




2016 St Lawrence Primary School Hurstpeirpoint

School Travel Plan

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Introduction

School Details	
Name of school*	St Lawrence Primary School Hurstpierpoint
Name of STP Champion*	Anna Soanes (Teacher) and Harriet Rumball (Governor)
DfE Number*	3001
Telephone Number*	01273 833229
E-mail address*	office@st-lawrence.w-sussex.sch.uk
Address*	Trinity road, Hurstpierpoint, BN6 9UY
Location*	
Website*	www.st-lawrence.w-sussex.sch.uk
Type of School*	Primary
Pupil and Staff Information	
Age Range of Pupils*	4 - 11
Number of Pupils* including Nursery	540
Full Time Staff*	24
Part Time Staff	50

Pupil and Staff Information

School Population

Area around school

The school is located in the centre of the village, between the Village Centre, main car park and the Cuckfield Road, the principal road into the village from the North. While the footprint of the school has been expanded, the size of the site has not changed. Newly designated entrance and exit points are now in use which include two dedicated entrance/exits for the school's 270 Foundation Stage/KS1 pupils on the Cuckfield Road side of the site and a separate entrance/exit for the school's 250 KS2 pupils and for all pupil attending after school clubs (of which there are over 20) on the Trinity Road side of the site.

Pupil travel

90% of pupils live within the parish of Hurstpierpoint and the vast majority live within a mile of the School.

Staff travel

Staff travel from a wider area, including Haywards Heath, Brighton, Steyning, Worthing and Surrey.

	Opening times	Closing times
School Site*	The school gates open at 8.50am for pupils to arrive. Drop-off covers a 10 minute period to 9.00am to ease congestion at entrance/exit points.	Pick-up times are staggered from 3.10pm to 3.20pm to ease congestion at entrance/exit points. The school offers over 30 extra curricular clubs and after school clubs' varying finish times also helps to ease congestion at pick up time.
Pupils Official Times*	8.50am	3.20pm
Breakfast Clubs (if applicable)	7.45am	8.50am
After School Clubs (if applicable)	3.10pm	6.00pm
Other timings e.g. Nursery timings	n/a	

Engineering & Planning

- Summer 2015 The pavements along the middle section of the High Street were widened. While this has improved conditions for pedestrians, the speed limit remains high at 30mph, given that the pavements are still narrow. Traffic is confined to a single lane along the middle section of the High Street but is not controlled by traffic lights which can lead to queues as traffic attempts to pass on both sides.
- 2016-2017 Hurstpierpoint and Sayers Common Parish Council in conjunction with other interested parties are currently reviving plans, initially discussed several years ago, for a cycle path between Hurstpierpoint village and Downlands secondary school in the neighbouring village of Hassocks. Over time, it is hoped that it might be extended to Sayers Common and Ditching. St Lawrence would stand to benefit directly from this planned cycle path as it could safely bring pupils from the east of the village to school.

Working Group

How many volunteers have been involved in supporting the school travel plan work and initiatives, this year? i.e. working group members, transition mentors, Footsteps tutors, Crocodile escorts, cycle trainers etc

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[STPWP_agenda_08.07.15..docx](#) 

[STPWP_agenda_13.10.15..docx](#) 

Name	Role
Paul Dyer	Head Teacher
Anna Soanes	Teacher
Laura Holman	Teacher
Harriet Rumball	Governor
Nikki Waters	Governor
Matthew Stokes	Governor
Simon Ankorn	Governor
Sharon Smuraglia	Parent

Other Information

Working party meeting schedule

The working party meetings take place at least once a term, minuted by Harriet Rumball. Meeting dates for 2015/16 were 8 July 2015 and 13 October 2015. Next meeting scheduled for January 2016 - date tbc

The Working Party will also engage with other relevant parties, as appropriate, to support, advance and promote STP activity and objectives, including:

- The Parish Council (including through Matthew Stokes, Parish Councillor and School Governor Evidence - successful liaison with Phil Cole of Downlands with introduction via Matthew Stokes)

- WSCC Safer Routes to School including through Beverly Clayden, School Travel Plan Officer and others
Evidence - Harriet Rumball met with Beverly Clayden on 16 June 2015; with Beverly Clayden and Pene Mather on 28 September 2015 and with Louise Bishop on 3 July 2015 and has corresponded frequently with all these individuals, plus Julie Finn, Frances Palmer and Ian Patrick, amongst others.

