



St Thomas of Canterbury Catholic Primary School

Travel Plan, produced 23/09/25

Current Accreditation Level Good TP

Accreditation Expiry Date 7/31/2026

Introduction

Site Details

Type of Site	School
URN	125291
Name of site	St Thomas of Canterbury Catholic Primary School
Travel Plan Coordinator	Mrs Kate Carter
Telephone Number	01483888388
E-mail address	mrscarter@st-thomas.surrey.sch.uk
Address	Horseshoe Lane West, Merrow, Merrow, Surrey, GU1 2SX
Website	http://www.st-thomas.surrey.sch.uk

Site Introduction

St Thomas of Canterbury is a two form entry Catholic Primary school with 427 children on roll (aged 4 to 11). There are a total of 67 members of school employed staff; 26 fulltime and 41 part time together with 5 kitchen staff. There is one main vehicular entrance into the School from Horseshoe Lane West and two pedestrian entrances some 100m apart. There are 37 marked parking spaces available on-site for members of staff and visitors, two of these are marked as disabled parking bays. There are also racks for 20 bicycles and 36 scooters. In the mornings, parents who

Site Details

arrive by car are encouraged to use the school's drop off lane which operates from 8.30-9.00am and allows children to be safely dropped off and seen into school by a staff member whilst allowing traffic to flow. Each day this is used by approximately 80 cars bringing over 120 children into school and avoiding parking on Horseshoe Lane or in surrounding roads. Otherwise, parents who are dropping off or picking up children by car are required to park on-street (unless the child and/or parent/carer has special needs which require them to have direct access to the School in which case parking in the disabled bays is allowed). All staff currently using a car to travel to School are encouraged to park off road in the School car park and visitors are accommodated whenever possible. Due to the number of part time staff car park spaces are shared. The expectation is that all vehicles exiting the school site at drop off will turn left on to Horseshoe Lane West, away from the Epsom Road, to help maintain traffic flow and avoid congestion at the Epsom Road junction. This is monitored and enforced by the school caretaker each morning. Based on the pupil plotting of home locations it is evident the majority of families live within few miles of the school.

Location Type	Predominantly Urban
Local Amenities	The School is situated in Merrow to the East of Guildford Town Centre. The area mainly consists of residential properties but includes both Boxgrove Primary School and St Peter's Catholic Secondary school within a half mile radius of the school. The location of the site can be seen below.
Type of School	Primary
Education Level	Early Years/Foundation,Key Stage 1,Key Stage 2
Head Teacher	Mrs Kate Carter

Student Information

Age Range of Students	4-11
Number of Students	432

Staff and Volunteer Information

Number of Full Time Employees	22
Number of Part Time Employees	29
Number of Volunteers	6

Volunteers who have been involved in the delivery of your Travel Plan

	Opening times	Closing times
Monday	08:30:00	15:20:00
Tuesday	08:30:00	15:20:00
Wednesday	08:30:00	15:20:00
Thursday	08:30:00	15:20:00
Friday	08:30:00	15:20:00
Saturday		
Sunday		
Students' Official Start Time	08:50:00	
Students' Official Finish Time	15:20:00	
Breakfast Club Starts	07:30:00	
Breakfast Club Finishes	08:40:00	
After School Club Starts	03:20:00	
After School Club Finishes	17:30:00	
Other Timings		

Site Details

Site Occupation	Education
Site Ownership	Owned by the Catholic Diocese of Arundel and Brighton and managed by the Xavier Education Trust.
Site Size	A two form entry school for 432 children.
Other site details	

Additional Information

Local Authority Officer Working at Site Domhnall Mc Farlane

Other Information

Aims and Objectives

Aims & Objectives of Travel Plan

	<p>This travel plan supports the practical implementation of Surrey County Council's Local Transport Plan 2022-2032 objectives (LTP4).</p>
Aim	<p>Our School Travel Plan (STP) is a working document that sets out the measures that we will use to promote walking and cycling in order to reduce the amount of single car usage. These measures will be based on research carried out at least annually. Training and raising awareness of travel issues will become an inherent part of school life. The intention of this plan and measures implemented is to improve the way in which all our stakeholders: staff, children and parents think about travel. The STP provides the school with a means by which to manage the transport needs of the staff, pupils and visitors to the school site effectively. It is not intended to be anti-car, but will detail the alternative modes of transport available as much as possible.</p>
Objectives	<p>The objectives of the STP are:</p> <ul style="list-style-type: none">☑ To encourage walking;☑ To encourage cycling;☑ To encourage the use of park and stride and drop and stride initiatives;☑ To limit travel to the school by car to a level that can be accommodated by the parking facilities and on-street capacity, by encouraging car sharing and considerate parking.

