

# School Travel Plan

Maple Tree Primary



**November 2023**

Please read the *School Travel Plan Notes* at the end of this template before starting.

School address:	Hawk Drive, Sandy, Beds. SG19
Existing school type:	Primary
Existing number of pupils:	210
Existing age range of pupils:	2-11
Existing number of staff:	Full time: 8 FTE
	Part time: 40 PTE
School opening hours:	Site opening/closing times: 7.00am/6pm
	Breakfast Club start time (if applicable): 7.30am
	School hours: 8.45am/3.30pm
	Nursery/pre-school hours (if applicable): 9am/3pm
	After School Club finish time (if applicable): 6pm
	Holiday club: 8am -6pm
	Community usage outside of school hours (if applicable) – are they able to use car park: Tuesday - Falcon Gym - 5-8pm Wednesday - CI Fitness 6-8pm and AoAA 8-10pm Thursday - Pilates - 6.45-8.45pm Car park is accessible
Does the school have a catchment area or operate a 'nearest school' policy? If so, where does it cover?	No
If there is a catchment area or 'nearest school' policy, how many of the existing pupils come from outside of the designated area?	NA

## Description of the school site, location, and the surrounding road network

Is there more than one entrance to the school for vehicular traffic? If there is more than one, which entrance is used the most?

Is there more than one entrance to the school for pedestrians and cyclists? If there is more than one, which entrance is used the most?

What are the pavements surrounding the school like? Are there dropped kerbs at side road crossings?

Does the main road outside of the school have traffic calming, a School Crossing Patrol, or a controlled crossing such as a Zebra, Toucan or Pelican?

What is the speed limit on the roads surrounding the school?

Is there a cycle route nearby that connects into the school site?

Are there any other schools nearby?

A plan of the area can be included.

There is only one entrance to the site off Hawk Drive.

Pedestrians and cyclists access the site via the main entrance off Hawk Drive and a smaller entrance off the open space. They are both equally used.

There are tarmac paths surrounding the school with drop kerbs accessing the school and the open space with tactile paving at crossing points.

The estate has traffic calming road humps around the whole estate to reduce the speed of the traffic. There are no school crossing patrol or crossings on the estate. There are parking restrictions on Hawk Drive and Kestrel Way from between 0830 – 0900 and 1500 – 1600 additionally, in the vicinity of the school access, zig zag markings are in place, which restrict parking between 8am and 4.30pm Monday – Friday, so as to ensure that staff and pupils can access / egress the school safely.

The speed limit on the surrounding roads is 30 mph. The school entrance is manned at the start and end of school, restricting vehicular access to the school site.

There are cycle paths in the adjacent open spaces and a cycle track in close proximity of the school.

Sandy Secondary School is near to Maple Tree Primary.



## Existing Travel Patterns - Pupils

Data should be taken from the most recent 'Hands Up' travel survey (completed in September each year). If the data is unavailable, this can be completed at any time (try to choose a day where all pupils are expected to attend school, for example not during the exam period, when some pupils are on a residential trip or where poor weather conditions may affect the figures).

How do pupils usually travel to school for the main part of their journey?

Number of pupils present:	Travel survey
Number of pupils absent:	12
Date data collected:	20.9.23
Walk:	111
Cycle:	9
Scoot/Skate:	22
Car:	22
Car Share*:	0
Park and Stride**:	31
School Bus:	0
Public Bus:	0
Train:	0

\* Car share is defined as travel in a car with a child or children from another household.

\*\* 'Park and stride' is defined as parking in a designated car park and completing the last part of the journey on foot or by scooter.

**Compare the data above to that collected in previous years. Has there been an increase or reduction in a particular mode of travel? Is there a known reason for this?**

2023 9% car use.

The previous year data (2022) had a year group missing from it.

2022: Walk 86, Cycle 26, Scoot/Skate 36, Car 31, P&S 15. 16% car use.

2021 25% car use.

There has been an increase in walking and Park and Stride across the school Car use has decreased.