- Councillor Peter Griffiths

Evidence - Harriet Rumball corresponded over the Summer on several occasions re the crossing patrol officer appointment

- MP Nick Herbert

- Local area Police and/or Community Police representatives

Evidence - Harriet Rumball spoke to PC Theresa Broad in Septmber 2015 and has put PC Broad in touch with Mrs Farley and Mrs Soanes at St Lawrence re a presentation to Year 4 pupils

- Other Local schools (eg Windmills, Downlands (contact Phil Coles), Albourne and Hassocks Infants)

Evidence - Harriet Rumball has exchanged Travel Plans with Downlands and introduced by e mail Anna Soanes and Laura Holman of St Lawrence to Phil Cole of Downlands

Dissemination of information:

Information relating to the STP, including information arising from Working Party meetings, is disseminated to the following audiences

- STP Working Party (cc Emma Dickason, Deputy Head Teacher)

- Beverly Clayden, WSCC Travel Advisor (updates for Beverly's 3xpa newsletter, focused on approved photos with captions to be borne in mind)

- Governing Body Premises Health & Safety Committee

In addition:

- Parents, where relevant, via the regular school newsletter. Consideration to be given to a dedicated STP section on the newsletter

- School Council, representing a cross section of the School community - under consideration

- Community, where relevant, via tailored communication - under consideration

- Website - The School Travel Plan will be available on the school website and a dedicated STP section of the website is in place.

Travel & Transport Infrastructure

Facilities		
	Description	Numbers
Car Park*	Staff parking spaces*	18
	Visitors parking spaces*	0
	Disabled parking spaces*	1
	Covered Sheffield Stands	0
Cycle Parking*	Sheffield Stands*	40
	Cycle Pod / Mini Pod*	0
	Other Cycle Spaces*	0
	Total pupil cycle parking spaces*	40
	Total staff cycle parking spaces*	40
Scooter Parking*	Total Scooter Parking Spaces*	0
Storage Lockers*	Number of storage lockers for equipment*	0
Showers available*	Number of showers available*	1
Coach Parking*	Spaces for coaches to park*	0
	Details of coach parking facilities	0

Transportation Links	
Buses*	In our recent survey (December 2015) only two of 454 pupils surveyed travelled to school by bus and none travelled by bus in the May 2015 survey.
Rail*	In our recent surveys (May and December 2015) none of the pupils surveyed travelled to school by train.
Roads*	The two main roads which give access to the School are Trinity Road and Cuckfield Road. Trinity Road has a District run car park which is used by parents dropping off and picking up pupils. There is some residential parking on the roads that lead off the Cuckfield Road and the School has encouraged a Park and Stride policy via newsletters to parents.

Transportation Links

Walking Routes*

Pavements along the High Street were broadened during the summer to provide more space for pedestrians along this route. Other roads around the school have typically narrow pavements for pedestrians. There is a crossing patrol officer at the Cuckfield Road entrance and at the Trinity Road entrance.

Cycling Routes*

There are no dedicated cycle paths on the roads leading up to the school so cyclists make their way alongside other traffic. The lack of dedicated cycle lanes at this time may be acting as a key barrier to more parents allowing their children to cycle to school, whether independently or accompanied by an adult.

STARS Routes to School Audit

The STARS Routes to School Audit has been designed to assist schools with identifying the sustainable travel and transport network that surrounds the school site. The audit is a great activity to conduct with your pupils and will count as evidence towards the 'Consultation Initiatives' in your Action Plan.

You can use the audit below to identify any 'Travel & Transport Issues' that the school faces and begin to think about solutions that may need to be put in place to make it safer and easier for people to travel to your school.

Name of road (main gate)	
Name of other roads surrounding the school	Cuckfield Road
Date of assesment	24-11-1915
Time of assesment	12.10
What is the speed limit of the road outside the main gate?	30mph
What is the speed limit on the other roads surrounding your school? (please select all that apply)	20mph
How many of the following crossings are present?	
	Pelican Crossing 0
	Puffin Crossing 0
	Toucan Crossing 0
	Zebra Crossing 0
	School Crossing Patrol 2
	Traffic Island 0

