



Caversham Preparatory School

School Travel Plan

School Details

Caversham Preparatory School
DFE Number 870/6009

Address
16 Peppard Road
Caversham
Reading
RG4 8Z

Telephone Number: 01189478684
Email: Info@cavershamschool.com
Website: www.cavershamschool.co.uk

Executive Head Teacher: Mrs Jacqueline Lawson MA(Ed), AdDipEdMan, DipEd
Head Teacher: Mr Christopher Neal BSc(Hons), PGDipLaw, GTP, QTS
School Eco Council: Mrs Caroline Kidao BA(Hons), PGCE, QTS

Number of pupils on roll: 78
Number of staff: 39

School Times

Before Care starts: 8am
School starts: 8.50am
Reception Day finishes: 3.15pm
Years 1 and 2: 3.25pm
Years 3-6: 3.30pm
Clubs finish: 4.30pm
Aftercare finishes: 6pm

Introduction

- In 1998, the Government introduced its White Paper on Transport, which emphasised the need to address the use of cars for the school journey. School Travel Plans are seen as a key component in addressing school journey issues.
- A School Travel Plan is a package of measures aimed to reduce the number of 'school runs' made. A series of different measures introduced by the school, through the Plan, all contribute to reducing the congestion outside the school. Pupils, staff and parents are educated about and encouraged to walk and cycle to and from school instead, thus helping to increase pupils' independence, safety and health and fitness

Context

The School has researched and produced of a School Travel Plan.

It is a central part of the School mission statement that the children should be safe, healthy and happy. As our school began to grow in numbers of pupils and staff, it became clear that an overview of traffic, parking and safe transport was needed. This is a collaborative plan as parents, children and staff were all involved in researching and devising the plan. However, there is a footnote that this is a changing plan which is sensitive to, and changes with the needs of the school and the environment around the school.

Overall Aims of our School Travel Plan

The Travel Plan aims to make overall journeys to and from Caversham Preparatory School safer, healthier and more enjoyable by:

- Making journeys to and from school safer for everyone;
- Reduce traffic in front of the school by reducing the total number of cars used for the school journey;
- Make sure that our vehicle entrance and parking does not impact on our neighbours
- Increase awareness of active travel and educating all about road safety;
- Improving Active Travel facilities (bike and scooter storage, helmet storage, etc.);
- Promoting alternatives to car travel (cycling, walking and scooting), increasing the percentages of active travel;
- Adding to our Eco and Healthy Schools credentials by encouraging our children to exercise more and keep the environment cleaner;

Plan Background and Production

Fundamental to the Plan preparation was the establishment of a baseline of current travel to/ from School by pupils and parents. Consequently, in October 2015, all parents were invited to answer a travel survey. 56 parents replied therefore 67% of children attending the site (at that time) were represented by the Survey results.

Detailed analysis of the Survey led to a clear understanding of current travel patterns, and the issues and perceptions that parents have about the environment around the School.

Major Changes that have recently impacted on the School

Since we began to gather data and the Initial Plan, two major changes have had a positive impact on what is now our most recent thinking and the Plan has been updated again.

These are:

- We have added 'The Lodge' to our School thus increasing our staff parking which in turn impacts on parking for parents 'drop offs'
- Chiltern College closed their Training Block and Kitchen/dining Building. This has greatly reduced the amount of traffic coming in through the shared access. This is due to:
 1. There are now no kitchen delivery vans;
 2. There are fewer cars as there are no tutor staff for the students;
 3. There are fewer resources deliveries as there are no students;
 4. Now only a small admin staff work opposite us and they start at a later time than us;

5. There are no students cars parked overnight in the car park;
6. There are no personal deliveries for the students

Data on Current Travel To/From Caversham Preparatory School by Parents (January 2017)

17% of all pupils live within a road distance of 0.5 miles of the School.
 Of most of these pupils, **11%** walk /scooter to school, 3% cycle to school.
74% of our pupils coming to school in cars.
2% by bus.

