



Marlow Church of England Infant School Travel Plan 2023/2024

Sandygate Road
Marlow
Bucks
SL7 3AZ

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Definitions

Action Plan shall mean the identification of all sustainable travel opportunities and activities that should be taken to help achieve the Plan's Objectives.

Annual Travel Plan Review shall contain a yearly report including the results and analysis of the **Pupil and Staff Travel Surveys** indicating how the **School Travel Plan** has been performing.

Eco Warriors shall mean the students at the School who are in this role and act as junior travel ambassadors, being involved in the development and implementation of the Travel Plan alongside the School Travel Plan Co-ordinator.

Parent Questionnaire shall mean the consultation with pupils' parents and families to gauge their opinions and ideas with regards to how their children travel to and from school. This will take place annually.

Pupil Travel Survey shall mean a questionnaire undertaken to identify the modes of travel used by pupils to get between their homes and school, and their preferred modes. This will take place monthly and be done in the pupils' classes.

School shall mean Marlow Church of England Infant School located at Sandygate Road, Marlow, Buckinghamshire SL7 3AZ.

School Travel Plan shall mean a working plan to include all measures to ensure sustainable means of travel are available to pupils, staff and visitors to the school in accordance with the requirements of the National Planning Policy Framework and amended and supplemented from time to time under the provisions of the **Annual Travel Plan Reviews**.

School Travel Plan Co-ordinator shall mean a permanent member of staff with the appropriate skills, budgetary provision and resources to produce and update a **School Travel Plan**, manage the continued implementation of the **School Travel Plan** including the provision of information to the Eco Warriors.

School Travel Plan Template shall mean this document containing a mixture of measures to encourage sustainable travel to and from the school alongside disincentives to driving with one pupil in the car.

Staff Travel Surveys shall mean a questionnaire undertaken to identify the main modes of travel used by staff to travel between their homes and school, and their preferred modes. This will take place annually.

1. Travel Plan Aims and Objectives

1.1. Travel Plan Aim

The primary aim of this **School Travel Plan** is to:

‘Minimise single occupancy car trips when travelling to and from school, by promoting and encouraging the use of safe and sustainable alternatives.’

1.2. Travel Plan Objectives

The primary objectives of the **School Travel Plan** are to:

- Reduce the number of car trips made to/from school by parents, pupils, staff and visitors
- Encourage physical activity and improve children’s health by increasing walking, cycling or scooting to school
- Increase awareness amongst students, parents and staff about the health, environmental and safety benefits of more walking and other forms of sustainable and active travel
- Encourage students, parents and staff to be good citizens of the planet through using sustainable travel methods
- Provide a relevant focus for class work within the curriculum and increase the number of pupils benefiting from sustainable travel and road safety education
- Reduce traffic congestion around the School and town and therefore contributing to an increase in air quality
- Highlight school travel and transport issues and problems and propose practical initiatives to make the journey feel safer and more enjoyable for everyone
- Provide opportunities for consultation particularly with students and parents
- Encourage a responsible attitude in all members of the school community, towards the safety of themselves and others on the school journey
- Promote safe and considerate driving and parking for those who have to travel by car

- Make staff aware of all the travel modes available to them
- Enable pupils to develop road safety skills which will keep them safe as they travel further afield and more independently.

2. Introduction

Marlow Church of England Infant School has drafted this **School Travel Plan** with the cooperation of school staff, pupils, governors, parents/carers and local stakeholders.

In recent times there has been a marked increase in the number of short vehicle journeys undertaken instead of more traditional physical methods for getting pupils to school such as walking or cycling. The reasons for this increase are many; a lack of suitable and reliable public transport, perceptions of safety risk and the rising number of working parents who have little time and drop children off on their way to work are among the reasons given.

With growing concerns, both at national and local levels, about the rising incidents of obesity and implications for the health and fitness of individuals, initiatives have been developed in an attempt to combat future problems. The **School Travel Plan** project is one such initiative and the School welcomes the chance to make our students healthier individuals.

Formal educational sports activities can make a difference to the fitness levels of our children but so can less structured activities with friends and families. Other studies undertaken in the UK show that walking, cycling or scooting to school can make a significant contribution to the fitness levels of the pupils and is a big part of the daily hour of exercise recommended by leading experts to help increase an individual's health.

Children miss out on regular, daily exercise by not walking, cycling or scooting to school. The benefits are not only short term, but long term – a healthy lifestyle in childhood will hopefully encourage children to continue on into adulthood with similar attitudes to health and have an effect on the numbers of people who suffer annually from illness and premature death from heart disease, obesity, high blood pressure and bone disorders such as osteoporosis.