Is there any traffic calming within 500m of school, e.g. speed bumps, build outs? (If yes, please provide details)	No There are flashing slow down signs on the Cuckfield Road with a 20 mile an hour limit which are currently not working (reported to the Parish council 25 November 2015 who have alerted Highways). This sign is at the top of the Cuckfield Road so that cars passing the school on their LHS are confined to a 20 mile an hour limit but there are no speed limit signs on the other approach so that a standard 30 mile an hour limit applies to cars driving in the other direction on the Cuckfield Road.
Are there railings present outside or near the main gate? (If yes, please provide details)	No The main staff parking area is at the rear of the school on St Christopher's Close and is used by staff in cars and cyclists only.
Is the main vehicular entrance used for pedestrians/cyclists as well as cars? (If yes, please provide details)	No There are flashing slow down signs on the Cuckfield Road with a 20 mile an hour limit which are currently not working (reported to the Parish council 25 November 2015 who have alerted Highways). This sign is at the top of the Cuckfield Road so that cars passing the school on their LHS are confined to a 20 mile an hour limit but there are no speed limit signs on the other approach so that a standard 30 mile an hour limit applies to cars driving in the other direction on the Cuckfield Road.
Does the school have a dedicated car park for parents (not teachers)? (If yes, please provide details)	No
Are there any dedicated cycle lanes leading to the school?	No There are no dedicated cycle lanes at this time which may be acting as a key barrier to more parents allowing their children to cycle to school, whether independently or accompanied by an adult.
What is the quality of the pavements like within 500m of the school? (If poor/Inadequate, please record any details)	<p>Poor</p> <p>Trinity Road Pavements on the opposite side to the School are very narrow and not suitable for parents with children on foot or on scooters (fig 12144). The pavement on the same side as the School, which are also relatively narrow, are therefore crowded at drop off and pick up times (12145).</p> <p>Crossing over Trinity Road at the end of the pavement outside the butcher's shop is difficult due to traffic coming from three directions (12149).</p> <p>Cuckfield Road At the top of the Cuckfield Road, cars parked outside the butcher's shop often extend over the whole of the pavement (12165). The pavements here are also in poor condition and are very uneven. One the opposite side of the road, the pavements are narrow (12163).</p> <p>Further down the Cuckfield Road, heading away from the School, the pavements are also relatively narrow on the LHS and there are parked cars along the length of the road on the LHS (12140) which means that cars cannot pass on both sides of the road. This makes for relatively unpredictable driving as cars drive in and out of spaces between the parked cars to let oncoming traffic pass.</p>
What is the quality of the 'SCHOOL' and zig-zag road markings like?	Inadequate These are very faded and being ignored. The School has submitted a request for the zigzags to be repainted and extended and has received a response from Ian Patrick that work will commence in 1Q or 2Q16 and be completed by 4Q16.

Please record any other obstacles or road layout issues within 500 metres of the school entrance which could be deemed as preventing young people or making it more difficult for them to use sustainable transport on the journey to and from school.

