

# St Thomas of Canterbury

## Catholic Primary School

*Where every child is special*



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## School Travel Plan 2022-23

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Making **S=P+A+C+E** for learning

## What we are about...



## OUR MISSION STATEMENT

*God's love is at the heart of our Catholic School family.  
We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves.  
We will encourage everyone to be the best that we can be.*

## OUR SCHOOL AIMS

To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the school and society.

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To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.

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To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.

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To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.

\*

To nurture a strong partnership between home and school.

\*

To have respect and understanding for our school, our community and our world, helping our children to become responsible citizens and good role models.

## OUR SHARED VISION

*Every child* at St Thomas of Canterbury is special and will achieve their full potential academically, socially, spiritually and emotionally through the provision of a loving community and rich and varied learning opportunities and the highest quality teaching and learning.

*Every staff member* at St Thomas of Canterbury will feel valued and enabled to provide the opportunities that we want for our children and to do so as part of a loving community which has the highest expectations of and for all.

*Every Governor* at St Thomas of Canterbury will feel valued and enabled to act as a critical friend to the School and to be accountable for the School's strategy. They will play a visible role supporting all children, their parents and staff at School and in the wider community, to provide the best environment possible for learning and spiritual growth.

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## **1. Responsibilities**

The Executive Headteacher has ultimate responsibility for the Travel Plan and ensuring that the targets are met. He will also act as the **Travel Plan Coordinator**. The Travel Plan Coordinator's (TPC) responsibilities are to inform all staff, pupils, parents and regular visitors of the existence and benefits of the STP and enforce the measures. He will ensure that this Travel Plan is monitored and reviewed on an annual basis. To ensure that the STP is monitored effectively, we will promote the benefits of the Travel Plan and adjust it as necessary to achieve the objectives.

The Travel Plan Coordinator will work with the School's Eco-warriors and the School's Local Governing Committee to ensure that all stakeholders are informed of the progress of the Travel Plan and consulted on any suggested improvements at regular termly intervals.

## **2. Introduction and Travel planning policy**

This travel plan supports the practical implementation of Surrey County Council's Local Transport Plan 2022-2032 objectives (LTP4).

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 document 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.

## **3. Our School**

St Thomas of Canterbury is a two form entry Catholic Primary school with 420 children on roll (aged 4 to 11). There are a total of 60 members of school employed staff; 22 fulltime and 38 part time together with 5 kitchen staff. There is one main vehicular entrance into the School from Horseshoe Lane West together and two pedestrian entrances, only one of these is currently used for entry to the site and the other as an exit as part of our COVID protective measures which we have maintained following the removal of national COVID related restrictions as it works well to regulate pedestrian movement around the school site.

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 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 100 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 School site is opened for pupils from 8.30am and children have access to their classrooms from this point with formal registration for the School at 8:50pm; this allows a staggered entry in to School which has helped alleviate some of the pressures on parking and the highways at the start of the day.

The School ends at 3.10pm for the youngest pupils and 3.20 for Key Stage 2 children to help stagger leaving times. The school has a number of before and after school co-curricular activities which results in a wide spread of arrival and departure times by children and parents/carers which helps to alleviate congestion at the end of the school day. These include:

- Breakfast Club Mondays to Fridays 7.40 to 8.40am (accommodating up to 50 children)
- After School Club Monday to Fridays which runs until 5.30pm (accommodating up to 80 children)
- A wide range of after school co-curricular clubs running to 4.30pm and which accommodate over 400 children across the week – an average of 80 a day.

In a typical week the end of the day spread of **leaving times** from school is as follows:

	<b>3.10pm</b> EYFS/KS1	<b>3.20 pm</b> KS2	<b>4.30pm</b> After clubs/ ASC 1 <sup>st</sup> hour	<b>5.30pm</b> After ASC
Monday	99 (24%)	143 (34%)	141 (34%)	37 (9%)
Tuesday	79 (19%)	117 (28%)	186 (44%)	38 (9%)
Wednesday	92 (22%)	153 (36%)	140 (33%)	35 (8%)
Thursday	101 (24%)	128 (30%)	160 (38%)	31 (7%)
Friday	140 (33%)	176 (42%)	90 (21%)	8 (2%)

The School takes part in a number of key initiatives to encourage children to come to school by cycle or foot:

- Surrey's annual Golden Boot campaign
- Surrey's Feet First safer walking course for all children in Year 3
- Surrey's Bikeability cycling proficiency courses for Year 6 pupils.
- The School is a Silver Award accredited eco school with an active and enthusiastic committee of eco-warriors consisting of pupils from every class that, amongst other responsibilities, promotes greener ways of coming to school. Part of the child initiated School's eco code is to try to reduce traffic and promote alternative ways of travelling to School.