2.1. Reasons for a Travel Plan

This **School Travel Plan** aims to positively influence the travel patterns and behaviours of future pupils and staff through the encouragement of greater use of active travel, public transport and other sustainable modes of travel to reduce the numbers of cars accessing the school.

This School Travel Plan has been developed in connection with the School's partnership with Modeshift STARS, the UK's leading sustainable travel organisation. As an Eco School with Green Flag accreditation, encouraging more sustainable travel amongst our School community is central to our School ethos. Being responsible to and for society and being good citizens of the planet are concepts enshrined in our School Vision.

Our Christian vision guides everything we do, we believe that every individual is created in God's image and therefore everybody is precious. By encouraging, supporting and developing sustainable travel options, our pupils and staff are able to travel to and from school a way that is best for them while showing respect and kindness to each other and the local and global community.

2.2. Background Information and Description of School

Marlow Church of England Infant School is located in the town of Marlow, Buckinghamshire (population circa 14,000). It is an infant school with 180 children on the roll aged between 4 and 7 (Reception, Year 1 and Year 2). Its DFE number is 3044.

The School is located in a residential area at the end of Sandygate Road. It is close to main roads, in particular Seymour Court Road (B482), Seymour Park Road and Oak Tree Road.

The School gates open around 8:30am. School starts at 8:55am and the doors open ten minutes earlier at 8:45am. School finish time is 3:15pm. Wraparound care is provided onsite by an external provider, Teatimers, and that starts from 7:45am and finishes at 6pm. There is also a preschool onsite run by Teatimers which starts at 9:00am and finishes at 3:00pm with lunchtime pick up options too.

There are 10 full time School employees and 26 part time employees, most of whom live within the town of Marlow and walk to School.

The School's catchment area is very local, being in a small town and located in the middle of a residential area. As a result, the vast majority of children live within the School's catchment area, and many outside the catchment area are within 0.5 miles of the School. There are however, a few children who travel in from neighbouring towns and villages such as Marlow Bottom, High Wycombe, Lane End, Frieth and Medmenham.

The children all enter the School through the main gate which is at the end of Sandygate Road. There is an access gate at the Northern corner of the school field onto Oak Tree Close which is currently not in use.

The walking conditions are generally good, the School is in a residential area and there are pavements on all main access roads which are 30 miles per hour speed limited.

However there are concerns around safety, in particular the lack of safe crossing options on Seymour Court Road and Wycombe Road. There are also concerns around visibility with parking on Seymour Park Road and Wethered Road.

There are cloakrooms for children and staff. No showers are available on site.

There are 50 cycle or scooter parking pods for students and 15 staff cycle parking places available at the School.

There are no official school buses or coaches. There is a limited bus service in the town however, given the compact size of the School catchment and the sparse timetable we are not aware of public transport being used by students or staff to travel to School.

When coaches are used for school trips they are able to park outside the School gate on Sandygate Road and the children get on and off the coach directly onto the pavement under the supervision of accompanying staff or parent helpers.

There are parking bays on the school site which are currently not in use due to drop off and pick up arrangements. There is a Council owned car park close by which can be used by staff and parents.

There are no routine trips out of school; however, there are regular school outings. Where these are local (i.e. to the woods for outdoor learning or to the church) the children will walk, accompanied of course by their teachers and the appropriate number of parent helpers. Where these are further afield (e.g. whole school trip to Kew Gardens) a coach is organised.

There are no planned developments near to the School at this current time. The School is located in a relatively densely built up residential area and the town cemetery so there is unlikely to be any developments in the immediate vicinity.

3. Travel Plan Management

This section should outline the roles and responsibilities for the management of your **School Travel Plan**.

3.1. School Travel Plan Coordinator

The **School Travel Plan Coordinator** shall mean a permanent member of staff with the appropriate skills, budgetary provision and resources to fulfil the role.

The **School Travel Plan Coordinator** will be made responsible for developing and implementing the **School Travel Plan** and collecting data at the school. They will lead on this initiative and act as the correspondent between the local authority and the school. They will ensure ongoing development and implementation of the **School Travel Plan**, taking responsibility for liaison with external agencies as appropriate, whilst ensuring that the pupil, staff, parents and visitors are kept fully informed of any new developments in the Plan's implementation.