Of the reasons why parents drive their children to/from School, the most significant was as part of an onward journey – mostly connected to work. 34% of car journeys were, however, for convenience, time-saving or were considered the safest option. It is this group that that we want to work on changing their attitudes and practices. **See Traffic Survey Annex 1**

Data on Current Travel To/From Caversham Preparatory School by Staff (September 2017)

See Appendix 2

Total number of employees at school	39	(10 f/t and 29 p/t)
Total number of staff car parking space	17	
Total number of cycle racks for staff	6	
Total number of spaces for staff	23	

49% of staff use sustainable modes of transport

23% walk to school
 10% cycle to school
 10% bus to school
 7% work from home
 51% use a car

Impact of Arrival and Departure Times

7 full-time teachers arrive by 8.15am (at the latest) – see staff handbook
 1 TA (Before Care) and 1 admin staff (secretary) arrives at 8am and walks to school
 1 TA arrives at 9am (works 9-1pm)
 2 TAs arrive at 10am (work 10-6pm)
 1 TA lives in Derby Rd and walks to school for 8.30am start

Everyone else is part-time and all arrive after 9am and leave before 3.30pm.
 Exceptions: 3 x After School Club staff who arrive at 3.15pm

Considerations that Impact Travel To and From School

- Many of our families and staff are local and walk and cycle to school. We are a Gold Healthy School and Green Eco School so our children are encouraged to walk or cycle to school. The last Friday of every month is 'Walk to School Friday'.
- Most staff are in school by 8am.
- Before Care runs from 8-8.40am. So before care children (around 10 children) are already at school before the rest of the drop offs occur.
- School starts at 8.50am.
- Peripatetic staff i.e. (music teachers, sports coaches) arrive during the day or after school and not every day consistently.
- School finishes at 3.20 for Reception, 3.25 for Years 1 and 2 and 3.30 for Years 3-6. The staggered finishing time allows for parents to pick their children up safely from the front door of the school.
- After School Clubs run from 3.30-4.30pm. Depending on the evening anything from 10 to 50 children will stay for clubs.
- After Care runs from 3.30-6pm (with some children joining at 4.30pm after they have done their club). Depending on the evening anything from 6 to 25 children will stay for After Care. Parents begin to arrive after tea at 5pm and stagger until 6pm. More parents come in cars then because they are arriving to pick up after work.

Entrances into/ from School

Entrance

1. Shared entrance for staff cars and parents drop off.
2. Separate entrance at the front just for Pedestrians.
3. Cyclists dismount and walk through the pedestrian gate.
4. Chiltern College Admin Staff use the same entrance, but they are in situ before our cars start to arrive due to their earlier start office start.
5. Staff park in the Lodge, entering through their own, separate entrance in Derby Road.
6. No delivery vans arrive at the Derby Road entrance.
7. No parents park in the Derby Road car park.
8. Delivery vans enter through the main gate, stop and deliver at the main school building (16 Peppard Road) and exit through the one way system.
9. There are no kitchen delivery vehicles as Queen Anne's deliver to our dining room using a trolley.
10. Visiting mini-buses for school matches always arrive after school has finished and park in our main car park.

Exit

1. There is a one-way system in operation and a separate, school only exit allows vehicles a safe exit.
2. Pedestrians and cyclists use the pedestrian gate, the same way as they come in.

Parking

1. Staff have designated parking spaces in the main car park.
2. Staff park in the Lodge and enter the school through 'The Lodge' (1 Derby Road)
3. Parents park in the school car park

4. Parents also park across the road from the school (near the doctor's surgery) and walk their children across the road using the middle aisle.

Travel Plan Objectives

- 1) To increase the modal split for active travel of pupils from 14% to 17% by 2018.
- 2) To achieve a 2% modal shift for staff travel from the car to more active means of travel, against a baseline to be identified below.
- 3) To engage with existing initiatives to set up at least two new mechanisms that positively encourage walking and cycling to Caversham Preparatory School.
- 4) To greater integrate the pursuit of more active travel for pupils into the curriculum and classroom.
- 5) To budget for, and include the Friends of Caversham Prep in suggesting and supporting specific on-site improvements to help achieve Travel Plan aims.
- 6) To promote active travel to and from our School, alongside the negative impacts of car travel, to current and future pupils, parents, staff and visitors.