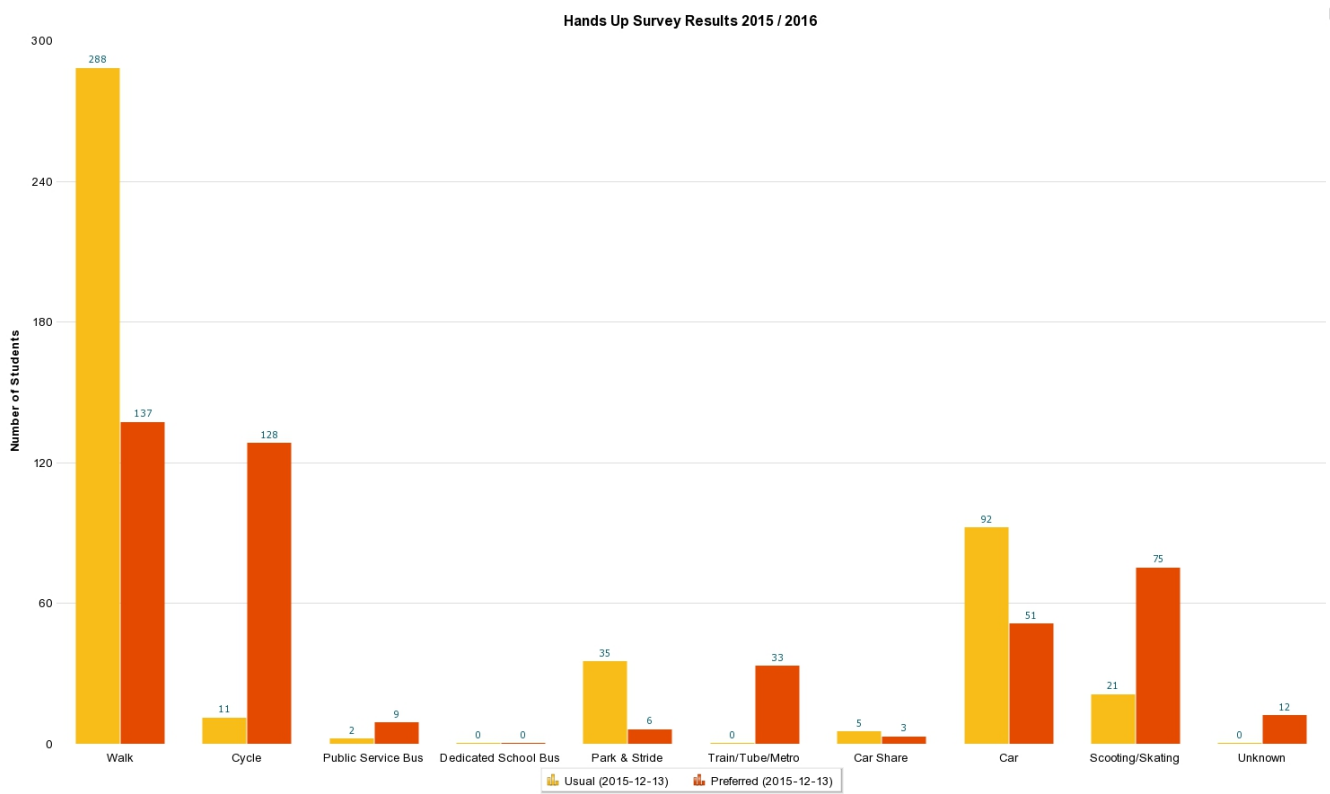
There is only one pedestrian crossing on the High Street at the end furthest from the School and crossing the High Street is difficult. The road is narrow (single lane traffic only along the majority of its length) but the speed limit is 30 miles an hour which is high, given the narrow road and relatively narrow pavements, which remains the case even after they were broadened over the Summer of 2015 (a welcome measure).