The duties of the **School Travel Plan Co-ordinator** will include:

- Present a business case to secure a budget for **School Travel Plan** development and ensure its efficient and effective use
- Undertake annual **Pupil** and **Staff Travel Surveys** over five consecutive years and supply evidence of this to the District/Borough/City Council and the County Council
- Take responsibility for data collection and review of the **School Travel Plan**
- Oversee the development and implementation of the **School Travel Plan** on a day-to-day basis
- Obtain and maintain commitment and support from senior staff, governors, union representatives, etc
- Design and implement effective marketing and awareness-raising campaigns to promote the **School Travel Plan**
- Set up, co-ordinate and attend relevant Working Groups, etc
- Act as a point of contact for all pupils, staff and parents requiring information
- Ensure the travel information available is always up to date
- Liaise with external organisations, e.g. local authorities
- Co-ordinate the monitoring programme for the **School Travel Plan**, including target setting and make necessary changes if the targets are not being met
- Upload **School Travel Plan** content to the Modeshift STARS website, enabling efficient online monitoring and review; and progress through the measures and/or actions to meet associated criteria for Accreditation at Bronze, Silver and Gold levels

- Promote safe and active travel as much as possible using School notice board displays, the School newsletter and website at www.marlow-infant.bucks.sch.uk.

The contact details for the **School Travel Plan Co-ordinator** will be submitted to Buckinghamshire Council **upon appointment to the role**.

3.2. Implementation

School Commitments

The School will encourage all members of its community to walk, scoot, cycle or travel by public transport for the journey to School. To support this we provide:

- Scooter training
- Pedestrian training
- Cycle parking
- Scooter parking
- Public transport information

Local school trips will be made on foot if the destination is close by.

The School will communicate to all new pupils and parents/carers that it promotes healthy and sustainable travel to school before the child starts at the School.

Parental Commitments

- Please encourage your child(ren) to walk, scoot or cycle to School whenever possible
- Ensure your child(ren) walk or ride sensibly and safely on the way to and from School, and to push bikes and scooters on school grounds
- Ensure that bicycles and scooters are roadworthy and properly maintained. If in doubt consult a qualified mechanic
- Consider providing your child(ren) with a cycle helmet
- Ensure your child(ren) can be seen by fitting lights to their bike by supplying them with high-visibility clothing
- Make sure your child(ren) has a lock for their bike or scooter and that they know how to use it

- Ensure you have appropriate insurance cover for your child(ren)'s bicycle or scooter as the school is not liable for any loss or damage to cycles or scooters on the premises or being used on the way to or from school

We understand that sometimes there is no alternative to driving to School.

- Where a car must be used we ask parents to drive only part of the way, and drop their child(ren) off away from the School so that some of the journey can be walked or scooted (also known as 'park and stride')
- We have a 5 / 10 minute walk zone we ask parents to park outside of <https://mail.google.com/mail/u/0?ui=2&ik=231419b8d7&attid=0.1.1&permmsgid=msg-f:1735709822306405642&th=18167ae31fbacd0a&view=att&disp=safe>
- If you do have to drive your child(ren) and stop in the near vicinity please do so legally, safely and with respect for our neighbours and local residents at Gwyneth Court.
- It is not acceptable to park or wait on double yellow lines, on the School zigzags or across residential driveways for any period of time

Please note that the decision on whether a child is competent to cycle or scoot to School is for the parent(s) or carer(s) to make. The School has no liability for any consequences arising from this decision.

Pupil Commitments

- Ask your parents if you can walk, scoot or cycle to School
- Behave in a way that shows you and the School in the best light whether walking, scooting, cycling or using public transport
- Ride or walk courteously, sensibly and safely on the way to and from School
- Push bikes and scooters on School grounds
- Check that your bike or scooter is roadworthy and properly maintained
- Consider wearing a cycle helmet
- Make sure you can be seen by using lights in the dark or bad weather and by wearing high-visibility clothing
- Make sure you have a lock for your bike or scooter and that you use it

3.3. Partnerships and Consultation

This School Travel Plan has been developed by the **School Travel Plan Working Group** in consultation with all key stakeholders. The Working Group is made up of the Assistant Headteacher who is also the School Travel Co-ordinator, three Governors, a School parent with relevant professional experience and Eco Warriors.

It is crucially important that the Travel Plan represents and incorporates the views of all interested parties, namely the pupils, staff and parents/careers of the school, local residents and all other individuals or groups who may be affected.