## Existing Travel Patterns - Staff

Data can be taken from the most recent 'Hands Up' travel survey (completed in September each year). If the data is unavailable, this can be completed at any time (try to choose a day where all staff who are expected to attend school are present).

How do staff members usually travel to school for the main part of their journey?

Number of staff present:	37
Number of staff absent (who would usually be expected at school on the day the data was collected):	3
Date data collected:	20.9.23
Walk:	9
Cycle:	1
Car:	13
Car Share*:	1
Park and Stride**:	0
Public Bus:	0
Train:	0

\* Car share is defined as travel in a car with someone from another household.

\*\* 'Park and stride' is defined as parking in a designated car park and completing the last part of the journey on foot.

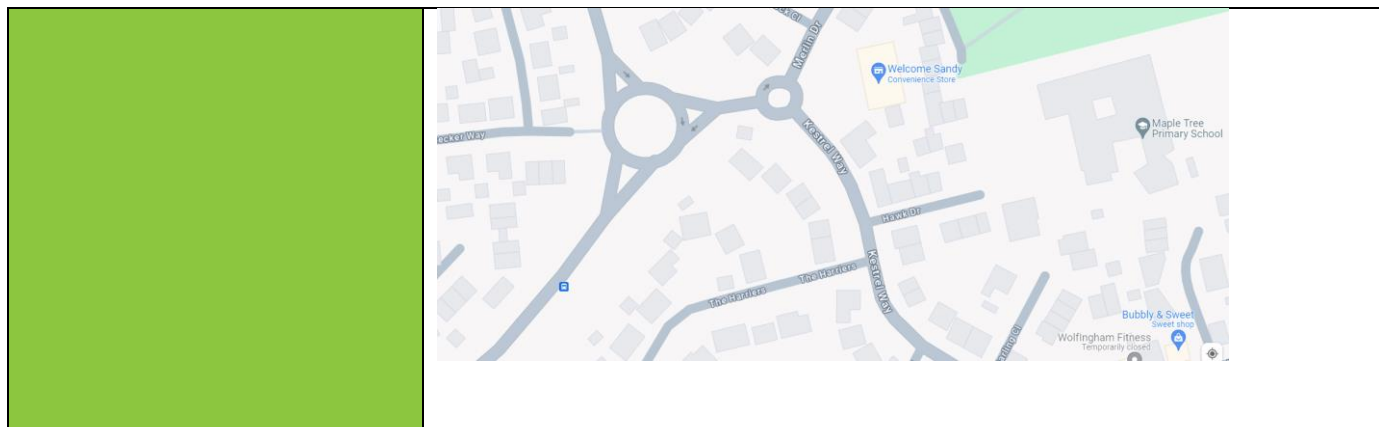
Compare the data above to that collected in previous years. Has there been an increase or reduction in a particular mode of travel? Is there a known reason for this? Are there any barriers to increasing the use of sustainable travel?

2022: Walk 11, Cycle 2, Car 14, Car share 2.


There was reduction in response in 2023 to be able to compare with previous years.

## Existing parking arrangements

Total number of existing parking spaces within the school site	27
Number of disabled parking spaces	2
Number of electric vehicle charging points	0
Are any of the parking spaces allocated to another specific group such as visitors, parents, students?	NA
Are any arrangements in place to allow additional parking at a location outside of the school site? If yes, where is this and how many parking spaces are permitted? Are there any restrictions on when these parking spaces can be used? Is permission in place?	We have an agreement with the local Co-Op that parents can park there for pick up and drop off.
On an average day do any staff have to park on the road? If yes, how many?	No
Are the car parking arrangements managed by a member of staff? If yes, who?	No – this is not needed.
Are there any bus parking spaces within the school site? If yes, how many?  Are any children transported by school bus?	There are no school buses therefore no bus stops required. There is a public bus stop on Sunderland Road, a short distance from the school, which staff use.