Our eco warriors are looking at ways to sustain the increases seen in walking and cycling (and scooting) in the weeks of the Golden Boot across the year.



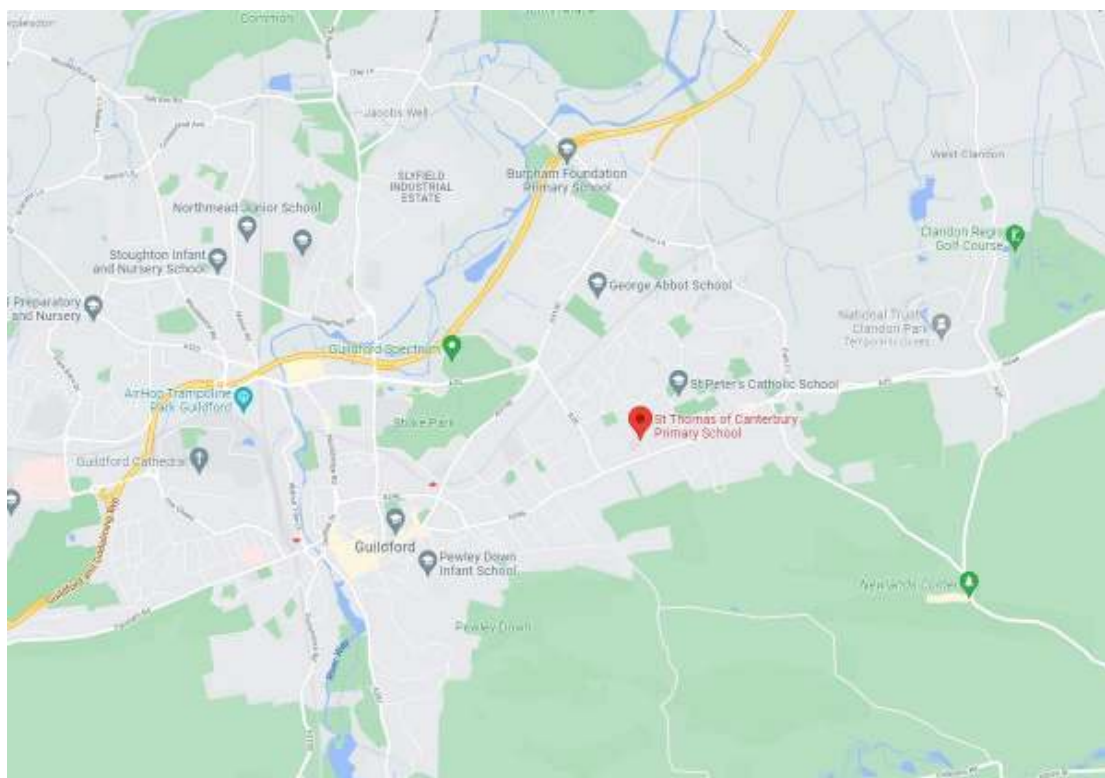
### a. School location

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.