Activities over the last 12 months linked to the School Travel Plan

Type	Date	Participated
Walk to school Friday	Monthly	All school
Bike to school week	After Cycle Training	Year 6 (as they have cycle training in school)
Staff Induction day	Annually at beginning of new school year	Highlighted travel modes to school and sustainable option for parents
School Induction Evening	Annually	New Parents Evening. Forum to talk about modes of transport, safe parking, one way system, monthly Walk to School Friday, bicycle racks
Staff car sharing	Termly	Posters in staff room about car sharing and travel choices for staff
Pedestrian Training	Annually	Pedestrian training provided by RCC to our Infants. The aim is to ensure parents and children know how to walk to school safely and understand different types of crossings.
Cycle Training	Annually	Cycle training provided by RCC to promote cycling for 10 years olds and over, in readiness for secondary school
Parking Reminders in Head Teacher's Weekly Blogs and Termly Newsletters	Frequently	All school
Wheels Days	Frequently	Infant 'treat' sessions after completing incentive charts
Wheels Days	Holiday Clubs	Children attending Holiday Clubs

School Policies linked to the School Travel Plan

Type of policy	Details
Cycling Policy	All cyclists to school must have had cycle training before being allowed to cycle to school, or they must travel with a parent. Cycle helmets must be worn. Lights on cycle must be in good working order at all times.
School Attendance Policy	All children must allow sufficient time to travel by sustainable means to enable them to attend school on time for the start of lessons.
Transport Policy	Only buses with seatbelts are hired to transport children on school trips and matches. Only buses with seatbelts are hired to transport children on school trips and matches. If children are being taken to a venue in a private car, the parent must be asked to provide a car seat to transport the child.
School Induction Policy	When we order our new prospectuses we are going to include information about sustainable travel, about cycle racks and information about encouraging children to walk or cycle to school.

Awareness Raising Linked to the School Travel Plan

AIM – to raise awareness to all members of the school, parents and the community.

Whole School Solutions
Road Safety and Safer Journeys in the curriculum map.
Regular assemblies about the journey to and from school, with good news stories and awards, if appropriate.
Housepoints and other incentives such as 'I walked' certificates to be awarded at Achievement Assemblies, after a Walk to School Friday.
Regular reminders in blogs and newsletters.
Posters, competitions, logos, leaflets etc.
Articles written by the Newspaper Club for the School Newspaper.
Occasional questionnaires distributed by the Newspaper Club for the School Newspaper to inform articles.

Discussion at CPD meetings to promote curriculum awareness
Discussion at CPD meetings to promote sustainable staff transport

Curriculum and Education

Our School Travel Plan Champion is Mrs Kidao

Details

Name	Mrs Kidao
Travel to school by	Walks
Job	Head of Early Years and SEN Teacher

Why I am the School Travel Plan Champion

I run the School Eco Club. Our School has won the Eco Green Flag, twice and our present members are keen to continue make a difference. Molly Sheridan and Elizabeth Lam are Chair and Vice-chair of our committee, which has two representatives per class. We meet regularly and take minutes of our discussions and actions. As part of our Eco Brief, we have looked at our School Travel Plan in detail. We have also helped plan and do the questionnaire that was made into an article for our School Newspaper.

We are enthusiastic to help our school continue to be the Eco School that it is and we feel that encouraging the staff and parents to think about how they travel to school will make a difference. I feel I am giving the right information to our school children to enable them to be a well-rounded and educated individual who cares for the environment and community. I also believe the school travel plan can assist the children in being safer when travelling to and from school.

Signed: *Mrs C Kidao*

School Eco Club

What Caversham Prep are already doing...

Caversham Prep are doing their bit to save the environment. Currently, there have recycling bins in each classroom, switches (lights, laptops and Smartboards) are turned off when not in use, and teachers make a conscious effort to use less paper. There is also 'walk to school Friday' on the last Friday of every month.

Is there anything else we could be doing? Please post your ideas in the 'ideas' box outside Mrs Kidao's classroom. We would love to hear from you!

