



School Site: Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY
College Site: Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk
Headteacher: Mr Adam Rowland

26 March 2026

Dear Parent / Carers

Re: West Sussex School Transport

We have been notified by West Sussex that Transport Care Plans will now be administered through an online system, and school will be unable to make amendments directly to existing plans.

West Sussex have asked if parents could provide information for an updated plan through the new system e.g. change of phone number, address, diagnosis, seating arrangements etc

If this is your first time using the service, you will need to create a parent/carer profile on the system. Please use the link below to access the online service, click on the Register button, add your email address and a password, and click Submit. Then follow the instructions received on the activation email sent to the email address you just registered.

https://westsussex-self.achieveservice.com/service/Transport_Care_Plan

Once your account has been verified and you have set up a profile, you will need to click on the above link again to log in and access the TCP form to fill out for your child.

Please give as much detail as possible, as they will use this information to notify the transport provider of approved changes to your child's safety and wellbeing management during the journey.

Yours sincerely

Gillian Barton, Deputy Head SEND
On behalf of West Sussex School transport