## Existing cycle and scooter parking facilities

<p>Number of cycle parking stands – how many cycles can be parked?</p> <p>Refer to <a href="#">Parking standards</a></p>	<p>3 cycle shelters</p> 
<p>Number of scooter parking facilities at the school</p>	<p>1 scooter shelter (see above)</p>
<p>Are the cycle/scooter stands covered by a shelter?</p>	<p>Yes</p>
<p>Is the scooter/cycle parking area easily accessible?</p> <p>Are there any improvements that could be made?</p>	<p>The scooter/cycle parking area is on the far side of the site carpark, accessibly by pathways.</p> <p>Additional scooter parking facilities are needed as they are often left on the grass area in the better weather and can be a trip hazard.</p>
<p>Does the school have any locker facilities or a safe place where cycle helmets can be stored for both pupils and staff?</p>	<p>Children in Key Stage (KS) 2 have lockers and in KS1 and Early Years have pegs where they can safely store cycle helmets.</p>

## Are there any sustainable travel initiatives already in place?

For example: Is car sharing promoted? Is there a park and stride location? Have Junior Road Safety Officers been appointed (contact CBC Road Safety team)? Bikeability/scooter training in place? Do the school take part in Walk to School Week/Month, Big Walk and Wheel, or Bike Week?

How are these initiatives publicised to pupils, parents and staff? Newsletters, website, emails, noticeboards?

The school, from reception to year 6, partake in the Living Streets WOW scheme. This has helped bring our car use down.

As a school we have participated in various local authority and Sustrans schemes which are communicated to parents through Parentmails, newsletters, letters; posters and banners on site are used and inform the children in class and assemblies. Activities Maple Tree have participated in are:

Living Streets

Walk to school week

Dr. Bike

Bikeability Level 1, 2 and 3.

Santa Challenge

Balance bike loan from Sustrans

Helmet campaign – promotion and encouragement

Promote learning to ride sessions in holidays.

Annual school travel surveys.

Cycle to school challenge.

Lights on bikes

## Review of current travel arrangements

In relation to travel at the start and end of the school day what currently works well?

For example, a high proportion of pupils walk, scoot or cycle, good parking etiquette by those collecting pupils, good compliance with waiting restrictions, School Crossing Patrol or a controlled crossing that is well used etc.

A high proportion of the children walk, scoot and cycle to school. There is a small proportion of pupils that park and stride. We have seen an increase in parents who are not parking responsibly and are not abiding by the parking restrictions or being respectful of local residents. We receive one to two complaints a half term.

In relation to travel at the start and end of the school day what could be improved?

For example, parking that causes congestion, parking on pavements, poor compliance with waiting restrictions, parked vehicles restricting visibility at junctions, narrow pavements, no dropped kerbs at junctions etc. How will parents be informed - newsletters/website/email.

Due to the quiet layout of the estate some of the children do not show full safety awareness on the roads when on bikes and scooters. Not all of the children wear safety helmets. To improve road safety awareness by using the CBC Road Safety Team and to recruit Junior Safety Officers.

The paths and cycle paths around the school are in good repair. There are adequate wide for pedestrians and there are drop kerbs and tactile paving at the crossing points near the school (as shown on the above map). Parents are not always abiding by the parking restrictions around the school which makes it dangerous to the children, and parents, at drop off and pick up.

If there are issues with children's safety and parking problems this is communicated to parents through newsletters and letters via the Parentmail App.



## Aim of the School Travel Plan

Some ideas are as follows:

To understand the existing travel patterns on the journey to and from school.

To increase the number of journeys to and from school using a sustainable mode of travel.

To understand the safest walking and cycling routes to and from school.

To increase the understanding of the benefits to health and wellbeing of sustainable travel.

Increased awareness of the environmental benefits of sustainable travel and the benefit to the immediate and wider community with less vehicular emissions.

Understand that more sustainable travel to and from school increases safety for the children.

Reduces commuter costs for staff.