## Site location





**Source: Google Maps**

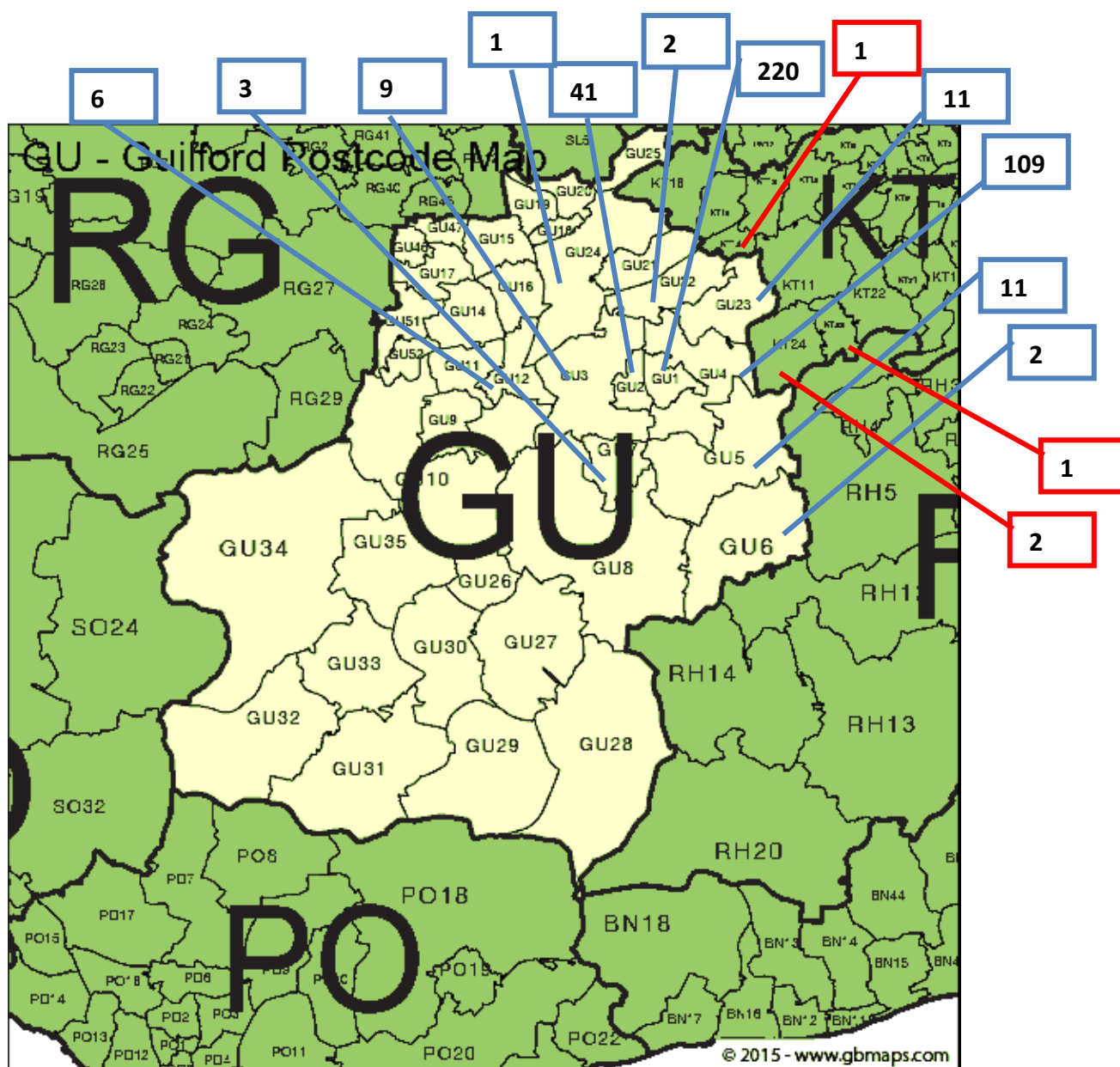
To the south the School borders on to the A25, a busy A road but with wide pavements and traffic light controlled crossing points and island type crossing points. There is a speed camera (currently missing at the point of writing this updated plan) alongside the school on the Epsom Road. Traffic is fast along the road despite the 30 mph limit and the speed camera.

Horseshoe Lane itself is a narrow residential street with low and narrow pavements. The same is true of the roads in the immediate area.

Many parents drive their children to School, which means that they are required to park on-street or use the drive through lane when it is open in the mornings. In the immediate vicinity of the School many of the roads have off-road parking for residents but the roads are narrow. Residential roads on the other side of the A25 have less off road parking for residents and parking space for non-residents is very restricted.

## b. Pupil home locations

Pupil postcodes have been obtained and plotted (see **map** below) to show the catchment and distribution of pupils. The catchment area consists of the area of the Catholic Parish of Guildford and beyond. Whilst half of the children live in the GU1 area others travel in to the school from Farnborough to the West, West Byfleet to the North, Cranleigh to the South and Effingham to the East.



Map of Pupils Home Postcode Locations



## 4. Survey Results

### Base line survey at start of Travel Plan period

A School Travel Survey was undertaken in the Spring term 2022. A questionnaire was given to all pupils, parents and staff. The questionnaire asked questions about existing travel habits and ideal travel arrangements. We received 380 completed questionnaires from pupils (90%), 157 completed questionnaires from parents which accounted for over 225 pupils) and 47 members of staff (72%) completed the questionnaire. A summary of the results and brief conclusions are described below. The pupils' responses are the most complete and are presented below with the parents' responses used to supplement this data.