Name of person/organisation	Number of representatives	How they were consulted (a paragraph or two – not a single line)	Key points raised
Pupils	180	Pupils are surveyed termly during walk to school weeks on how they travel to school. This is done by a show of hands in class. This provides regular data on how the children travel to school but they are also asked annually about their preferred method of travelling to school.	A high proportion of our pupils already travel to school in a sustainable way with between 72% -100% reporting that they travel in a sustainable way. When asked about how they would prefer to travel, more children said that they would like to cycle or scoot to school.
Pupils	8	Members of the Working Group met with the Eco Warriors and discussed their role, any concerns they had and any suggestions for change.	All of the Eco Warriors explained how much they enjoyed the role and in particular sharing information about Walk to school

			weeks with their classes.
Staff	27	A survey was circulated to all members of staff in November 2022. Staff were asked about their usual and preferred methods of travel to school	There was an even split between those walking and those driving with 48% response in each of those groups. 4% park and stride. More would prefer to walk but it is not possible due to location.
Parents	92	<p>A survey was circulated to parents in November 2022 and we received 92 responses.</p> <p>Parents were asked about their actual and preferred methods of travel and the barriers to using more sustainable travel options</p>	<p>The majority of parents walk their children to school every day.</p> <p>A number of parents drive their children to school on some days of the week, as school start time overlaps with those parents' work start time.</p> <p>A small number of parents, particularly those living in surrounding villages, drive their children to school every day, as they believe there is no sustainable transport option available for this journey.</p>

			Parents raised concerns about traffic on Seymour Park Road.
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4. School Travel Patterns

4.1. Pupil Travel Surveys

Overview:

- Number of students surveyed: 172
- Number of students responded: 172
- Year: 22/23

Actual Mode of Travel

Pupils who usually	Number	Percentage
Walk	105	61%
Cycle	8	4%
Scoot	14	8%
Car (with only pupils from their household)	25	15%
Car share (with pupils from other households)	3	2%

Park-and-stride from agreed location	17	10%
Public bus	0	0
School bus	0	0
Train	0	0

Preferred Mode of Travel

Pupils who usually	Number	Percentage
Walk	60	35%
Cycle	36	21%
Scoot	27	16%
Car (with only pupils from their household)	14	8%
Car share (with pupils from other households)	13	8%
Park-and-stride from agreed location	17	10%
Public bus	0	0
School bus	9	5%
Train	8	5%

4.2. Staff Travel Surveys

Overview:

- Number of staff surveyed:
- Number of staff responded:27
- Year 22/23:

Actual Mode of Travel

Staff who usually	Number	Percentage
Walk	13	48%
Cycle	0	0
Car (single occupancy)	13	48%
Car share	0	0
Park and Stride	1	4%
Bus	0	0
Train	0	0
Motorbike/scooter	0	0
Total	27	

Preferred Mode of Travel:

Staff who usually	Number	Percentage
Walk	16	59%
Cycle	0	0
Car (single occupancy)	9	33%
Car share	0	0
Park and Stride	1	4%
Bus	0	0

Train	1	4%
Motorbike/scooter	0	0
Total	27	

4.3. Parent Questionnaire

Periodically, the **Sustainable Travel Planning Team** may request the school to send a questionnaire out to parents to survey the reasons why they choose the transport methods they choose and what problems they encounter on their journeys and any suggestions of possible measures to help overcome these problems.

5. Travel Plan Targets

The success of the **School Travel Plan** will be measured against the number of pupils (and/or staff) making single occupancy vehicular trips, and the level of modal-shift from single vehicular use to sustainable modes such as walking, cycling, scooting, car sharing and public transport.

The targets for Marlow Church of England School have been identified below.

Objective	Targets	Timescale			
		September 2021 baseline	September 2022	September 2023	September 2024

<p>Reduce drive alone journeys to and from school and maintain car use at less than 10%</p>	<p>Increase journeys to site by walking</p>	<p>1,342 journeys to school were made by walking</p>	<p>60-63%</p> <p>61% of journeys to school were by walking</p>	<p>62-65%</p>	<p>64-67%</p>
	<p>Increase journeys to site by scooting and cycling</p>	<p>252 journeys were made by scooting and cycling (86 cycling 166 scooting)</p>	<p>13-16%</p> <p>13% of journeys to school were made by scooting and cycling (5% cycling and 8% scooting)</p>	<p>15-18%</p>	<p>17-20%</p>
	<p>Reduce journeys to site by car</p>	<p>244 journeys to school were made by car</p>	<p>>10%</p> <p>14% of journeys to school were by car</p>	<p>>8%</p>	<p>>7%</p>

