

BROXBOURNE CE PRIMARY SCHOOL

CATEGORY: Voluntary Aided

TYPE: Primary Mixed

HCC NUMBER: 282

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DATE OF TRAVEL PLAN: NOVEMBER 2014



HEAD TEACHER'S NAME: Mrs Shirley Whales

CHAIR OF GOVERNOR'S NAME: Mr Kevin Francis

EMAIL ADDRESS: admin@broxbourne-pri.herts.sch.uk

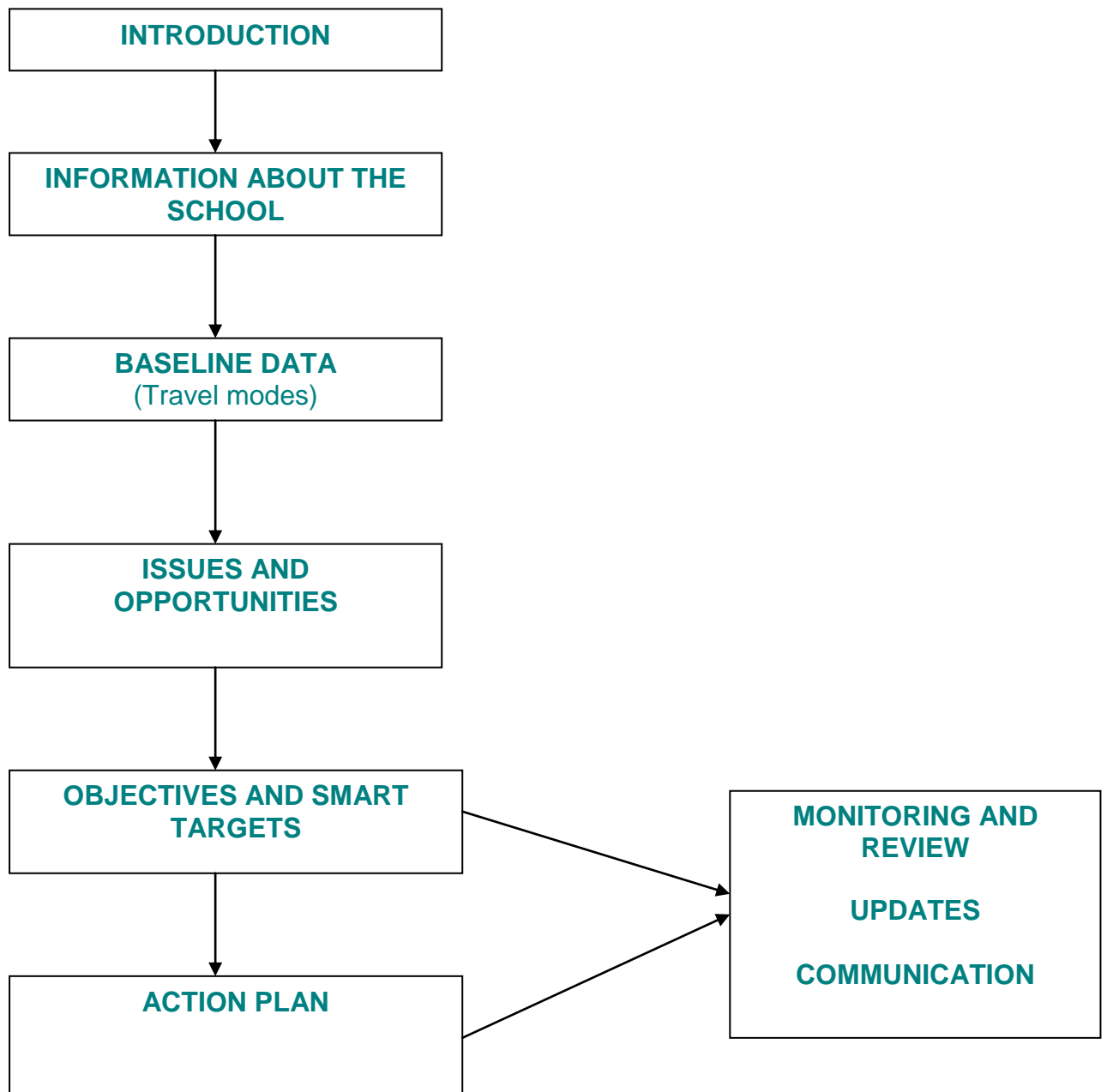
SCHOOL'S TRAVEL PLAN COORDINATOR'S NAME: Mrs Michele Griffiths

POSITION: Foundation Governor

EMAIL ADDRESS: admin@broxbourne-pri.herts.sch.uk

HCC SCHOOL TRAVEL PLAN ADVISER: Mrs Anne Hardy

School Travel Plan - The Key Stages



WHAT IS A SCHOOL TRAVEL PLAN?