#### a. How all pupils travel to school

(Please note that the children responded in January. Cycling, walking and scooting does tend to increase in the summer months, a small number of children had two or more answers as their habits vary through the week)

Date of survey: January 2022		
Mode of Travel	No of Pupils	Percentage
Walk	104	27%
Cycle	15	4%
Scoot	15	4%
Public service bus	3	1%
Car (alone)	244	61%
Car (share)	8	2%
<b>Total answers</b>	<b>389</b>	<b>100%</b>

#### b. Why pupils come to school that way?

Date of survey: January 2022				
Mode of Travel	No of Pupils	Percentage	Yes - Why	No - Why not
Walk	104	27%	<ul style="list-style-type: none"> <li>• Live close to school</li> <li>• Like the fresh air</li> <li>• Fitness</li> </ul>	<ul style="list-style-type: none"> <li>• Too far</li> <li>• Roads too busy               <ul style="list-style-type: none"> <li>○ Cars too fast</li> <li>○ Pavements too narrow</li> </ul> </li> <li>• Weather</li> <li>• Positive choice not to</li> <li>• Perceived as dangerous</li> </ul>
Cycle	15	4%	<ul style="list-style-type: none"> <li>• Live close to school</li> <li>• Like the fresh air</li> <li>• Fitness</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>
Scoot	15	4%	<ul style="list-style-type: none"> <li>• Live close to school</li> <li>• Like the fresh air</li> <li>• Fitness</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>
Public service bus	3	1%	<ul style="list-style-type: none"> <li>• Parents don't have car but too far to walk</li> </ul>	

<b>Car (alone)</b>	244	61%	<ul style="list-style-type: none"> <li>• Parent going on to work</li> <li>• Convenient</li> <li>• Like to drive</li> <li>• Like to read in car</li> <li>• Feel safer</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer to walk/cycle</li> <li>• Don't have a car</li> <li>• Too expensive</li> </ul>
<b>Car (share)</b>	8	2%	<ul style="list-style-type: none"> <li>• Live in same road</li> <li>• Family</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer being on own</li> </ul>
<b>Total answers</b>	<b>389</b>	<b>100%</b>		

### c. Additional reasons parents gave for travel choices

- Principal reason for use of car was convenience and linked to journey on to work.
- Lack of parking and road use by others was the strongest negative

### d. How all pupils would *like to* travel to school

Date of survey: January 2022		
Mode of Travel	No of Pupils	Percentage
<b>Walk</b>	120	<b>28%</b>
<b>Cycle</b>	114	<b>27%</b>
<b>School bus</b>	52	<b>12%</b>
<b>Public service bus</b>	42	<b>10%</b>
<b>Car (alone)</b>	70	<b>16%</b>
<b>Car (share)</b>	31	<b>7%</b>
<b>Total answered</b>	<b>429*</b>	<b>100%</b>

\* represents multiple answers by some respondents (ie they come in to school one way and leave in another)

### e. What stops pupils from walking or cycling

Date of survey: January 2022		
Reasons	No of Pupils	Percentage
<b>Weather</b>	60	<b>19%</b>
<b>Distance</b>	132	<b>43%</b>
<b>Dangerous</b>	20	<b>6%</b>
<b>Busy Roads</b>	62	<b>20%</b>
<b>Don't want to</b>	35	<b>11%</b>
<b>Total answered</b>	<b>309</b>	<b>100%</b>

## f. Parents answers on what stops non-use of car

- Principal reason given is convenience
- Next most repeated concern is distance
- Third – road safety. Various elements are covered here:
  - Controlled crossing points too far away on Epsom Road and traffic often too fast
  - Narrowness of Horseshoe Lane and low and narrow pavements
  - Poor driving by others

## g. What would make it easier for pupils to walk or cycle?

- Parental ideas include pelican crossing outside school boundary on Epsom Road
- One way traffic from Epsom Road down Horseshoe Lane West
- Facilities for parking away from the school for park and stride or park and ride if possible

## h. How staff members travel to school

Date of survey: January 2022			
Mode of Travel	No of Staff	Percentage	
Walk	11	23%	
Cycle	0		
Scooter	0		
Public service bus	0		
Car (alone)	34	72%	
Car (share)	2	4%	
Total answered	47	100%	