Surveys

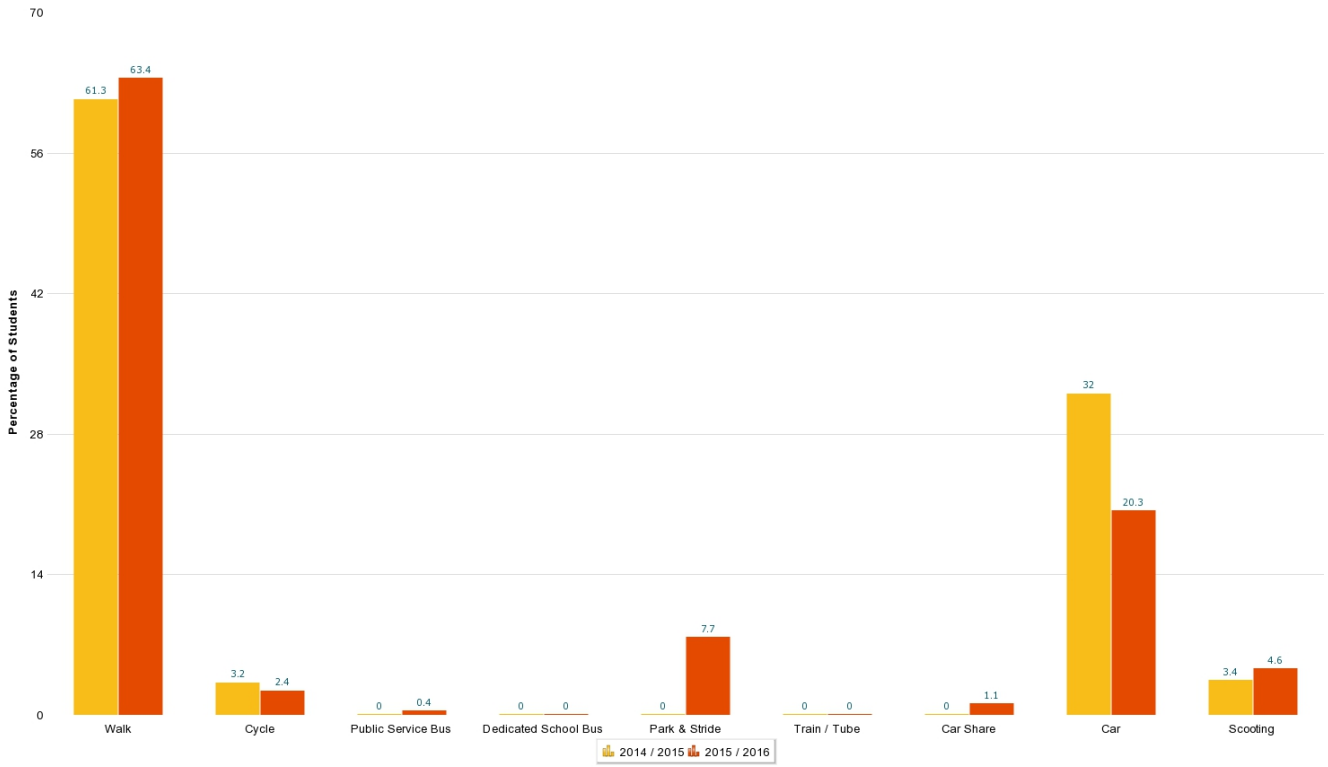
Pupil Survey Results

Responses: 454 (13th December 2015 - 13th January 2016), Absent Pupils: 25

Response Rate: 88.2 % (13th December 2015 - 13th January 2016)