Working Group & STP Summary

Name	Role
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Working Group Actions

Site Audit

Transportation Links

Does the school have a School Street in place?	No
Details of Walking Access to site	<p>The recent travel survey carried out shows that 24% of pupils walk to school directly, but a further 20% partake in park and stride, meaning that 44% of pupil approach the school on foot due to the highly restricted parking around the school.</p> <p>It should be noted that the School currently takes part in SCC's Golden Boot Challenge and actively encourages walking to School as part of the Healthy Schools scheme and as part of our eco school status. We also participate in the new Feet First walking Training programme provided by Surrey.</p> <p>From a staff point of view, 24% currently walk, but 35% would prefer to travel to school this way.</p>

Transportation Links

	<p>The main walking route to the school is via Horseshoe lane which has pavements and there are separate entrances for those walking and going by car.</p> <p>Only 5% of pupils currently travel to school by bicycle. However, 35% of pupils indicated in the travel survey that they would like to cycle to school if the following was improved:</p> <ul style="list-style-type: none">☑ Improved traffic safety and restrictions - these would need to apply beyond the confines of Horseshoe Lane as it is the whole journey that pupils would be cycling that raises very real safety concerns.☑ Improved cycleways;☑ Improved crossing facilities on the Epsom Road.
Details of Cycling access to site	<p>Year 6 pupils take part in Bikeability training each year. Pupils in Year 3 take part in pedestrian safety training and all pupils are trained in road safety sense in advance of any trip outside of school.</p> <p>No teachers cycle and all gave the reason of portability of books and resources as the key reason.</p> <p>Students and staff can cycle to the school also via Horseshoe lane. It does not have a dedicated cycle route.</p>
Details of Bus access to site	<p>From the Travel Survey it can be seen that at present only 1 pupil and one member of the staff currently travel to or from School using public transport. The bus service is not considered reliable by the family that relies upon it and children are often late.</p>
Details of Rail access to site	<p>n/a</p>
	<p>The school fronts the A25 (Epsom Road) which has to cope with a fairly high density of traffic, however, there are wide footways on either side of the carriageway. Whilst there is a speed camera outside the school boundary cars tend to speed to and out of the zone making it unpredictable for crossing. The nearest traffic controlled crossing is some way down the A25 towards Merrow. The majority of the roads on the school side of the A25 are residential with footways on either side of the carriageway – but some, like Horseshoe Lane are in poor repair and very low to the road encouraging cars to mount the pavement to move around parked cars. On the other side of the A25 the residential roads leading up to the Downs have a mix of off and on-road parking which makes spreading school parking on that side of the A25 more problematic.</p>
Details of Road Access to site	<p>There is a kiss and drop facility at the front of the school to reduce the amount of parking on local roads in the mornings. Parents who arrive by car are encouraged to use the school's drop off lane which operates from 8.30-9.00am and allows children to be safely dropped off and seen into school by a staff member whilst allowing traffic to flow. Each day this is used by approximately 80 cars bringing over 120 children into school and avoiding parking on Horseshoe Lane or in surrounding roads. Otherwise, parents who are dropping off or picking up children by car are required to park on-street (unless the child and/or parent/carer has special needs which require them to have direct access to the School in which case parking in the disabled bays is allowed). All staff currently using a car to travel to School are encouraged to park off road in the School car park and visitors are accommodated whenever possible. Due to the number of part time staff car park spaces are shared. The expectation is that all vehicles exiting the school site at drop off will turn left on to Horseshoe Lane West, away from the Epsom Road, to help maintain traffic flow and avoid congestion at the Epsom Road junction. This is monitored and enforced by the school caretaker each morning.</p> <p>41% of pupils access the school directly via car, this has dropped from 61% in 2022 as a direct result of encouraging park and stride. On the latest survey, only 7% of parents wanted to make the drive to school with the vast majority wishing to use alternative</p>

Transportation Links

transport modes such as cycling (+30%).
26 members of staff drive to school, with 1 lift share meaning that 73% of staff respondents access the site by car, but these are accommodated within the 37 on site parking spaces as above.