## i. Why members of staff come to school that way?

Date of survey: January 2022					
Mode of Travel	No of Staff	Percentage	Yes - Why	No - Why not	
Walk	11	23%	<ul style="list-style-type: none"> <li>• Live close to school</li> <li>• Fitness</li> <li>• Not a teacher and so nothing really to carry</li> </ul>	<ul style="list-style-type: none"> <li>• Too far</li> <li>• Too much to carry in and out of school each day</li> <li>• Lack of will</li> </ul>	
Cycle	0				
Scooter	0				
Public service bus	0				
Car (alone)	34	72%	<ul style="list-style-type: none"> <li>• Convenience</li> </ul>		
Car (share)	2	4%	<ul style="list-style-type: none"> <li>• Convenience (when living in same area)</li> </ul>		
Total answered	47	100%			

## j. How staff would *like to* travel to school

Date of survey: January 2022		
Mode of Travel	No of Staff	Percentage
Walk	19	44%
Cycle	7	16%
Scooter	0	
Public service bus	1	2%
Train	1	2%
Car (share)	15	35%
Total answered	43	100%

## k. What stops staff walking or cycling?

Date of survey: January 2022		
Reasons	No of Staff	Percentage
Weather	7	16%
Distance	25	58%
Dangerous	2	5%
Busy Roads	6	14%
Don't want to	1	2%
Lack of shower/changing facilities	2	5%
Total answered	43	100%

The other reason given by every teacher respondent was the inability to carry books etc if walking or cycling.

## l. What would encourage staff to walk or cycle to school?

Things which were likely to encourage, or make it easier for pupils and staff alike to walk or cycle, included improving crossing facilities and widening cycle lanes on the Epsom Road, restricting traffic on Horseshoe Lane West and (for staff) providing better showering facilities on site.

## 5. Analysis and issues

The overall results of the travel survey were encouraging, with 75% of pupils saying they would like to travel to and from school other than by private car. The children cited improved crossing facilities, cycleways and footways as measures which would encourage them to walk or cycle to school, with distance and busy roads as the main reasons for not currently doing so. Encouragingly, parents also said that improved footways, cycleways and crossing points would help them to come to school other than by car.

Given the residential nature of the surrounding area, travelling to school on foot or cycle will be encouraged and use of the private car minimised, wherever possible. However the local infrastructure does make it a real concern for all parties in how to safely access the school.

Pupils, parents and staff will be encouraged to use more sustainable methods of travelling to school through the continued participation in Surrey's 'Golden Boot Challenge' and through the work of the School's eco warriors.

### a. Walking

The travel survey carried out in January 2022 shows that 27% of pupils walk to school. There are indications that more pupils would walk to school if there were improvements to local footpaths, regular maintenance to the footpaths and crossing facilities. However, in real terms the numbers who would prefer to walk in the future who don't already was very small. 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.

### b. Cycling

Only 4% of pupils currently travel to school by bicycle. However, 27% of pupils indicated in the travel survey that they would like to cycle to school if the following was improved:

- 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.

At present there are 20 bike racks available within the School grounds, there are also pods for up to 36 scooters. 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.

### c. Buses

From the Travel Survey it can be seen that at present only 3 pupils and none of the staff currently travel to or from School using public transport. When asked 'How would you like to travel to and from school?' none of the staff but 10% of the pupils saw public bus as an attractive option. The



bus service is not considered reliable by the two families that rely upon it and children are often late.

#### **d. Roads and traffic**

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.

#### **e. Parking**

The School has a total of 37 car parking spaces for teachers and visitors only (including two bays for blue badge holders).

The vast majority of parents who drive to and from school and park do so legally and respectfully. A minority do not. Even legal and safe parking can create problems due to the current infrastructure – including the narrowness of Horseshoe Lane combined with two way traffic flow and the vicinity to Boxgrove School and the parking required there by parents too. Mornings are much less of an issue with the availability of the drive through lane which is used well with virtually all parents now following the guidance to turn left out of the school grounds. This accounts for over 25% of pupil arrivals which together with the Breakfast club and those that do walk or cycle to school means that just under 3/4 of children at the school are arriving without cars being parked in the immediate vicinity of the school site. Congestion remains an issue with the flow of traffic in and out of Horseshoe Lane (parents *and* residents).