## Objectives of the School Travel Plan

The objectives should address the travel improvements identified. Some ideas are as follows (there should be a minimum of 5 objectives):

To reduce the number of cars parked on surrounding roads at the start and end of the school day.

To increase the number of pupils walking and cycling/scooting to school.

To promote the existing bus routes.

To promote park and stride.

To encourage car sharing.

Establish a working group with school, parents, governors, representatives of the local community.

To reduce the number of cars on surrounding roads at the start and end of the day.

To encourage car sharing amongst pupils and staff.

To increase children's education of road safety.

To have pupil travel ambassadors.

Eco-warriors to establish a sustainable travel campaign. (school poster competition for local area)

## How will the objectives be achieved?

Some ideas are as follows:

Consider whether additional waiting restrictions may be required.

Prepare a travel information leaflet that is distributed to pupils, parents and staff – to be made available on the school's website and noticeboards.

Include local bus routes and timetables in the Travel Information Leaflet and Travel Plan.

Set up a park and stride scheme - investigate whether the car park could be used by parents at the start and end of the school day (permission will need to be agreed).

Encourage staff to sign up to Lift Share either between themselves or via <https://liftshare.com>

Cyclescheme for staff [What is the cycle to work benefit? - Cyclescheme](#)

Set up a system to encourage parents to car share informally between themselves.

Set up a Travel Plan working group (to include the school, parents, governors and representatives of the local community).

Encourage staff to sign up to Lift Share between themselves via noticeboards in staff room.

Prepare a travel information leaflet that is distributed to pupils, parents and staff – to be made available on the school's website and noticeboards.

To recruit and train Junior Road Safety Officers / Junior Travel Ambassadors

Maple Tree is an Eco-schools and will encourage Eco-warriors to improve sustainable transport to and from school and road safety in the immediate area.

Continue to provide training opportunities for pupils such as Bikeability scheme.

Encourage sustainable travel using Living Streets scheme.

Support and run schemes from Central Bedfordshire Council such as Walk To School week, Santa Challenge, Cycle To School week.

Continue to advertise the park and stride location.

Promote the Cyclescheme to staff.

Set up a Travel Plan working group.

## Action Plan

Each school is required to complete an Action Plan which will include short, medium and long-term initiatives that are intended to be completed/worked towards in order to achieve the aims and objectives.

Some of the proposed actions have been filled in below - we ask that every school completes the first five actions. Further proposed actions should be added and any existing initiatives should be included.


The Action Plan should be reviewed and updated annually.

Proposed Action	Description of the action	Action to be completed by (name)	Proposed completion date
Travel Plan Coordinator	Appoint a Travel Plan Coordinator. Include contact details.	CB	December 2023
Travel Working Group	To monitor and promote sustainable travel to pupils, staff and parents. Governors, staff, parents and pupils to sit on working group.	Travel Plan co-ordinator	Summer 2024
School Travel Survey	Complete 'Hands Up' school travel survey and send to CBC.	CAR	September each year
Marketing/ publicity	Produce a school travel information leaflet.	CAR	Spring 2024
	Produce a local poster campaign.	Eco-Warriors	Spring 2024
	Distributed through newsletter, website, noticeboards, emails. Launched to children in assemblies		
Road Safety	Teach road safety as part of the PSHCE curriculum.  To contact CBC road safety team and recruit Junior Travel Ambassadors	PSHCE lead	Summer 2024
Modeshift STARS	Fill in details of any initiatives that have already been completed (see Modeshift STARS Initiatives Guide).	CAR	December then on going
Modeshift STARS	List Modeshift STARS initiative no.1.  Bikeability Level 1, 2 and 3	CAR	Summer 2024

Modeshift STARS	List Modeshift STARS initiative no.2.* EYFS safe scooter training	CAR	Spring 2024
Modeshift STARS	List Modeshift STARS initiative no.3.* Living Streets Wow campaign	CAR	Started 2021. On-going
Modeshift STARS	List Modeshift STARS initiative no.4.* Walk to school week	CAR	Spring 2024
Travel Plan Review	Agree date for annual School Travel Plan review with key stakeholders and CBC.	TBC	Annually