A school travel plan is a policy document written by a school in consultation with its pupils, parents, staff and governors which addresses travel and transport issues in an around the school. The travel plan looks at how pupils and staff currently travel to school and what could be done to reduce car travel and to encourage an increase in sustainable modes of travel such as walking, cycling, scooting and public transport. A good travel plan will be kept up-to-date, reviewed annually and re-written every three years to ensure that it continues to reflect the travel and transport issues at the school.

A travel plan can help to:

- . Reduce traffic congestion and pollution in and around the school site
- . Improve road safety skills
- . Improve the health and fitness of pupils and staff
- . Establish safer walking and cycling routes to school
- . Enhance relations with the local community

INTRODUCTION

Broxbourne CE Primary School is committed to ensuring that everyone travelling to and from our school can do so as safely as possible.

The travel plan is being produced to improve site safety, to develop pupils' road safety skills, to improve their health and wellbeing, to encourage as many people as possible to use environmentally-friendly modes of transport and to be aware of the needs of those living in the immediate vicinity of the school.

The school's vision statement is: 'Love Learning, Love God, Love Life, Love Each Other'.

BROXBOURNE C E PRIMARY SCHOOL

- (1) The school is located off Mill Lane, Broxbourne (see Appendix A – site plan.). The road leading to the school is flanked on one side by the New River and the other by Council run allotments. A sectioned off pathway was established many years ago, next to the allotments, for safe access to the school. The school is situated at the end of a no through road. Pedestrian access can also be gained from Broxbourne High Road and the Cousins Lane East development. Due to the nature of the geography of the school there is limited vehicular access. There is one staff car park and three visitor bays (see Appendix B. – photographs of the school). Parents who help at the school and visitors (where possible) are asked to park either in Winford Drive (off Cousins Lane East) or the Meadows car park (at the bottom of Mill Lane in the Lea Valley Park) and walk up to the school (see Appendix C. – Park and Stride).
- (2) There are 240 pupils on the school role.
- (3) The majority of pupils live locally (Broxbourne and South Hoddesdon) and are, therefore, able to walk to school. Due to the catchment area there are a number of pupils who travel from Nazeing. If a particular cohort is not full then we can also receive children from further afield e.g., Turnford, Cheshunt, Bumbles Green etc. There could also, on occasion, be a pupil who has moved out of the area but continues to come to our school.
- (4) Full-time equivalent staff numbers, including support staff, is 23.2. This does not include the kitchen staff as they are not employed by the school.
- (5) The school start time is doors open at 9.45 a.m. and closes at 9.50 a.m. for KS2. KS1 and Nursery start time is 9.00 a.m. Our Nursery finish time is 12.00 noon, Early Years 2 at 2.50 p.m., with KS1 and KS2 at 3.00 p.m.
- (6) The school runs a Breakfast Club facility which offers two start times: 7.45 a.m. and 8.00 a.m. There is also an Afterschool Club which offers three finishing times: 4.00 p.m., 5.00 p.m. and 6.00 p.m.
- (7) There are no plans for the school to be expanded.

The School Site

- (8) There are three pedestrian access points which can be gained from off Mill Lane, Broxbourne High Road and the Winford Drive development. Parents are requested to walk with their child/children inside the fenced pathway from Mill Lane (as clearly stated on the school website). (See Appendix D – photographs)
- (9) There is only one vehicular access point and that is off Mill Lane.
- (10) In theory there is pedestrian and vehicle segregation but in practice, for a variety of reasons, this is not strictly adhered to by pupils and parents/carers.
- (11) When there is need to transport pupils by coach to a venue/event e.g., swimming lessons, pupils walk down the path, supervised by staff, and collect the coach at the bottom of the path in Mill Lane. They are dropped back in a lay-by in Station Road and walk back down the path supervised by staff. On other occasions e.g., school trips, pupils are met opposite the church, in Churchfields, and return via the lay-by in Station Road where parents meet their children opposite the church for collection. Those pupils who are at Breakfast Club are escorted to the pick-up point by staff and those going on to Afterschool Club are escorted back to school by staff; each time via the pedestrian pathway.