The end of the school day is different again without access to the drive through lane, however, the number of children remaining on site for after school activities means that numbers are already much reduced.

## **6. Aims and Objectives of the Travel Plan**

### **a. Aims**

The specific aims are:

- To encourage a reduced reliance on the car through the reduction in the length and number of motorised journeys, particularly those journeys undertaken in single occupancy vehicles;
- To promote the use of alternative means of travel which are more suitable and environmentally acceptable.

### **b. Objectives**

The objectives of the STP are:

- 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.

## 7. Targets and Action Plan

### a. Targets

Targets have been set for both the pupils and staff, with regard to the objectives listed earlier in this Travel Plan.

Objective	Target	Timescale					
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
To encourage walking	To increase the number of children walking to school	27%	30%	33%	35%	37%	40%
	Approximate number of children	104	128	140	148	155	168
	To increase the number of staff walking to school	23%	25%	27%	30%	30%	30%
	Approximate number of staff	11	17	17	19	19	19
To encourage cycling or scooting	To increase the number of children cycling or scooting to school	8%	10%	12%	14%	16%	18%
	Approximate number of children	30	43	51	59	67	76
	To increase the number of staff cycling or scooting to school	0	2%	3%	4%	5%	6%
	Approximate number of staff	0	1	2	2	3	4
To encourage park and stride/equivalents	To increase the number of children parking and striding to school	0*	3%	8%	12%	16%	20%
	Approximate number of children	0*	13	34	51	67	84
To reduce travel to school by car to a level that can be accommodated by the school's drop off facility and on-street capacity	To decrease the number of children travelling to school by car	63%	57%	47%	39%	31%	22%
	Approximate number of children	244	243	199	166	130	92
	To decrease the number of staff travelling to school by car	77%	73%	70%	66%	65%	64%
	Approximate number of staff	36	48	45	41	40	40
Number of children on roll		420	426	424	422	420	420
Number of individual staff employed (Including SCITTS/students and contractors – PE, kitchen and cleaners)		62	66	64	62	62	62

2021-22 Baseline figures from surveys. Based on 389 child responses and 47 staff responses.

\* Park and stride not an option on the original surveys but would be part of our Action plan and targets if appropriate facilities can be identified for use by parents.

## b. Action Plan

PROPOSED MEASURES	WHICH TARGET(S) THE MEASURE IS LINKED TO	FUNDING AND COSTS	BY WHO	BY WHEN	ACTUAL DATE STARTED / - COMPLETED
Appoint a STP co-ordinator	General	-	STP Coordinator	January 2022	January 2022
Issue the STP as a working document	General	-	STP Coordinator	September 2022	
Request for considerate parking by parents to be made in weekly newsletter	To decrease the number of children coming to school by car	-	STP Coordinator	On going – already being undertaken	In every Newsletter and separate email communications as appropriate
Liaise with SCC about possibility of extending bus services to coincide with School drop-off/pick-up	To increase the number of staff and pupils able to travel to school by public transport	LA/Transport companies	STP Coordinator	September 2022	
Develop a STP section of the School website explaining the STP and outlining other modes of transport	All	-	STP Coordinator	September 2022	
Include information on other modes of transport other than the car in Travel Plan Packs for every member of Staff and regular visitors.	To decrease the number of staff (and governors) coming to school by car	-	STP Coordinator	September 2022	
Give advice on personalised travel planning to staff and regular visitors	To decrease the number of staff (and governors) coming to school by car	-	STP Coordinator	As and when required	
Promote walking to school. Walk to School days, SCC Golden Boot Challenge	To increase the number of children and staff walking to school	Minimal	STP Coordinator	On going – already being undertaken	In place