## School Travel Plan Approval

<b>School Travel Plan Co-ordinator:</b>	Signature:	
	Print name:	
	Job title:	
	Email:	
	Telephone:	
	Date:	

<b>Head Teacher:</b>	Signature:	
	Print name:	Cath Bainbridge
	Email:	head@mapletreepriaryschool.com
	Telephone:	01767 699806
	Date:	06.12.23

<b>Chair of Governors:</b>	Signature:	
	Print name:	
	Email:	



	Telephone:	
	Date:	

## School Travel Plan Notes

- We ask that every school has an active School Travel Plan which is updated annually as a minimum.
- The school should appoint a named Travel Plan Coordinator who will be responsible for the overall management of the School Travel Plan and be a main point of contact at the school for any travel and transport related enquiries.
- This template has been put together to assist each school in completing their School Travel Plan. This template doesn't have to be used; it is recommended that if a different format is adopted that the content is cross referenced with this template to ensure that everything that we ask for is included.
- A working group involving the school, parents, School Council, Governors and representatives of the local community should be established. The group should meet regularly to discuss any issues and implement changes in encouraging sustainable travel.
- To accompany the School Travel Plan we ask that a travel information leaflet is prepared - to include relevant walking and cycling maps, public transport and car sharing information. The travel information leaflet should be communicated to parents/pupils/ staff and made available on the school website/school noticeboard.
- Once completed, an electronic copy of both the School Travel Plan and Travel Information Leaflet should be sent to TravelChoices [TravelChoices@centralbedfordshire.gov.uk](mailto:TravelChoices@centralbedfordshire.gov.uk)

## Sustainable Travel Initiatives

More information about the initiatives below and other sustainable travel suggestions can be found in Central Bedfordshire Council's Sustainable Modes of Travel to Schools Strategy available at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk).

Modeshift STARS	<a href="https://modeshiftstars.org/">https://modeshiftstars.org/</a>
Bikeability	<a href="https://bikeability.org.uk/">https://bikeability.org.uk/</a>
Junior Road Safety Officer	Further information can be found on the Central Bedfordshire Council website including a JRSO Pack and Teacher's Pack – <a href="http://www.centralbedfordshire.gov.uk">www.centralbedfordshire.gov.uk</a>
Lift Share	<a href="https://liftshare.com">https://liftshare.com</a>