Planning Consent for Building Works

- (12) There are no plans for building works at the present time.

Community

- (13) The school appears to have a good relationship with its neighbours in respect to parent parking. Parents are asked to park considerately and are occasionally reminded of this in the Schoolcomms weekly newsletter, especially if there is a big event at school e.g., Sports Day. Should a resident have any issues or concerns they are dealt with via the Office in the first instance or the School Manager. If it concerns one/a few parent(s) causing a problem, this is looked into and the parent(s) advised of the problem they are causing. If it is an on-going problem with many parents the issue would be highlighted in the weekly newsletter. Should the problem continue the perpetrators would be 'named and shamed' in the next mail out.
- (14) Due to the location of the school we have no immediate neighbours. Our nearest neighbours are those living on Winford Drive. Should we receive a complaint (probably by telephone) it would be dealt with in the first instance by the office staff.

Shared Use of Site

- (15) The school does not share its site with another provider such as a pre-school or children's centre.

- (16) There is community use of the site in the form of a Bridge Club which meets every Tuesday evening from 8.00 p.m. – 10.00 p.m. Bridge Club members park their vehicles in the staff car park and the front playground. Parents are also able to hire the hall for their children's birthday parties at the weekend.

Transport Needs

- (17) There are no special transport arrangements for pupils with special educational needs such as taxis or minibuses. This facility is not required at the present time.

Travel to the School Site

- (18) There is a puffin crossing along the Broxbourne High Road for those attending school south of the school, one along the High Road near Mill Lane and one along Station Road for those coming from north of Broxbourne. All are well maintained.
- (19) The footpath that leads from the High Road was not in very good condition last year and a parent took up this issue with the Council and it was patched up in one section. This pathway is still somewhat uneven along the edges where the verges have been chopped back. A new section of path was created at the entrance to the Winford Drive development (as it was always very muddy) which has made a big difference to the school run. The main issue is the footpath that runs up to the school from Mill Lane. The width is just about adequate for two persons to walk side by side. This is not possible all year round due to the over-grown vegetation from the hedges on the allotments which narrows the footpath. These hedges are cut back twice a year by the Council (July and October). Ideally it really needs to be more regular but they cannot be cut back when birds are nesting due to the Wildlife and Countryside Act.
- (20) Broxbourne Borough Council needs to cut the trees back in Churchfields near the single bridge to reveal the right of way signs.
- (21) Lighting levels are sufficient.
- (22) All parents are made aware of the lack of parking on site and that they are not allowed to drive up to the school at pick-up and drop-off times (including afterschool clubs) unless permission has been sought from the office e.g., if a pupil is on crutches and unable to walk to school. Unfortunately, there will always be some parents who flout this rule. The situation is monitored whenever possible and the parents told to stop. This information is clearly stated on the school website.
- (23) The school is situated in walking distance from Broxbourne Station. The nearest bus stops are along the High Road and Station Road. Very few pupils travel by public transport.

- (24) There are no other existing travel policies or provisions in place e.g. managed bus services, as most pupils live locally.
- (25) There is no specific school policy in place to encourage good pupil behaviour on public transport as pupils would be travelling with a parent/carer. We do not have a cycling/scooter policy or a parking policy.
- (26) No pupils travel to school by minibus.

On Site Parking Provision

- (27) The school car park is managed by the staff and the school office.
- (28) 22 cars can park on site, including the 3 marked visitor bays outside of the staff car park gates. The MSA's now park their cars in the left-hand corner of the KS2 playground when the main staff car park is full. This playground is only used at lunch times when vehicles are stationary.
- (29) The car park is for staff and visitors only.
- (30) Parking provision will never be sufficient due to the location of the school. This is why parents are told not to drive up the towpath.
- (31) People are allowed to park along the towpath, by the river, if they have permission in advance or they are involved in voluntary work at the school. On signing in at reception car registration numbers must be given.
- (32) There is one designated disabled parking provision.
- (33) There are no bays for motorcycles.
- (34) There are no marked out bays for coaches due to restricted access. Pupils meet a coach at the end of the towpath in Mill Lane, outside the church or in the layby in Station Road. The only time there is a possible problem is when the church is being used for a wedding or a funeral. The Church inform the school if they believe there to be clash of timings e.g. swimming sessions on Fridays or home time and parents are notified via Schoolcomms of the restrictions in place.