PROPOSED MEASURES	WHICH TARGET(S) THE MEASURE IS LINKED TO	FUNDING AND COSTS	BY WHO	BY WHEN	ACTUAL DATE STARTED / - COMPLETED
Investigate feasibility of setting up Walking Bus. Including using postcode data to establish route and asking parents to sign up	To increase the number of children walking to school	Seek sponsorship for high-vis vests	STP Coordinator	Summer 2023	
Investigate feasibility of setting up Drop and stride and park and stride opportunities. Including using postcode data to establish route and asking parents to sign up	To increase the number of children walking to school	Seek sponsorship for high-vis vests	STP Coordinator with SCC	January 2023	
Set up and promote a car share scheme for staff	To decrease the number of staff (and governors) coming to school by car	-	STP Coordinator	September 2022	
Set up and promote a car share scheme for parents	To decrease the number of children coming to school by car	-	STP Coordinator	January 2023	
Provide additional Cycle Stands, which will be monitored on a regular basis	To increase the number of children and staff cycling to school	£1,000	STOC	Summer 2023	
Continue to offer Bikeability training for Year 6 children	To increase the number of children cycling to school	None to School except any contribution from School's Hardship Fund	STOC	Ongoing	40 of 64 children participated in 2021-22 programme (max places provided)
Investigate offering family cycle training	To increase the number of children and staff cycling to school	None to School except any contribution from School's Hardship Fund	STP Coordinator	2022/2023	
Continue to offer Feet First road walking safety training for all pupils in Year 3	To increase the number of children walking to school	None to School except any contribution from School's Hardship Fund	STOC	Ongoing	62 of 62 children participated in 2021-22 programme



PROPOSED MEASURES	WHICH TARGET(S) THE MEASURE IS LINKED TO	FUNDING AND COSTS	BY WHO	BY WHEN	ACTUAL DATE STARTED / - COMPLETED
Continue to offer road safety teaching for all pupils in Year 1	To increase the number of children walking to school	-	STOC	Ongoing	60 of 60 children participated in 2021-22 programme
Continue to offer and expand co-curricular offer and Breakfast and After School Club	To reduce numbers of cars accessing school roads at pinch point at start and end of school day	Staffing costs (neutral)	STOC	Ongoing	Post COVID recovery numbers back to pre-COVID levels (see table in Section 3 of Travel Plan)
Add improved staff shower facilities as part of wider School development Master Plan	To increase the number of staff walking or cycling to school	tbc	STOC	2030	

## 8. Raising awareness and further consultation

All staff, pupils and parents will be informed of the existence and benefits of the STP. A STP pack will be issued to all members of staff and form part of the induction pack for new staff. Relevant information will be displayed in prominent locations in the school where it is easily viewed, such as, on notice boards and the School website.

Feedback will be collected by placing suggestion boxes near to where the information is displayed, as well as by the formal monitoring process as detailed below. Staff, pupils, parents and visitors will also be directed to the STP Coordinator if they have any specific concerns or suggestions for improvement.

Regular liaison with Surrey County Council will also be undertaken to ensure that the Travel Plan targets are on track. A summary of any comments received and changes made to the Travel Plan will be discussed with School Governors prior to implementation. The Local Governing Committee will also be briefed annually on the results of the formal monitoring process.

## 9. Monitoring and Review

### a. Monitoring

Progress on the implementation of the measures will be monitored by the STP coordinator on a regular basis (at the start of every term). Feedback will be collated by the STP coordinator, with potential improvement measures, before consultation with the Local Governing Committee and, if felt necessary, Surrey County Council to decide how improvements could be made.

The STP Coordinator will listen to the views of pupils, parents, other members of staff and visitors to the school (as well as neighbours affected by parental traffic and parking around the school site) about any difficulties encountered during their travels to/from the school and determine how these might be overcome, either by improving the current measures or by implementing new ones. The STP Coordinator will keep a log of any difficulties encountered, potential improvements to current measures and possible new measures.

### b. STP Review

It will be necessary to formally review the STP on a regular basis. Reviews will be undertaken at least annually (in the summer term) and in addition in response to any parking or traffic initiative taken by the Local Authority between annual reviews.

The STP Co-ordinator is responsible for recording progress towards the targets set previously. Staff and pupils will be surveyed as to their means of travel to the site as part of the continuing target and to identify areas that can be improved. The table below will be used to record progress and identify areas for improvement.

### **c. Recovery Plan**

As part of the STP review and discussions with Surrey County Council, recovery measures may be required to ensure the targets are being met. Pitfalls in the way that current measures are being implemented will be investigated first and ways of improving these measures will be looked at. If these improvements do not allow the School to meet their targets, discussions will be held with Surrey County Council about what further measures could be implemented and the possibility of gaining extra funding in order to successfully implement more stringent measures. These measures may include restricting parking by parents within a certain distance of the School and locating suitable sites for Park 'n' Stride.

## Monitoring Form

### Monitoring Progress against Travel Plan targets as at ....

The STP is monitored each term by the STP Coordinator.