Facilities

	Description	Numbers
	Total Student Cycle Spaces	19
Cycle Parking	Total Staff Cycle Spaces	1
	Total Visitor Cycle Spaces	0
	Details of on-site Cycle Parking	At present there are 20 bike racks available within the School grounds, there are also pods for up to 36 scooters.
Scooter Parking	Scooter Parking Spaces	36
Storage Lockers	Storage lockers for equipment	0
Parent Shelter	Number of Parent Waiting Shelters	3
Shower Facilities	Showers available	0
Motorcycle/scooter	Parking facilities	n/a
Coach Parking	Facilities for coaches to park	0

Facilities

Details of coach parking facilities n/a

Car Travel

Accessible parking spaces	2
Car Share Parking Bays	0
Car Club Parking Bays	0
Electric Vehicle Parking Bays	0
Electric Vehicle Charging Points	0
Staff Parking Bays	35
Visitors parking spaces	2
Other car parking details	

Fleet Vehicles

Bus/Minibus	0
Pool Bicycles	0
Other	0
Further Information	n/a

STARS (Sustainable Travel and Road Safety) Audit

Name of road (outside main entrance)	Horseshoe Lane
Name of other roads surrounding the site	A25, Epsom Road
Date of assessment	
Speed limit of the road outside main entrance	30mph
Speed limit on other roads surrounding your site	

How many of the following crossing facilities are present within 500m of your site?

Pelican Crossing	0
Puffin Crossing	0
Toucan Crossing	0
Zebra Crossing	0
School Crossing Patrol	0
Pedestrian Refuge	0

Further Questions

Is there any traffic calming within 500m of the site, e.g. speed bumps, build outs	No
Are there railings present outside or near the main entrance?	Yes
Is the main vehicular entrance used for pedestrians/cyclists as well as cars?	No
Are there any dedicated cycle lanes leading to the site?	No
What is the quality of the pavements like within 500m of the site?	Poor
Any other obstacles or road layout issues within 500 metres	

Engineering & Planning Measures

Cost

Date From

Date To

Details of Measure

Surveys, Modal Shift & Targets

Student Travel Modal Shift

Modal Split	Walk	Cycle	Scoot	Bus (Public)	Bus (School)	Park & Stride	Train/Metro	Car Share	Car	Motorbike	Total
2024/2 Number	88.00	17.00	7.00	3.00	0.00	74.00	0.00	11.00	161.00	0	362.00
025 %	24.31	0	1.93	0.83	0	20.44	0	3.04	44.48	0	

Staff Travel Modal Shift

Modal Split	Walk	Cycle	Scoot	Bus (Public)	Bus (School)	Park & Stride	Train/Metro	Car Share	Car	Motorbike	Total
2024/2 Number	9.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	26.00	0	37.00
025 %	24.32	0	0	2.7	0	0	0	2.7	70.27	0	

Targets

Status	Type	Mode of Travel	This Year's %	Preferred %	Target %	% Change	Percentage Points	Due Date	Target
Current	Student Mode of Travel	Walk	24.31	21.55	30	0	30	2025 / 2026	To increase number of children walking to school through planned school led initiatives and by investigating safety measures that could be implemented on the surrounding roads
Current	Student Mode of Travel	Cycle	4.7	38.95	10	0	10	2025 / 2026	To take advantage of the significant desire to cycle to school.
Current	Student Mode of Travel	Park and Stride	20.44	3.59	25	0	25	2025 / 2026	To increase number of pupils approaching the school on foot by further extending the park and stride initiatives happening in school - by planning, communicating and facilitating a more formal scheme, we hope to convert drop off

Status	Type	Mode of Travel	This Year's %	Preferred %	Target %	% Change	Percentage Points	Due Date	Target
Current	Student Mode of Travel	Car Share	3.04	5.52	4	0	4	2025 / 2026	at school gate to park/stride thereby reducing traffic in the direct vicinity of the school.
Current	Staff Mode of Travel	Car Share	2.7	10.81	10	270.37	7.3	2025 / 2026	Incentivise and facilitate car sharing activity within the staff cohort
Current	Staff Mode of Travel	Walk	24.32	35.14	30	23.36	5.68	2025 / 2026	Facilitate staff travel to school on foot by considering ways to reduce carrying of books and materials.