Deliveries

- (35) As there is only one vehicular access to the school this is the only entry point for delivery vehicles. On arrival at the school there are signs directing them into the staff car park and to ring the Caretaker's bell. Smaller items e.g., Amazon books are delivered to the front entrance and drivers tend to leave their vans outside the school gates. Deliveries to the kitchens take place between 9.00 a.m. and 2.00 p.m. Tesco deliveries are on Mondays between 9.00 a.m. and 10.00 a.m.

Large Vehicles

- (36) Refuse trucks access the site, on a Thursday morning, via the towpath and back into the car park entrance for access to the bins, which are situated at the front of the staff car park.
- (37) Access is restricted for emergency vehicles and that is the main reason why parents are asked not to drive up the towpath; in order that the turning area can be kept as free as possible.

On Site Facilities

- (38) The school has a section of uncovered cycle storage, located in the KS2 playground, which is used for the whole school. Both cycles and scooters use this area (see Appendix E. – photographs). There is no designated scooter or buggy storage. It would be good if we could acquire a separate scooter storage area in the near future. This would provide more space for cycles to be secured safely.
- (39) In inclement weather pupils hang their wet coats on their allotted peg in the cloakrooms. There are no locker facilities for helmets. Pupils are advised to put their helmets in their bags which are left on their pegs in the cloakroom, or given to a parent/carer to take home and return at the end of the school day.
- (40) The school has no covered walkways or waiting areas for pupils. Pupils wait in their designated playground to await access at their allotted start time.

Sustainable Travel

- (41) The school does not promote Hertfordshire County Council's Journey Planner to families which offers specific journey planning covering walking, cycling and public transport in Hertfordshire. (www.hertsdirect.org/mapit)
- (42) At present there are no educational links with active travel promoted through the curriculum.
- (43) Walking to school is encouraged especially due to the location of the school and lack of parking. The school is undecided as yet whether to take part in the Walk to School Weeks in May and October (www.livingstreets.org.uk).
- (44) All pupils are now allowed to cycle or scooter to school.
- (45) In previous years the school has taken part in 'The Big Pedal' (the giant inter-school cycling competition open to all schools in the UK each March (www.bigpedal.org.uk), but did not do so this year.
- (46) Each year, in the summer term, Year 5 undertake their Bikeability training through Hertfordshire County Council (www.hertsdirect.org/cycletraining).
- (47) There are no direct local cycle routes used to access the school.

- (48) There are some perceived barriers to cycling to school depending on where you live e.g., heavy traffic volumes, long or steep hills (e.g., Park Lane and Bell Lane), and busy junctions/turnings. Due to the age of the pupils they tend to cycle or scooter on the pavements under parental/carer supervision and cross the roads at designated 'safe spots' e.g., traffic lights at the Broxbourne junction and zebra crossings.
- (49) The style of the school's uniform does not appear to put limits on being able to cycle to school e.g. wearing of skirts/dresses.
- (50) Pupils of all ages are now encouraged to use their scooters to scoot to school.

Road Safety Training

- (51) Pupils receive road safety training through HCC. Early Years and KS1 road safety talks/pedestrian skills training took place in the spring term.

Severe Weather Procedures

- (52) During severe weather conditions parents and staff are informed if the school is closed via text message. There is also a section on the school's website which gives the IMODUS Hertfordshire Schools link to see whether the school is open or closed. Parents are also advised of the local radio station. Grit/salt bins are kept full. The School Manager, who lives locally to the school, is responsible for carrying out a risk assessment of the roads around the school and school site to assess access. The school playgrounds are now cleared of snow and gritted by an external company. This does not include the path leading to the school. The school uses the HCC's 'Severe Weather Plan and Public Emergency Plan for Schools' which sets out the actions schools need to take in the event of severe weather or if a public emergency is declared by the local authority? This guidance can be viewed by visiting:-

<http://compass.hertscc.gov.uk/pp/csfpolproc/16169835/csf4514>

BASELINE DATA

Pupil Survey

Data on how pupils travel to school.