Action Plan

The actions designed to meet the **School Travel Plan** Objectives and Targets should be set out in the table below, detailing the implementation date, resources required and who is responsible for each one:

Target	Action	For whom?	Implementation date	Resources required	Responsibility	Supported by	Review date
Increase journeys to site by walking	Footsteps training	Pupils, staff and parent volunteers	Autumn term 23/24	Training required for staff and parent volunteers	School Travel Plan working party	SLT Governors Parents	Summer term 23/24
	Termly walk to school week	Pupils, staff and parents	Year 23/24	Publicise in school newsletter	School Travel Plan working party	SLT Governors Parents	Summer term 23/24
	Town wide walking event	Pupils, staff, parents, local community	Summer 23/24	Liaison with local schools Eco groups	School Travel Plan working party	SLT Governors Parents	Summer term 23/24
	Saddle Safari session	Pupils, staff and parents	Summer 23/24	Liaison with Saddle Safari	School Travel Plan working party	SLT Governors Parents	Summer term 23/24

	Bronze Modeshift stars award	Staff and governors	Autumn term 23/24	Collate and submit evidence to Modeshift stars website	School Travel Plan working party	SLT Governors	End of Autumn term 23/24
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The **Action Plan** should be revised each time the **School Travel Plan** is reviewed, using results from the Travel Surveys to update the targets and actions as required.

6. Monitoring and Review

The **School Travel Plan Coordinator** will monitor the implementation and success of the **School Travel Plan**, by ensuring that measures are promoted and the relevant data is captured. This will be done by ensuring surveys are carried out in line with the timescales. Upon completion of the relevant data collection, modal-shift targets will be agreed and **Action Plans** revised.

6.1. Pupil Travel Surveys

A **Pupil Travel Survey** will be undertaken by the **School Travel Plan Coordinator** within three months of occupation and/or engagement, from which baseline data will be retrieved and targets set.

The survey will aim to:

- Identify current travel choices
- Identify which modes of transport could be promoted in light of the survey findings
- Establish the popular alternative modes of travel to the school. What do pupils want to use but currently do not/cannot.

The results of each **Pupil Travel Survey** will provide information on the established travel choices of pupils and hence will provide a basis for the setting of targets in the **School Travel Plan**.

6.2. Staff Travel Survey

A Staff Travel Survey will be undertaken on an annual basis, at the same point in the school year, in order to monitor travel habits and demands. The results of these can shape further measures within the Action Plan to engender sustainable travel within the whole school community.

6.3. Parent Questionnaire

Parents' and guardians' views and ideas on the transport choices and opportunities available to their children provide an important asset to the School Travel Plan. These

should be collected and detailed on an annual basis, by ways and in formats best suited to the School's situation.

6.4. Reporting

This **School Travel Plan** is a living document which will be entered into the Modeshift STARS free-to-use online framework, allowing both the **Sustainable Travel Planning Team** and the School to review the information, data, issues and actions, amending where necessary to develop and evolve with the school. Additions can be made to the Plan at any time, with the **Annual Travel Plan Review** taking place in the same term each academic year.

On an annual basis the School will commit to:

- Carry out travel survey(s) to enable comparison with previous years. The next survey will be conducted on or before *(insert date)*
- Review the issues affecting travel to and from school, discussing possible solutions
- Review and update our **Action Plan**
- Revise the targets and actions in our **Action Plan** (annually)

The School Travel Plan will be reviewed and revised accordingly by the School Travel Plan Coordinator to take account of any new developments in education or transport provision, e.g. a change in the rules governing school transport.

7. Summary

Marlow Church of England Infant School has agreed to these **School Travel Plan** arrangements, which demonstrate the importance of the environmental, health, economic and social benefits of increasing the use of more sustainable modes of travel as an alternative to the private car.

Agreement on School Travel Plan

Chair of Governors

Name: Mark Skoyles

Signature: M Skoyles

Date: 12 July 2022

Head Teacher

Name: Sharon Reynolds

Signature: SR Reynolds

Date: 14 July 2022

Eco Warrior (1)

Name: Dragonfly Class Pupil

Signature: Luca

Date: 14th July 2022

Eco Warrior (2)

Name: __Grasshopper Class Pupil_____

Signature: _____*Lotte*_____

Date: _____14th July 2022_____

Parent

Name: ____Richard Jeremy_____

Signature:

_____ *Richard Jeremy* _____

Date: 13 July 2022_____