Target	Progress	Impact
Appoint a STP co-ordinator		
Issue the STP as a working document		
Request for considerate parking by parents to be made in weekly newsletter		
Liaise with SCC about possibility of extending bus services to coincide with School drop-off/pick-up		
Develop a STP section of the School website explaining the STP and outlining other modes of transport		
Include information on other modes of transport other than the car in Travel Plan Packs for every member of Staff and regular visitors.		
Give advice on personalised travel planning to staff and regular visitors		
Promote walking to school. Walk to School days, SCC Golden Boot Challenge		
Investigate feasibility of setting up Walking Bus. Including using postcode data to establish route and asking parents to sign up		
Investigate feasibility of setting up Drop and stride and park and stride opportunities. Including using postcode data to		

establish route and asking parents to sign up		
Set up and promote a car share scheme for staff		
Set up and promote a car share scheme for parents		
Provide additional Cycle Stands, which will be monitored on a regular basis		
Continue to offer Bikeability training for Year 6 children		
Investigate offering family cycle training		
Continue to offer Feet First road walking safety training for all pupils in Year 3		
Continue to offer road safety teaching for all pupils in Year 1		
Continue to offer and expand co-curricular offer and Breakfast and After School Club		
Add improved staff shower facilities as part of wider School development Master Plan		

Other initiatives in support of Travel Plan objectives		
Sibling numbers	Large number of siblings. In last 5 years siblings ranged from 30% to 50% of each year group intake. Reduces number of car journeys quite significantly. Anticipate sibling numbers will remain high – accounting for siblings in car share figures shows dramatic increase from Summer.	
Staggered access in mornings	School doors open from 8.30 to 8.50 to allow more staggered entry to school and reduce pressure and length of parking time	
Breakfast Club	Open to all pupils from 7.40am. Average of 40 children a day	



After School club	Open to pupils from 3.10 to 5.30pm. Average 70 children a day	
Extra-curricular clubs	Increasing number of extra-curricular clubs for children after school	

## STP Review and Progress Table

Objective	Target	Actual percentage/number achieved and areas for improvement											
		2021-22	ACTUAL Comment	2022-23	ACTUAL Comment	2023-24	ACTUAL Comment	2024-25	ACTUAL Comment	2025-26	ACTUAL Comment	2026-27	ACTUAL Comment
To encourage walking	To increase the number of children walking to school	27%	27%	30%		33%		35%		37%		40%	
	Approximate number of children	104	104	128		140		148		155		168	
	To increase the number of staff walking to school	23%	23%	25%		27%		30%		30%		30%	
	Approximate number of staff	11	11	17		17		19		19		19	
To encourage cycling or scooting	To increase the number of children cycling or scooting to school	8%	8%	10%		12%		14%		16%		18%	
	Approximate number of children	30	30	43		51		59		67		76	
	To increase the number of staff cycling or scooting to school	0	0	2%		3%		4%		5%		6%	
	Approximate number of staff	0	0	1		2		2		3		4	
	To increase the number of children	0*	0*	3%		8%		12%		16%		20%	

To encourage park and stride/equivalents	parking and striding to school												
	Approximate number of children	<b>0*</b>	<b>0*</b>	<b>13</b>		<b>34</b>		<b>51</b>		<b>67</b>		<b>84</b>	
To reduce travel to school by car to a level that can be accommodated by the school's drop off facility and on-street capacity	To decrease the number of children travelling to school by car	<b>63%</b>	<b>63%</b>	57%		47%		39%		31%		22%	
	Approximate number of children	<b>244</b>	<b>244</b>	<b>243</b>		<b>199</b>		<b>166</b>		<b>130</b>		<b>92</b>	
	To decrease the number of staff travelling to school by car	<b>77%</b>	<b>77%</b>	73%		70%		66%		65%		64%	
	Approximate number of staff	<b>36</b>	<b>36</b>	<b>48</b>		<b>45</b>		<b>41</b>		<b>40</b>		<b>40</b>	
Number of children on roll		<b>420</b>	<b>420</b>	<b>426</b>		<b>424</b>		<b>422</b>		<b>420</b>		<b>420</b>	
Number of individual staff employed (Including SCITTS/students and contractors – PE, kitchen and cleaners)		<b>62</b>	<b>62</b>	<b>66</b>		<b>64</b>		<b>62</b>		<b>62</b>		<b>62</b>	