Fig 1

	How did you travel to school today?	
	Number	Percentage
Walk	68	31%
Rail	0	0%
Bus	0	0%
Other (Scooter)	33	15%
Car/Van	80	37%
Cycle	38	17%
Car share	0	0%
Total	219	100%

Data taken from 'Hands Up' survey undertaken on 19/9/14

Staff Survey

Fig 2

DISTANCE	No. of staff	TIME	No. of staff	MODE	No. of Staff
< 1 mile	16	< 15 mins	16	Drive in car alone	23
1-2 miles	5	16-30 mins	5	Car share	1
2-5 miles	11	30-45 mins	11	Cycle	2
6-10 miles	3	45-60 mins	3	Walk	9
11-25 miles	-	> 1 hour	-	Bus	-
> 25 miles	-			Train	-

ISSUES AND OPPORTUNITIES

Parent Survey - Summary

The main issue that came out of the survey was the state of the towpath leading to the school. This year there have been many big potholes along this route which have been dangerous to both pedestrians and car users. Due to parent, governor and school intervention, these potholes were eventually filled. It is, however, an on-going situation because the holes are only ever patched up (not with like materials) and so will reappear in the not too distant future. Ownership of the towpath has always been a contentious issue but we will continue in our battle to try and get the whole road resurfaced.

An issue has been highlighted with the pedestrian lights along the High Road nearest to Mill Lane. On numerous occasions cars have not stopped at red lights. There is also insufficient time before the lights turn to amber and cars start moving. A parent has contacted HCC twice with regards to lengthening the crossing time with no satisfactory results, but is still pursuing the matter.

Issues that prevent pupils getting to/from school in a sustainable manner:-

1. Working mothers who drop their child/children at school and then go straight on to work.
2. Pick-ups after school are often required to transport children to after school activities e.g., swimming lessons.
3. The roads are dangerous
4. Lack of pavement in some areas.
5. Distance live from school
6. Too far to walk to school, especially for younger children.
7. Lack of time.
8. No council snow clearance

See Appendix F. - comprehensive survey results.

See Appendix G. - example of parent survey questionnaire

Staff Survey

Most of the staff drive to school for a variety of reasons:-

1. Distance
2. Too much to carry
3. Not enough time
4. No footpath in places for walking/dangerous roads
5. Car required to undertake school banking.

See Appendix H. - example of staff survey questionnaire

Governor Survey

Governors tend to walk to the school when visiting during school hours but those living further away tend to travel by car for evening meetings. See Appendix I. - example of the governor survey questionnaire.

OBJECTIVES and S.M.A.R.T.* TARGETS (*Specific, Measureable, Attainable, Realistic and Timely)

Objective 1

31% of children (68) currently walk to/from school. For the benefit of health and to reduce car travel to school we need to encourage more families to walk to school.

Target: To increase the number of pupils walking to/from school by at least 5% (to 71 pupils). We will look to promote 'Walk to School Weeks' through assemblies and newsletters.

Date: Our Hands Up in Herts survey in June 2015 to reflect an increase in the numbers walking to school.

Objective 2

Currently only 17% of pupils (38) cycle to/from school. We need to encourage more pupils to do so for the benefit of health and to reduce car travel to school.

Target: Following Bikeability training for Year 5 during summer term 2014 the number of pupils cycling to/from school to increase by at least 5% (to 40 pupils). Try and gain a scooter pod to free up space for cycle parking.

Date: Assess numbers from summer 2014 to summer term 2015.

Objective 3

Need to improve the safety of pedestrians and staff accessing the school site. Towpath to school often in disrepair and concern for pedestrians, cycle and scooter users and vehicle damage.

Target: Open up further dialogue with HCC to see if a 'better fix' can be achieved.

Date: March 2015.

Objective 4

Concern over the puffin lights on the High Road nearest Mill Lane – cars not stopping on red light and shortage of time to cross on prompt.

Target: Assist parent who has already been in touch with HCC to try and resolve this issue.

Date: March 2015.

ACTION PLAN

Actions that are to be achieved by the travel plan:

OBJECTIVE 1: Increase the proportion of pupils walking to school

TARGET 1: Increase the proportion of pupils walking to school from 31% to 34% by summer term 2015

Baseline Data: 2014 'Hands Up' in Herts survey shows 68 pupils out of 219 (in school when survey taken) usually walk to school.

