

St Matthew's Church of England Primary School

School Travel Plan

1. Introduction

St Matthew's Church of England Primary School is expanding from a single to a two form entry school. On site, there is a 52 place Nursery (26 morning and 26 afternoon) for children aged 3-4 years of age. Our Breakfast Club is managed by school and currently offers 20 places.

We have decided to write a School Travel Plan because the school will essentially double its pupil numbers by the year 2023. With this in mind, the travel plan will be reviewed on an annual basis due to the gradual increase in pupil numbers. In addition to which, national statistics state that 1 in 10 children travelled to school by car only 20 years ago whereas currently 1 in 3 regularly come to school by car; We are becoming increasingly concerned by national statistics stating rising obesity levels; we have concerns regarding road safety partly generated by school-run traffic; we desire to increase independence and road sense for children that can only be gained by walking to school.

The aims of the Safer Routes to School (SRTS) Programme and the School Travel Plan (STP) are:

- To improve the quality of the journey for people who choose to walk, cycle, use the bus or train to travel to or from school.
- To reduce the number of journeys made by car.

Our Plan

Our School Travel Plan is a document that:

- Sets out a number of practical steps for reducing the number of car trips made to the school and improving the children's safety on the school journey.
- Looks at the needs of the children on the school journey and attempts to address them by finding the right solutions for the school.
- Is a whole school document demonstrating support from the stakeholders including pupils, staff, parents, governors and the wider community.
- Has clearly stated aims, objectives and targets that are achievable, measurable and supported by the whole school community.

2. Site Details

Name of school: St Matthew's Church of England Primary School
School Type: Primary
Number of pupils and age range: 244 children ranging from 4 – 11 years old. Plus 52 places for 3-4 year olds (currently 45 on roll)
Number of full-time and part-time staff: 18 full time and 9 part time members of staff.
School address: Windmill lane, Smethwick, West Midlands B66 3LX
School location: St Matthew's Church of England Primary School is set in a residential area. Most children who attend the school live locally although with increased pressure on school place; many of our children now live further away than in previous years.
School entry/exit points: We have three entry points to school. Pupils and parents enter the grounds through one of two on Windmill Lane and staff enter via the gate adjacent to the car park.
Car parking: We have 12 spaces for staff to park
Are parents allowed to drive on to the site? No
Deliveries – is loading/ unloading space provided? Yes on the staff car park in a space which is kept free adjacent to the kitchen
Cycle parking – how many bike SPACES (not stands) are provided? 6
Where are the nearest bus stops to the school? There is a bus stop outside school for the number 54, 80, 80A and 89 which all go to and from Birmingham city centre, Dudley, Quinton and West Bromwich
Is there staff supervision of pupils arriving/ leaving? Designated members of staff are present at the front of school from 8.35am to greet parents and children as they arrive at school. Children in Reception and Years 1 and 2 are handed over to staff in classrooms whilst pupils in KS2 make their own way to class. At the end of the day pupils in EYFS, KS1 and Years 3 and 4 are handed over to parents whilst pupils in Years 5 and 6 are either collected by parents or make their own way home. The children are supervised until they are collected.
What time does school start and end, is it possible to stagger these times? We operate an open door policy from 8.35am whereby children can come into school from this time. School actually starts at 8.45am. At the end of the day, pupils in EYFS and KS1 finish at 3.10pm whilst children in KS2 finish at 3.15pm.
Are pupils allowed off the premises at lunchtime? Only if they are collected by a responsible adult. The lunch period is 11.45am to 12.45pm for EYFS and 12pm to 1pm for Key Stages 1 & 2

Current Travel Arrangements

Journeys to and from school at normal start/finish times.	None
Journeys to attend pre and after school events.	If the events were on site no transport would be provided. We would provide transport for any activities we were taking the children to off site.
Journeys made during the school day to attend activities at other locations.	Coaches are used to take children swimming or on school visits.
Travel Initiatives already in place.	Year 1 take part in Road Safety activities (Child Pedestrian Training). Year 6 complete Bikeability. Last year, pupils in Yr5 worked with Karen Hale on a road safety campaign aimed at reducing speeding; Kid's Court.

3. Travel Survey

In order to establish how pupils travel to and from school, we used the information provided by parents (February 2018)

- **51% of pupils walk**
- **19% of pupils predominantly walk but occasionally use a car**
- **25% of pupils travel to school by car**
- **4% travel by bus**
- **2% cycle**

We will continue to survey the travel modes chosen by our pupils via an annual questionnaire; this data will be collected during the autumn term.