Modal Shift

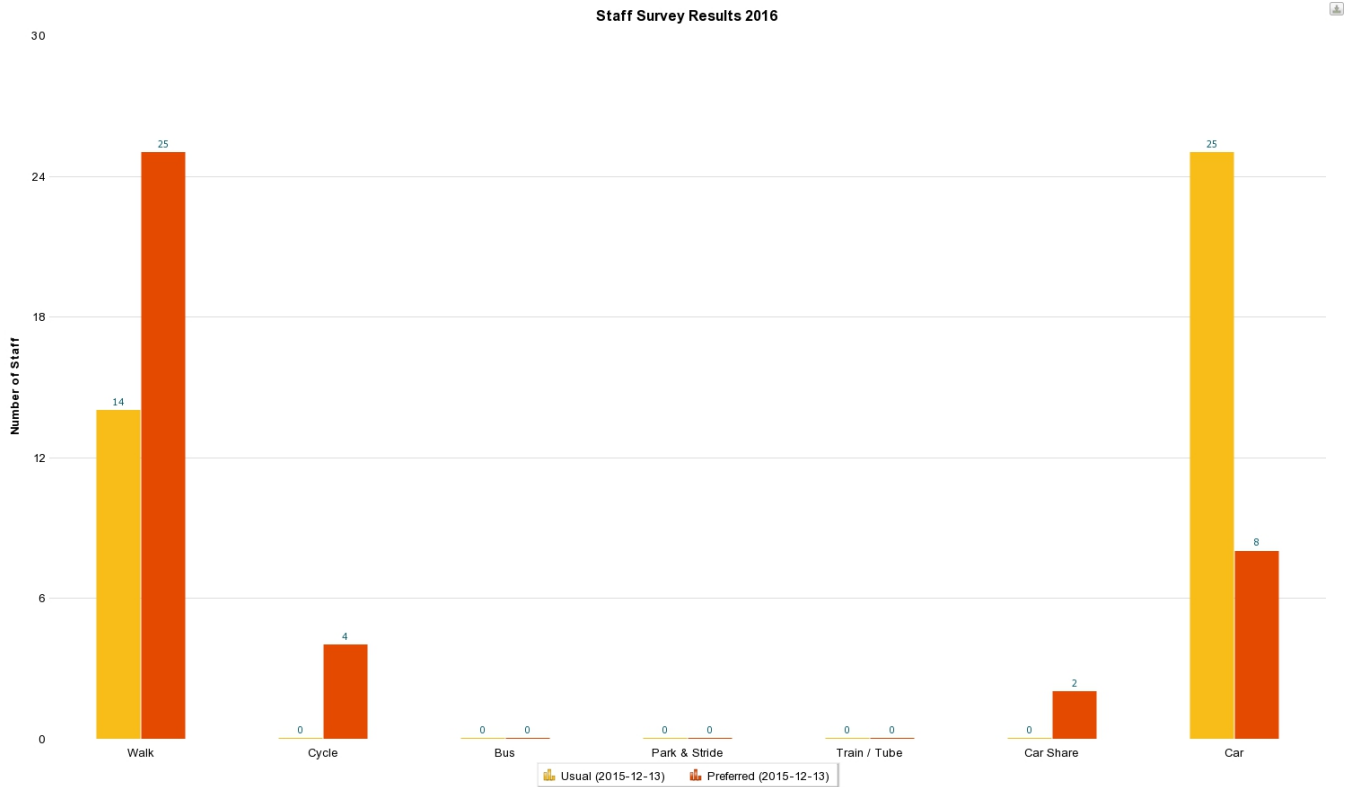


Pupil Survey Comments

Staff Survey Results

Responses: 39 (13th December 2015 - 13th January 2016)

Response Rate: 52.7%



Staff Survey Comments

- Traffic problems in High Street/approaching Hurst
- Lack of car parking spaces
- Would prefer to walk/cycle but heavy bags/books etc.
- Too far to walk/cycle

Historical Pupil Mode of Travel Data










Pupils Modal Shift	Walk	Cycle	Public Service Bus	Dedicated School Bus	Park & Stride	Train / Tube	Car Share	Car	Scooting	Total/Response Rate	
2016 13th December	Number	288	11	2	0	35	0	5	92	21	454
2015 - 13th January 2016	%	63.4 %	2.4 %	0.4 %	0 %	7.7 %	0 %	1.1 %	20.3 %	4.6 %	84%
Local Authortiy Data	%	44.7 %	4.6 %	0.9 %	0.2 %	11.5 %	1.8 %	2.5 %	27.7 %	6 %	95%
2015 1st December	Number	322	17	0	0	0	0	0	168	18	525
2015 - 1st January 2016	%	61.3 %	3.2 %	0 %	0 %	0 %	0 %	0 %	32 %	3.4 %	100%
Local Authortiy Data	%	47.5 %	1.9 %	1.8 %	0 %	1.1 %	17.5 %	6 %	22.7 %	1.6 %	97%

Historical Staff Mode of Travel Data

Staff Modal Shift		Walk	Cycle	Bus	Park & Stride	Train / Tube	Car Share	Car	Total
2016 Sunday 13th December 2015	Number	14	0	0	0	0	0	25	39
	%	35.9 %	0 %	0 %	0 %	0 %	0 %	64.1 %	
Local Authority	%	22.1 %	5.2 %	0.5 %	1.5 %	0.8 %	5 %	64.8 %	841








Targets

Pupils modes of travel

	Walk	Cycle	Public Bus	School Bus	Park & Stride	Train / Tube	Car Share	Car	Scooting
% Point Change 2015 - 2016	2.1 %	-0.8 %	0.4 %	0 %	7.7 %	0 %	1.1 %	-11.7 %	1.2 %
2016 Targets (% Point)	%	%	%	%	%	%	%	%	%
									

2017 Targets
e.g. +2 or -2

Staff modes of travel

	Walk	Cycle	Bus	Park & Stride	Train / Tube	Car Share	Car
% Point Change - 2016	35.9 %	0 %	0 %	0 %	0 %	0 %	64.1 %
2016 Targets (% Point)	%	%	%	%	%	%	%
							

2017 Targets
e.g. +2 or -2

Travel & Transport Issues

No travel / transport issues were identified last year.

New travel / transport Issues

Dates	Details of Issue	How the issue was identified	Possible Solutions	Resolution
Road Safety				
2015	Trinity Road Car Park congestion	Parents/School	Park and Stride initiative promoted in newsletter to parents during Walk to School Week	Ongoing efforts to encourage modal shift.
2015	Parking in front of School on zigzags possibly exacerbated by the zig zags being very faded	Parents/School	Application for zigzags to be refreshed and extended has been made with responses re work being scheduled for 4Q16 from Ian Patrick	Zigzags due to be repainted 4Q16 (see e mail from Ian Patrick).
2015	Parents parking on double yellow lines in front of School	Parents/School	Considerate Parking Promise issued to parents at least annually, more recently in March 2015 and December 2015. Latest copy (provided by PC Broad at the School's request) made available in hard copy to parents attending parent consultation evenings (November 2016).	Ongoing efforts to encourage behaviour change.
Cycling				
2015	Lack of cycle lanes on roads around the School	Parents/Pupils/Staff	School Bikeability levels 1 and 2 for Year 6 pupils in May to improve cycle proficiency. Bike stands now back in commission following completion of building work and will be publicised as weather improves and light in Spring 2016. There are no dedicated cycle lanes at this time which may be acting as a key barrier to more parents allowing their children to cycle to school, whether independently or accompanied by an adult.	Our targets include getting more pupils cycling to School and using the cycle racks available (40 bikes can currently be accommodated).