Proposed Action	Key TASKS	Person Responsible	Partners to consult or engage with	Target Date	Review date	Progress
Register for Walk to School Weeks in May & October each year	Structure Walk to School week into school's curriculum	Geography & PHSE Co-ordinator	HCC School Travel Plan Adviser ssj.schools@hertfordshire.gov.uk	May & Oct annually		
	Register with HCC	Head Teacher		March & Sept annually		
	Organise assembly	Deputy HT		May & Oct annually		
	Publicise	Office	Parents	May & Oct annually		

OBJECTIVE 2: Increase the proportion of pupils cycling to school

TARGET 2: Increase the proportion of pupils cycling to school from 17% to 20 % by summer term 2015

Baseline Data: 2014 'Hands Up' in Herts survey shows 38 pupils out of 219 pupils (in school when survey taken) usually cycle to school.

Proposed Action	Key TASKS	Person Responsible	Partners to consult or engage with	Target Date	Review date	Progress
Bikeability training for Year 5 in summer term	Register with HCC	Head Teacher	www.hertsdir ect.org/cyclet raining	Annually - June		
Scooter pod to free up	Speak with HCC	Travel Plan Co-ordinator	Anne Hardy at HCC	April 2015		

space for cycles						
Get involved with the 'Big Pedal' Week	Register	Head Teacher	www.bigpedalord.uk	March 2015		

OBJECTIVE 3: Towpath leading to school – keep in good repair

TARGET 3: Open up dialogue with HCC to see if a 'better fix' can be achieved.

Baseline Data: Main point for attention revealed in parent survey – concern over safety. Towpath repair is an on-going problem. Although large potholes filled in this year smaller dips/holes need attention to prevent trips or falls from cycles or scooters.

Proposed Action	Key TASKS	Person Responsible	Partners to consult or engage with	Target Date	Review date	Progress
Try to keep on top of repairs/ possible resurfacing	Speak with HCC/Water Board/ Highways Agency	Travel Plan Co-ordinator	Nicola Hardy at HCC in first instance Keep parents informed.	On-going - April 2015		

OBJECTIVE 4: Extend length of time to cross at puffin lights on the High Road nearest Mill Lane.

TARGET 4: Assist parent who has already contacted HCC twice without a satisfactory outcome.

Baseline Data: Another main cause for concern over safety revealed in parent survey.

Proposed Action	Key TASKS	Person Responsible	Partners to consult or engage with	Target Date	Review date	Progress
To assist parent in trying to resolve this safety issue.	Speak with HCC/ Highways Agency	Travel Plan Co-ordinator	Nicola Hardy at HCC in first instance. Keep parents informed.	March 2015		

MONITORING, REVIEWING AND UP-DATING SCHOOL TRAVEL PLAN

To measure how effective our initiatives have been on increasing active sustainable travel for pupils and staff, it is essential to carry out regular travel surveys.

Action	When	Progress	Responsibility
Carry out regular pupil 'Hands up' surveys	Annually in June		Travel Plan Co-ordinator
Carry out regular bike and scooter counts	Quarterly each Mar, June, Sept, Dec		Kingfisher Council/ Travel Plan Co-ordinator
Repeat parental surveys	Min. every 3 years		Travel Plan Co-ordinator
Repeat staff surveys	Min. every 3 years		Travel Plan Co-ordinator
Review Travel Plan	Annually July		Travel Plan Co-ordinator, Head Teacher & Governing Body
Set new targets	Annually July		Travel Plan Co-ordinator, Head Teacher & Governing Body
Publicise results	Annually July		Head Teacher

COMMUNICATION

To regularly publicise our travel outcomes on the website, school newsletter and assemblies is extremely important to ensure pupils, parents, staff, governors and other stakeholders are aware of what you are trying, with their help, to achieve.

BUDGETS AND FINANCE

Most of the travel plan initiatives will have little or no cost implications as they are predominately overseen by the Travel Plan Co-ordinator who is a governor (unpaid).

- The cost of Bikeability training is covered in the current budget.
- Hopefully a new scooter pod could be purchased with outside funding or via the PTA.

SIGNATURES:

Shirley Whales
Head Teacher

Kevin Francis
Chair of Governors

Michele Griffiths
Travel Plan Co-ordinator

APPENDICES

- A. Site Plan
- B. Photographs of main school entrance and car park.
- C. Park and Stride map.
- D. Photographs of vehicular and pedestrian access points.
- E. Photographs of current cycle and scooter provision.
- F. Detailed analysis of parent survey
- G. Example of parent survey questionnaire
- H. Example of staff survey questionnaire
- I. Example of governor survey questionnaire
- J. List of names/roles given responsibility within the travel plan.