Consultations

Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Planned	Parents	PA2 The School Travel Plan / STARS is discussed at PTA (or similar) meetings	Kate Carter	10/1/2025	Consultation meeting with parent groups to discuss plans around reducing car trips and easing parking transgressions that impact local residents	
Completed - No Evidence	Local Authority	LA1 School is engaged with the LA with regards to implementing the School Travel Plan and STARS	Kate Carter	7/8/2025	Hayley and I met to ensure completion for July 2025 window	7/8/2025
Completed	Senior Management and Governors	SM1 The School Travel Plan / STARS is discussed at Senior Management / Governors meetings	Kate Carter / Ceri Murray	5/30/2025	Based on feedback from Surrey Highways, School and Trust leaders, plus Board Trustees (Governors) have considered the current travel plan needs at the school	4/30/2025

Travel & Transport Issues

Current Travel & Transport Issues

Status	Details of Issue / concern	Date of Issue	Category
Current	<p>Congestion at peak times Parents don't all follow the voluntary one way route out of the school site This causes congestion causes people to mount the kerb to "over take" Higher risk to pedestrian safety The need for yellow lines between the school and the Epsom Road on Horseshoe Lane West Some parents drive too fast on the local roads The pavement outside school are in bad repair Some parents park on the pavements on local streets which is dangerous</p>	7/8/2025	Local Roads

Travel Initiatives

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Planned	Air Quality	AQ1 School promotes car sharing	Kate Carter	12/1/2025	Set up and promote a car share scheme for staff	
Planned	Air Quality	AQ1 School promotes car sharing	Kate Carter	12/1/2025	Set up and promote a car sharing scheme for pupils	
Planned	Air Quality	AQ10 Other air quality initiative 1	Kate Carter	6/1/2026	The school has indicated to Surrey Highways that they would be in support of further/extended waiting restrictions along Horseshoe Lane West to prevent on-street parking (within the vicinity of the school entrances) during the daytime (or 'at-any-time')	
Planned	Air Quality	AQ14 Air pollution promotion	Kate Carter	6/1/2026	The school is a silver eco school but working towards green flag status - high student awareness of traffic impact on the environment will support rise in alternative travel modes to school.	
Planned	Air Quality	AQ4 Park and walk/stride scheme	Kate Carter	12/1/2025	Currently 21% of pupils park and stride according to survey. This has grown from 0% in 2022 - further extend scheme through communication with parents	
Planned	Cycling	C16 Other cycling initiative 1	Kate Carter	12/1/2025	Investigate family cycling scheme	
Planned	Cycling	C22 Bikeability level 2	Kate Carter	12/1/2025	All students in Y6 to access Bikeability	
Planned	Public Transportation	PT2 School promotes public transport	Kate Carter	6/1/2026	Liaise with Surrey CC regarding extending bus services to co-incide with drop off/pick up - working with St Peter's.	
Planned	Road Safety & Training	R5 Pedestrian skills training	Kate Carter	12/10/2025	Walking training for Y3	
Planned	Walking & Scooting	W10 Walking bus in place	Kate Carter	12/1/2025	Investigate feasibility of setting up Walking Bus. Including using postcode data to establish route and asking parents to sign up	
Completed - No Evidence	Air Quality	AQ7 Parent parking campaign	Kate Carter	12/1/2025	Regular reminders to park with consideration for pavement users and local residents	6/20/2025
Completed - No Evidence	Air Quality	AQ9 Eco Driver Training	Laura Lewis	6/6/2025	Posters designed	6/5/2025
Completed - No Evidence	Cycling	C15 Bling Your Bike Day	Kate Carter	10/20/2023	Children used their bikes and scooters in school to promote healthy and safer travel	10/5/2023
Completed - No Evidence	Cycling	C21 Bikeability level 1	Kate Carter	10/25/2024	Students completed bikeability training	10/25/2024
Completed - No Evidence	Public Transportation	PT3 School promotes responsible behaviour on public transport / has bus behaviour policy	Kate Carter	2/28/2025	All children are taught	2/28/2025
Completed - No Evidence	Public Transportation	PT4 Private coaches for school trips pick up and set down in safe / accessible places	Anne Foster	5/23/2025	Coaches successfully employed	5/23/2025

