with the group offering the assistance.

The following guidelines should be followed in negotiating arrangements.

- No charge should be levied on pupils individually.
- The scheme devised should not be such that individual children might be debarred from taking part in the activity.
- Bearing in mind that activities may have to be cancelled at short notice due to unforeseen events or other reasons, no contract should be arranged which would cause costs to fall on the Council.
- A check must be made to ensure that the offerer has valid insurance.
- The standard disclosure procedures should be applied; see education management circular 1.56.

Details of all proposed arrangements should be submitted to the education office for final checking and approval before they are put into operation.

Yours sincerely

Executive Director of Community Services

March 2010