## Modeshift STARS Education Initiatives

Air Quality		TRAVEL INITIATIVES	
AQ1	School promotes car sharing	<b>Road Safety &amp; Training</b>	
AQ2	Car free days	R1	Cycle training for pupils (other than Bikeability levels 1 - 3)
AQ3	Car free zone in place	R2	Learn to Ride
AQ4	Park and walk/stride scheme	R3	Balance Bike Training
AQ5	Removal of car parking spaces	R4	Scooter training
AQ6	Highway code is promoted to students, staff and parents	R5	Pedestrian skills training
AQ7	Parent parking campaign	R6	Independent travel training
AQ8	Parking Pledge Scheme	R7	Young Driver Training
AQ9	Eco Driver Training	R8	Cycle training for staff and / or parents
AQ13	Anti Idling Initiative	R9	Road Safety assembly/ presentation
AQ14	Air pollution promotion	R10	Be Bright Be Seen Activities
AQ15	National Clean Air Day	R11	School invites experts/organisations to talk about personal safety
AQ10-12	Other air quality initiative	R12	Safety around large vehicles training
<b>Cycling</b>		R13	Use of transition resources
C1	Dr Bike/cycle maintenance sessions	R14	Pupils monitoring traffic
C2	Cycle parking installed	R15	School has lobbied for installation of traffic calming outside of school
C20	National Cycle Challenge	R16	School has lobbied for installation of safer crossings on the route to school
C21	Bikeability level 1	R17	School has lobbied for installation of 20mph zone outside of school
C22	Bikeability level 2	R18	Road Safety Day/Week
C23	Bikeability level 3	R23	In car safety for young adults
C3	Bikers breakfast	R24	Nursery Teaches Road Safety & Active Travel Messages
C4	Opportunity to practice cycling skills at break time	R19-21	Other road safety & training initiative
C5	School takes part in Sustrans Big Walk & Wheel	<b>Walking &amp; Scooting</b>	
C6	Cycle competitions/ schools cycle challenge	W1	Living Streets WOW Campaign
C7	Cycle reward scheme	W2	Living Streets Next Steps to Secondary campaign delivered
C8	Bike Week	W3	Local Walking Reward Scheme
C9	Cycle club in place	W6	Walk to school week
C10	Pool bike system in place	W7	Walk to school month
C11	Cycle purchase scheme for staff	W8	5 / 10 minute walking zone in place
C12	Bicycle Security Marking	W9	Educational / Curriculum Walks
C13	Cycle rides/excursions	W10	Walking bus in place
C14	Cycle Train / Bike Bus in place	W11	Walking trips
C15	Bling Your Bike Day	W12	Scooter storage installed
C16-18	Other cycling initiative	W13	Scooter club
<b>Public Transportation</b>		W14	Active travel breakfast
PT1	Public transport used for school trips	W19	Parent shelter installed
PT2	School promotes public transport	W25	Secure buggy storage installed
PT3	School promotes responsible behaviour on public transport / has bus behaviour policy	W16-18	Other walking/scooting initiative
PT4	Private coaches for school trips pick up and set down in safe / accessible places		
PT5	School promotes young person's travel card scheme		
PT9	Catch the bus week		
PT10	School has anti-bullying policy for school transport/public buses		
PT11	Hop Off - get off two stops early		
PT6-8	Other public transportation initiative 1		

## Modeshift STARS Education Initiatives

Curriculum		SUPPORTING INITIATIVES	
CU1	School takes part in competitions promoted by others	<b>Promotion</b>	
CU13	School collects postcode data	PR1	Newsletter
CU2	School teaches the health benefits of safe / active travel	PR2	Info sent to residents / school communicates with residents
CU3	School teaches environmental benefits of active travel	PR3	Local media / School gets local media attention
CU4	Theatre in Education on sustainable travel or road safety	PR4	Presents to / shares ideas with other schools
CU5	Bike maintenance lessons	PR5	Distributing cycling and public transport maps
CU6	Cycling lessons (PE)	PR6	School has an active travel policy
CU7	Road safety lessons	PR7	Travel information on notice board
CU8	Pupils use school travel survey data from STARS in lessons	PR8	Competitions run & promoted within school
CU9	School uses the Living Streets Travel Tracker to collect data	PR9	Assembly
CU10-12	Other curriculum work	PR10	Social Media Campaign
<b>Partnerships</b>		PR11	Sponsored events
P1	School works with Police/ Safer Neighbourhood Team/ PCSO to promote safe & sustainable travel	PR12	Parents' evenings/ Induction evenings
P2	School works with other schools to promote safe and sustainable travel	PR13	Information on website
P3	School presents their work to other groups	PR14	Councillor/ MP/ Mayor invited to an event
P4	School works towards the Sustainable Schools Framework	PR15	Within the Prospectus
P5	School works with Local councillors/ Mayor/ MPs	PR16	Letter from Head Teacher to Parents
P6	School has achieved Eco School status	PR17	New parent pack
P7	School works with local residents/ resident associations to promote safe and sustainable travel	PR18	Transition activities
P8	School works with local charities/ NGOs to promote safe and sustainable travel	PR19	School Railing Banners
P9	School works with local sport/ health partnerships to promote safe and sustainable travel	PR20	JTA/YTA/JRSO's in place
P10-12	Other Partnerships	PR21	Travel to school information maps created
		PR27	Active travel shop / enterprise
		PR22-24	Other promotion method