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed - No Evidence	Road Safety & Training	R5 Pedestrian skills training	Kate Carter	5/23/2025	Continue to offer road safety teaching to Y1	5/16/2025
Completed - No Evidence	Walking & Scooting	W11 Walking trips	Kate Carter	6/20/2025	Children have made walking excursions	6/20/2025
Completed - No Evidence	Walking & Scooting	W6 Walk to school week	Kate Carter	10/19/2023	Walk to school promotion week held	10/19/2023
Completed - No Evidence	Walking & Scooting	W8 5 / 10 minute walking zone in place	Kate Carter	3/21/2025	Children are active every day	3/14/2025
Completed - No Evidence	Walking & Scooting	W9 Educational / Curriculum Walks	Kate Carter	6/6/2025	Year 3 children under took Feet First Training	6/5/2025

Supporting Initiatives

Status	Type	Action	Person Responsible	Target Completion	Reporting	Completion date
Completed - No Evidence	Curriculum	CU2 School teaches the health benefits of safe / active travel	Kate Carter	12/17/2024	Children taught about keeping healthy and safe ways of travel	12/13/2024
Completed - No Evidence	Curriculum	CU3 School teaches environmental benefits of active travel	Kate Carter	2/7/2025	Children able to articulate the benefits	2/14/2025
Completed - No Evidence	Promotion	PR1 Newsletter	Kate Carter	6/23/2025	Sent out by Headteacher	6/27/2025
Completed - No Evidence	Promotion	PR16 Letter from Head Teacher to Parents	Kate Carter	6/23/2025	Letter form headteacher to parents about local cycle train	7/4/2025
Completed - No Evidence	Promotion	PR19 School Railing Banners	Kate Carter	6/27/2025	To design banners and signs to display outside our school to promote safe parking and not leaving engines running: Banners	6/27/2025
Planned	Partnerships	P2 School works with other schools to promote safe and sustainable travel	Kate Carter	6/1/2026	Working with Trust primary schools to refine travel planning process - parent comms, school drop off processes, park and stride, walking bus successes etc	
Planned	Promotion	PR17 New parent pack	Kate Carter	6/1/2026	Pack containing park and stride/ cycling map/ parking advice/ drop off restrictions to be created and shared with new parents	
Planned	Promotion	PR5 Distributing cycling and public transport maps	Kate Carter	12/1/2025	Packs distributed to interested parents to facilitate cycling to school	
Planned	Promotion	PR6 School has an active travel policy	Kate Carter	12/1/2025	Expand travel to school section on website to cover key messages and initiatives arising from travel plan	

Gold Standard Initiatives

Status	Type	Action	Reporting	Completion date
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Excellent/Outstanding Standard Testimony

Testimony

Sign off and Formal Approval

Title	Signoff
Senior Management Team - Name	
Senior Management Statement of Endorsement	
Senior Management Team Sign Off	N
Local Authority - Name	
Local Authority Sign Off	N

Planning Applications

Planning Application

Planning Application Number

Date of Application

Development Name

Date Application Approved

Proposed Date of Occupation

Outline timescales for occupation and details of any phasing of development

Occupation Status

Date of Occupation

Development Overview

Planning Status

Development Proposal

Please specify

Secured by Condition

Monitoring Fee

Monitoring Proposals

Date of Annual Monitoring Visit

Length of Application (YEARS)

Sanctions/ Performance Bonds

Travel Plan Champion

Travel Plan Author

Contact details for the Travel Plan Author

Objectives of the Travel Plan

Transportation Summary

S106 Summary

Details of SEN Students (number) and if They Have A Transportation Statement

PTAL Input

Baseline survey information

Planning Application

Future Development Likely to Increase
Traffic Levels or Influence Travel Patterns

Site Changes

Current New

Full-Time Staff Roll

Part-Time Staff Roll

Description of changes to accesses (e.g. pedestrian, cyclist, vehicle

Electric Vehicle Car Parking Bays

Visitor Car Parking Space(s)

Staff Car Parking Space(s)

Accessible Car Parking Space(s)

Student Cycle Space(s)

Staff Cycle Space(s)

Visitors Cycle Parking Space(s)

Scooter Parking Space(s)

Site Changes

Public Transport Drop off Arrangements

Motorcycle/Scooter parking facilities

Storage Lockers

Shower Facilities

Opening/Closing Times

Current Opening/Closing Times

Opening Times

Closing Times

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Opening/Closing Times

Details of opening and closing times

Proposed Opening/Closing Times

Opening Times

Closing Times

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Student

Breakfast Clubs

After School Clubs

Other

Opening/Closing Times

Details of opening and closing times