4. The Travel and Transport Problems Faced by Our School

Following consultation with pupils, staff and parents we identified these as the main travel and transport problems faced by our school community:

- Cars parking on the pavement or on double yellow lines outside the school and on Windmill House; the police training station next door.
- Children exiting cars when they are stationary by the zebra crossing
- Children coming to school by car are not gaining the road safety awareness they need.
- Concerns regarding the health of pupils; a desire for them to be more active
- Parents who do not drive in a safe and conscientious manner posing potential safety issues for pedestrians

5. Objectives and Targets

The goals or objectives that we intend to achieve are:

1. Fewer cars parked dangerously and/or illegally outside the school
2. Improve children's awareness of road safety and sustainable travel
3. Improve the health of pupils by encouraging walking

The SMART targets that we intend to meet are:

1. Increase the number of pupils walking to school by 9% from 51% to 60% by Summer 2019
2. Reduce the number of pupils coming to school by car by 5% from 25% to 20% by Summer 2019

6. Action Plan

We are going to work towards achieving our objectives and targets by taking the following action.

Objective 1: Fewer cars parked dangerously and/or illegally outside school

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Unless parents are able to walk from home consider alternative places to park legally away from the school	July 2018 and ongoing	Make contact with the ASDA to request permission for parents to use their car park at the start and end of the school day. Remind parents about the safe places to park on St Matthew's road and the parking bays on Windmill Lane	FD	SLT ASDA Store Manager	Newsletter	Parents reminded to park safely in the allocated bays or on St Matthew's Road
2.	Explore introducing a Walking Bus	Begin summer 2018	FD to request support from interested parents at the summer parents SIP meeting.	FD and named parents	Parents Karen Hale	Newsletter High Vis jackets	Roads around the school are safer. Pupils are encouraged to walk to school
3.	Prevent parents from parking and causing an obstruction	On going	Request that the police visit school at peak times (8.40am and 3.15 p.m.) and issue tickets as required.	SLT	SLT/Governors/ Police	Time	Roads around the school are safer

Objective 2: Improve children's awareness of road safety and sustainable travel

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Bike Ability Training	Years 5/6 Biannually	Provide off road cycle training for pupils in years 5 and 6	FD and Yr5/6 staff	FD Bike Ability staff	Time	Year 6 children to be able to ride a bike safely
2.	Road Safety Education in PSHE	Annually	Contact Road Safety Team to arrange assembly for Years R-6	Road Safety Lead	PSHE co-ordinator, SMBC Road Safety Team	Time and materials	Awareness of road safety
3.	Road Safety Education Resources distributed	Annually	All resources available through LA distributed	Office	Road Safety Team	Time to distribute Resources – costs to be met by LA	Awareness of road safety
4.	Pedestrian Training	Year 1 Annually	Take part in pedestrian training	Year 1 Staff	Year 1 Staff	Time	Pedestrian Training becomes an established part of the school year

Objective 3: Improve the health of pupils by encouraging walking

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Walk to school week	Summer term	Advertise and promote walking during the week Request resources from LA	Staff	Staff, Parents and pupils	Assemblies, Time and materials	Majority of pupils walk during the week, established event in calendar
2.	Improve quality of journey/ walk to school. Children to take part in “Keep Sandwell Tidy” – locally to the school	Summer term	Children to participate in Litter Watch	Lower KS2	SMBC	Smethwick Litter Watch to support school	Increase in children walking to school. Shared responsibility for the school environment and local community.
3.	Where possible the school promote educational visits that are in the locality of the school and can therefore walk to the venue	On – going	Local visits to the school children walk to the venue. etc	Staff	Staff	N/A	Where possible children walk to the educational visit

7. Consultation

The level of involvement from both internal and external partners is critical to the sustainable success of the School Travel Plan and its full integration into the ethos of the school. This School Travel Plan has been written with the full support and input from the whole school and partnerships with the wider community have also been fostered to further promote and enhance the plan.

Who was consulted	How they were consulted	When?
Pupils	Assembly	February 2018
Parents	Questionnaire	February 2018

8. Monitoring & Review

In order to ensure that the objectives and targets are being achieved, we will carry out annual surveys to monitor travel modes.

In light of the planned expansion, the plan will be reviewed on an annual basis.

9. School Travel Plan Partners

Sandwell MBC and St Matthew's Church of England Primary School agree to this School Travel Plan and agree to undertake its objectives.

Signed:*Fiona Deakin*..... Date:23rd March 2018.....

Fiona Deakin – Head Teacher, St Matthew's Church of England Primary School

Appendix 1: School Travel Plan Resources

The following table outlines resources, which are available from Sandwell Metropolitan Borough Council (SMBC) and other sources.