School Newspaper Club

The School Newspaper is written by a group of enthusiastic children from Years 5 and 6 who are active in promoting school causes; engaging others; reporting on events and exploring

issues that are relevant to the children and parents. It is also published on the school website.

The Newspaper Club was started in the autumn term 2015 by Miss Smith. It has now been taken over by Mr Wickenden. The Oliver Rae and Andres Buencamino did a survey and wrote an article for the newspaper (Spring 2016 edition), looking at the 'Green Credentials' of our school travel. Below is a screenshot of the article showing school participation in their survey and how enthusiastic the boys were about encouraging more 'Eco' School travel.

A screenshot from the Easter 2016 School Newspaper

Go Green...

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How green are we?

Oliver Rae and Andres Buencamino

Lately, the Newspaper Club have been researching how to make the school a more eco-friendly place. In Miss. Smith's assembly they asked you how you travel to school. Andres (Special Reports Assistant) and Oliver (Entertainment Editor) each made a power-point based on what we do to make the school eco and what could do. Then Christopher (Chief Editor and Sports Reporter) asked the whole school how they got to school.

The most amount of pupils in one category is 47 and that is in the car section. Also the least amount of people in one group is 2 for, biking. This evidence suggests that it could be a good idea to share car rides with your friends and to join more "Walk To School Friday".

Did you know?

Pollution in rivers and seas kills 1 million sea animals a year.

What we can do...

Throw your rubbish in recycling bins.

Did you know?

We each use, on average, 12,000 gallons of water a year.

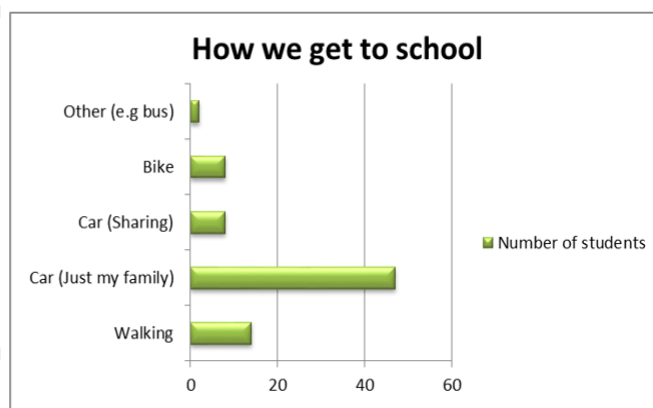
What we can do...

Have a shower to your favourite song and get out when it finishes.

What Caversham Prep are already doing...

Caversham Prep are doing their bit to save the environment. Currently, there have recycling bins in each classroom, switches (lights, laptops and Smartboards) are turned off when not in use, and teachers make a conscious effort to use less paper. There is also 'walk to school Friday' on the last Friday of every month.

Is there anything else we could be doing? Please post your ideas in the 'ideas' box outside Miss. Smith's classroom. We would love to hear from you!



Did you know?

A modern glass bottle takes about 4000 years to decompose.

What we can do...

Use re-fillable water bottles.

Did you know?

On average, a supermarket goes through 60.5 million plastic bags a year.

What we can do...

Bring your own bags when you go shopping.

Action Plan Objectives and Targets

Referring specifically to the targets of the original school travel plan, we have indicated what progress has been made and highlighted what stage each objective and target is at.

- RED: No progress – target in danger of not being met
- AMBER: Making steady progress towards target
- GREEN: Targets met

Action Plan 2014-2015

Objectives	Targets	Action needed	When	Who	Status
To increase the number of children walking to school	Encourage more families to walk to school	Decide on initiatives/ encouragement to increase numbers of walkers: • Walk to School Friday • Healthy Living Week	Every 4 th Friday Summer Term every year	Head teacher – whole school initiative	
Improve safety for pedestrians	Insist that parents use the pedestrian Gate	Letter to Parents	September 2014	Head teacher	
Curriculum and Education	Raise children's awareness of road safety	Practice walking in the street with KS1 Whole school assembly on road safety			

Action Plan September 2015-2016

Objectives	Targets	Action needed	When	Who	Status
Curriculum and Education	Encourage children and families to walk / cycle to school as part of overall Healthy School initiatives	• Healthy Living Activity Week • Planned walks in school time to encourage use of vicinity – Balmore Park • Cycle proficiency training for Yr5 and Yr6 children – encourage general increase in cycling for health and leisure • Annual road safety training for all children • Practice walks in street for infant children • Whole school assembly on road safety • Source assembly materials to include in PSHE curriculum to increase children's confidence in the street	By July 2016	PSHE Co-ordinator Head teacher	
Cycling and scootering - Improve school facilities for cyclists	Improve school facilities for cyclists by providing storage for cycles	Provide 10 cycle Sheffield rack Install in enclosed cycle park of 16	June 2016	Bursar	
Road safety	Improve lighting in winter months.	New lighting to be installed.	January 2017	Bursar	

Improve safety at school exit	Remove wooden gates and gate posts	Improve visibility at exit for vehicles?	Summer 2016	Bursar	
Improved signage and road markings	Improve traffic signage.	More signs to be installed Contractors to be employed to do the work	Summer 2016	Bursar	
Modification of School Car Park	To make the car park safer to use	Provide full size car parking spaces	Summer 2016	Bursar	

Action Plan September 2016-2017

Objectives	Targets	Action needed	When	Who	Status
Curriculum and Education	Continue with encourage children and families to walk/cycle to school	Continue with the above	Ongoing	PSCHE Co-ordinator ECO Coordinator Head of PE Head teacher	
Start Parking in 'The Lodge'	To park 6 staff cars	Provide full size car parking spaces	November 2016	Bursar	
Encourage staff to cycle to school		Find out interest in a bicycle salary sacrifice scheme	May 2017	Andrew Lawson	

Action Plan September 2017- Onwards

Objectives	Targets	Action needed	When	Who	Status
Curriculum and Education	Continue with encourage children and families to walk/cycle to school	Continue with the above, in particular: • Walk to School Friday • Healthy Living Activity Week • Planned walks in school time to encourage use of vicinity – Balmore Park • Cycle proficiency training for Yr5 and Yr6 children – encourage general increase in cycling for health and leisure • Annual road safety training for all children • Practice walks in street for infant children • Whole school assembly on road safety	Ongoing 6 monthly review of effectiveness Increase frequency if needed to improve effectiveness	PSCHE Co-ordinator ECO Coordinator Head of PE Headteacher	
Encourage staff to cycle to school	4 staff to take up the scheme	Introduce bicycle salary sacrifice scheme	November 2017 On-going Annual reminder to staff Added to Staff Handbook to inform new staff	Andrew Lawson (FD)	

Encourage cycling	Increase cycle use	Provide cover for cycle store	Spring 2018	Bursar	
Monitoring and Review	Ensure effectiveness of programme	Annual Survey Publish results in School Newspaper Review measures and agree Action Plan for the following year	Annual September Annual Autumn Term newsletter Annual October half-term	Bursar Head Teacher Senior Management Team	

Written September 2015

Updated September 2016

Updated and amended October 2017

Author: Head Teacher

Board Agreement on School Travel Plan

1. We agree to commit to Annual Progress review of school travel plan
2. We agree to commit to Revising the school travel plan as and when required, and if any planning request is applied for
3. We agree to the school travel plan champion undertaking the reviews annually.
4. We agree to start promoting the school travel plan once this agreement is signed and take part in national events such as walk to school week

Date of annual review October 2018

Name: Andrew Lawson

Signature: A J I Lawson

Date: 1st November, 2017

Appendix 1: 2017 Parent Traffic Survey

Caversham Preparatory School Traffic Survey Thursday, 22nd January 2017

Pupils	
Total number of pupils	87
Pupils without siblings	47 (30 cars)
Pupils with siblings	42 (19 cars)
Total of cars entering and exiting	49

	Number of children	Number of cars used
Pupils walk/scooter to school	16	0
Pupils cycle to school	3	0
Pupils who come to school in a bus	2	0
Pupils who come to school in cars	66	49
Total Cars Entering and Exiting	87	49

Appendix 2: Staff Traffic Survey

Caversham Preparatory School Staff Traffic Survey September 2017

Data - How Staff Currently Travel to/from School (September 2017)