Medium	Resource	Contact
Website	Free website pages and online survey for schools registered with the "School" section of the West Midlands TravelWise website.	www.travelwisewestmids.org.uk Andy Thorpe, SMBC
	THINK! Provides road safety information for road users. The "THINK! EDUCATION" section has information for both primary and secondary schools.	think.direct.gov.uk
	Free car share matching service.	www.carsharesandwell.gov.uk Andy Thorpe, SMBC
Paper	Hands-up Survey Form for mode share surveys.	Andy Thorpe, SMBC
Various	Road Safety documents, leaflets and ideas for curriculum based activities for Key Stages 1 to 4, eg Route 1, Move on up, Working for a Safer Area, Walking to School.	Click on "Products" on the STARS website www.stars.sandwell.gov.uk
	Walking Bus information and route audit.	Karen Hale, Road Safety, SMBC
Training	Cycle Training for Year 6 pupils	Debbie Hyde, SMBC
	Pedestrian Training	Karen Hale, SMBC
	Independent Travel Training	Angelina Dawson, SMBC
	TITAN programme coordination	Angelina Dawson, SMBC

Appendix 2: Who to contact for Information

The following table outlines the contact details of people who can assist with the running of the School Travel Plan.

Person	Role/ Organisation	Telephone and email
Fiona Deakin	Head Teacher	St Matthew's Church of England Primary School 0121 558 1651 fiona.deakin@st-matthews.sandwell.sch.uk
Debbie Hyde	Cycle Training Coordinator, SMBC	0121 569 6625 deborah_hyde@sandwell.gov.uk
Karen Hale	Child Pedestrian Training Coordinator, SMBC	0121 569 6625 karen_hale@sandwell.gov.uk
Joy Djukic	Benefits Manager, SMBC Home to school transport policy and eligibility assessment	0121 569 8208 joy_djukic@sandwell.gov.uk
Sue Hearn	Passenger Transport Unit, SMBC Provision of school transport	0121 569 4867 susan_hearn@sandwell.gov.uk
Simon Chadwick	Principal Officer - Development, SMBC School safety zones, traffic management schemes and traffic regulations	0845 352 1879 simon_chadwick@sandwell.gov.uk
Inspector Denise Clarke	Partnerships Inspector, Sandwell Local Policing Unit. Liaison with different partners on crime reduction projects	0345 113 5000 (ext. 7911 6277) Mobile tel. 07788 568569 d.k.clarke@west-midlands.pnn.police.uk
Rachel Hooper	Sustainable Travel Officer (Schools) Contact for Centro services	0121 214 7512 Mobile: 07909 872858 rachelhooper@centro.org.uk
Andy Thorpe	TravelWise, SMBC Sustainable travel, development of STPs etc	0121 569 4261 andy_thorpe@sandwell.gov.uk
Angelina Dawson	Independent Travel Training Officer, SMBC and TITAN programme coordination	0121 569 4144 angelina_dawson@sandwell.gov.uk

Appendix 3: School Travel Plan – Quality Assurance

The table below outlines how STPs are reviewed to ensure that they meet the standards outlined in chapter 7 of “Travelling to School: a good practice guide” (DfES/DfT).

A description of where supporting evidence can be found in this STP document is also provided.

STP Element	Overview	Supporting Evidence Essential	Desirable
1. Description of the location, size and type of school	Sections 1 & 2 “Tell us about your school”	Type – primary/secondary/voluntary aided, etc... Age range & number of pupils Written description of the locality of the school DfES Unique School Reference	<ul style="list-style-type: none"> Q Location map and site plan Q Photographs Q Facilities (eg existing cycle parking, lockers) Q Transport Links Q Postcode plots Q Details of school’s catchment area Q Opening times – pre- and after-school clubs Q No. of parking spaces for staff/visitors Q Extended/community use of site Q Current involvement of school in school travel activities and education
2. Description of the travel/ transport problems/ issues faced by a school/ cluster of schools	Sections 1 & 4 “This is why we are doing a STP”	Q This is a written description of the particular travel issues/problems at the school and can be in text or bullet format relevant	<ul style="list-style-type: none"> Q Opportunity to say how these issues have been identified by the school community, demonstrating evidence of consultation (see below) Q Transport needs of all pupils (eg SEN) Q Journeys made during the school day Q Pre- and after- school clubs/activities if in place at the school Q Travel needs of other users, eg staff, community, if Q Future development likely to increase traffic levels Q Mission statements or letter of recommendation signed by SMT/head Q Current involvement of the school in school travel activities and education could also be included here
3. Survey results:	Sections 3 & 8 “These are the	Q Date survey undertaken	Q Survey of how pupils ‘usually travel to and from

<p>How children currently travel to/from school How they would prefer to travel to/from school</p>	<p>facts on how pupils currently travel and would like to travel to school” “This will help us set or objectives and targets for the travel plan”</p>	<p>Q Survey of how pupils ‘usually travel to school’ and ‘prefer to travel to school’; report data as numbers (so that year on year comparisons can be made)</p> <p>Q Where pupil numbers are high and it is not feasible to survey all pupils, a representative sample should be surveyed. In order to measure change over time it is essential that the sample is selected on the same basis each year</p> <p>Q Report numbers surveyed as well as numbers responded</p> <p>Q Survey data should be recent, preferably current school year, but no more than 18 months old as school travel patterns may be influenced by age, socio-economic group and SEN, these factors should be taken into account when selecting the sample. One option might be to survey a minimum of one class in each year, provided the allocation of pupils to different classes is not related to factors such as socio-economic group. Alternatively, a random sample could be generated based on pupil numbers.</p>	<p>school’ (number, % and total number surveyed)</p> <p>Q Aim to survey all pupils through a quick ‘hands up’ survey (especially if it is a small school)</p> <p>Q More detailed questionnaire – allows for greater identification of issues, barriers, possible solutions and innovative ideas, eg asking ‘distance travel to school’ and linking postcodes to mode of travel (actual & preferred) to identify potential modal shift.</p> <p>Q Parents surveyed and asked for their contribution / ideas</p> <p>Q Staff survey</p> <p>Q Us (if available) historical data to show progress to date</p>
<p>4. Clearly defined objectives and targets</p>	<p>Sections 5 & 6 “What specifically do you want the travel plan to achieve?” “What specific goals do you want to reach?”</p>	<p>Q Clear objectives (ie statements of intent – what do we want to achieve?) stated within the text and linked back to the issues identified within the STP</p> <p>Q Clearly identified targets (ie a specific point which we want to reach by a stated time) that reflect the survey data and issues identified, are linked to the objectives, and are SMART:</p> <ul style="list-style-type: none"> - Specific - Measurable – is there and indicator you can measure? - Achievable - Reviewed - monitoring - Timed - by a set date 	<p>NOTE: List of example objectives and targets can be provided for reference by the STA but schools are strongly recommended to draw up their own. Encourage schools to look to 2-3 years for longer term objectives</p>
<p>5. Details of proposed measures</p>	<p>Section 6 “What specific actions/ tasks are you going to take to meet the plan’s objectives?”</p>	<p><input type="checkbox"/> A clearly defined yearly action plan stating what will be done to meet the STP’s objectives and targets. Starting from when the school ‘signs’ up or approves the STP.</p> <p>Q Table format covering criteria 5, 6, and 7, ie what, when, who</p> <p>Q Link actions to specific objectives and/or targets.</p>	
<p>6. Detailed</p>	<p>Section 6 “When is each</p>	<p>Clearly state when the action/activity will be completed and/or undertaken.</p>	<p>Q Avoid unclear or open</p>

timetable for implementation	action going to be completed and/ or undertaken by?"	State month and year or term and year or a specific date.	statements such as 'ongoing' or '2006' Q Identification of the risks which would prevent implementation
7. Clearly defined responsibilities	Section 6 "Who is going to make sure each action happens?"	This needs to be a specific role assigned to each action/task listed – eg STP working group, STP coordinator, school council, senior management team etc	Q Named individuals within a school Q Identify a lead person within the school to take up any actions with external bodies (eg with road safety or engineering departments in LAs) Q Avoid unclear statements such as school or LA or listing the same individual for every action
8. Evidence that all parties have been consulted	Section 7 "Demonstrate to the reader that the STP is the result of joint efforts by individuals and groups from the school and external groups such as road safety or school travel plan adviser"	Q Say how you have sought to find out the opinions and ideas of all those directly affected by the action plan in the STP Q Who was consulted and how? Q NB. Hands up surveys on actual and preferred means of travel on their own would not be evidence of consultation	Q This may include things such as: - Findings of detailed questionnaires with parents, pupils and staff - Mention of meetings with PTA/ Governors/ STP working group - Letters sent home to parents - Newsletters/ displays designed to elicit views and opinions Q List members of the STP working group
9. Monitoring and review proposals	Sections 6 & 8 "How are you going to track whether the Actions undertaken are meeting the STP objectives and targets?" "What are you going to monitor to measure progress?"	Q Say when the next survey(s) will be done Q Set a month and year for reviewing the STP Q State who (ie a specific role) is responsible for ensuring both survey and review will be completed Q The STP must include a commitment that the review will consider pupil travel needs arising from new developments in education and transport provision and that the STP will be revised as necessary to take account of these.	Q Include 'success criteria' or 'monitoring indicators' in a column against each action in the action plan Q Make the links to the school development/ improvement plan
10. Signatures	Section 9 & certificate	Q Chair of Governors and Deputy Directors – Education and Transport	Q Others from the school community and partners -with an interest/role to play in meeting the objectives and delivering the action plan.