Staff details at our school

Number of teachers (T)	13	
Number of teaching support staff (TA)	5	
Number of admin staff	5	
Number of non-teaching staff	5	
Number of peripatetic teaching or club staff	11	
<u>Total number of employees at school</u>	<u>39</u>	(10 f/t and 29 p/t)

Total number of staff car parking space	17
Total number of cycle racks for staff	6
<u>Total number of spaces for staff</u>	<u>23</u>

Arrival and Departure Times

7 full-time teachers arrive by 8.15am (at the latest) – see staff handbook

1 TA (Before Care) and 1 admin staff (secretary) arrives at 8am and walks to school

1 TA arrives at 9am (works 9-1pm)

2 TAs arrive at 10am (work 10-6pm)

1 TA lives in Derby Rd and walks to school for 8.30am start

Everyone else is part-time and all arrive after 9am and leave before 3.30pm.

Exceptions: 3 x After School Club staff who arrive at 3.15pm 1

	Walk	Cycle	Car	Car share	Public Bus	Work from home
Teaching Staff	3	3	7			
Admin Staff	2					3
Teaching Support Staff	2		3			
Peripatetic Staff	2	1	7		1	
Cleaners					2	
Kitchen Staff			1		1	
Maintenance/gardeners			2			
%	23%	10%	51%		10%	7%

Date of Survey September, 2017

49% of staff use sustainable modes of transport

Appendix 3: Annual Travel Plan Questionnaire

SCHOOL TRAVEL PLAN

PARENT QUESTIONNAIRE

Our School is developing a school travel plan which aims to widen journey choice to and from school, reduce traffic congestion and improve health. Your help is needed to provide an accurate picture about journeys to and from school and attitudes to transport issues. Please complete or tick the appropriate boxes leaving blank any you do not feel able to complete. Data from the survey will be treated with the strictest confidence.

1. Your child’s year group

2. How many children do you have at this school?

3. How does your child usually (i.e. at least 3 days a week) travel to and from school? (Please tick one box that applies to the main part of the journey)

TO SCHOOL (Please tick one box)

☐	WALK
☐	BICYCLE
☐	BUS
☐	CAR
☐	CAR SHARE
☐	TAXI
☐	OTHER

FROM SCHOOL (Please tick one box)

☐	WALK
☐	BICYCLE
☐	BUS
☐	CAR
☐	CAR SHARE
☐	TAXI
☐	OTHER

4. From the following list, please tick the two most important factors

A) Availability of car	☐
B) Availability of public transport	☐
C) Safety of my child – personal safety	☐
D) Safety of my child – road safety	☐
E) My child’s preference	☐
F) Distance	☐

Is there anything else which you think is important?

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IF YOUR CHILD TRAVELS TO SCHOOL BY CAR, PLEASE GO TO QUESTION 5a
IF NOT PLEASE GO TO QUESTION 6

TRAVELLING BY CAR

5a. If your child currently travels by car, what prevents him/her walking, cycling or using public transport?
Comments

☐	LACK OF A SAFE ROUTE
☐	CONVENIENCE/TIME
☐	TOO MUCH TRAFFIC
☐	LACK OF CYCLE STORAGE
☐	TOO FAR TO WALK/CYCLE
☐	OTHER

5b. If you drive your children to school, where do you usually go immediately afterwards?

☐	BACK HOME	☐	TO WORK	☐	OTHER
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5c. What would encourage you to consider changing the way your child travels to and from school e.g. walking or cycling?

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6. If your child already walks, or cycles, what could make their journey safer?
(Please tick all boxes that apply)

☐	ALREADY SAFE	Please comment
☐	MORE CYCLE ROUTES	Please comment
☐	SAFER CROSSING PLACES	Please comment
☐	SAFER PATHS	Please comment
☐	OTHER	Please comment

7. Are there any places on the journey to/from school that you think makes them dangerous for pupils walking and cycling? If so, where are they and why are they dangerous?

.....

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8. Does your child participate on Walk to school Fridays?

☐	YES	Please comment
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☐

NO

Please comment

9. Is there anything else that you would like to add to this survey? Please comment.