Actions

Planned Actions

Road Safety Actions						
R4 Scooter training	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
The School is considering using the WSCC Scooter Training programme over the longer term	Anna Soanes	September 2016	tbc			
R5 Pedestrian skills training	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
The School is considering introducing the Footsteps programme for younger pupils in an adapted format	Anna Soanes/Harriet Rumball	January 2016	Under review			
R11 School invites experts/organisations to talk about personal safety whilst traveling	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Invitation to be issued to PC Broad to present to Year 4 pupils, as she suggested, on road safety issues	Anna Soanes/Ann Farley	November 2015				
R19 Other Road Safety & Training initiative 1	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Posters already in place on Cuckfield Road - consideration to be given to competition to refresh/renew them	Anna Soanes/Laura Holman	January 2016				R0012141.JPG R0012142.JPG R0012143.JPG
Walking & Scooting Actions						
W6 Walk to school week	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Repeat of highly successful week of activity in May 2015 including a full Road Safety day	Laura Holman/Anna Soanes	May 2016				
W10 Walking Bus in place	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

The School will consider the possibility of introducing a walking bus in the longer term	Paul Dyer/Anna Soanes	September 2016	Longer term initiative under consideration. Would start with a small group initially, hence 20 pupils only as an estimate of initial participants
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W12 Scooter storage installed	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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The school is considering the location and funding of scooter parking	Anna Soanes/Paul Dyer	September 2016	Longer term initiative under consideration. Currently, narrow pavements around the school mean that promotion of the increased use of scooters needs to be balanced against the interests of all pedestrians including those with younger children and buggies
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W18 Other walking/scooting initiative 3	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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The School is working towards gaining an Eco School accreditation	Emma Dickason/Anna Soanes	October 2015	
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Cycling Actions

C9 Cycle club in place	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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School to consider an after school cycling club over the longer term	Paul Dyer/Anna Soanes	September 2016	
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C14 Cycle Train / Bike Bus in place	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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The School is considering a Cycle Bus for the longer term	Anna Soanes/Paul Dyer	September 2016	
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C17 Other cycling initiative 2	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Training to be considered by School over the longer term - has been undertaken by parents successfully in the past	Paul Dyer/Anna Soanes	September 2016	tbc			

Promotion Actions

PR7 Travel information on notice board	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Dedicated noticeboard has been agreed and is now to be commissioned internally	Head Teacher/Anna Soanes	January 2016				

PR12 Parents' evenings / induction evenings	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Survey made available to parents at the parent consultation evenings in November 2015 and e mailed out directly to all parents around this time. Considerate Parking Promise in hardy copy form also made available at parent Consultation evenings.	Anna Soaes	November 2015	Parent survey and Considerate Parking Promise available at reception on parent consultant evenings.	18-11-2015		travel_plan_survey_18_Nov_2015.pdf ConsiderateParkingatschools.pdf

PR20 JTA/YTA/JRSO's in place	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Currently under consideration, possibly in conjunction with School Council	Anna Soanes/Paul Dyer	January 2016				

Consultation Actions

G2 Gold: The whole school community is involved with the travel activity of the school, its targets and actions	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Whole school in main hall with presentations from all year groups	Laura Holman/Anna Soanes	May 2015				

Completed Actions

Walking & Scooting Actions						
W6 Walk to school week	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
<p>Get Up and Go Week to link with Walk to School Week</p> <p>A week of activity which the School entitled Get Up and Go Week, including healthy eating, skipping, hands up travel surveys and a Road Safety day with a dedicated assembly including presentations, songs and advice.</p>	Laura Holman/Anna Soanes	May 2015	The whole School was involved in this very dynamic week of activity which reinforced road safety messages, as well as the importance of sustainable travel and healthy living.	22-05-2015		Newsletter_Get_up_and_Go_skipping_22_May_2015_harriet.rumball_gmail.com_Gmail.webarchive newsltr_07_may15_Get_up_ad_Go_Park_and_Stride.pdf newsltr_22_may15.pdf Road_safety_assembly_photo_1.jpg Road_safety_assembly_photo_2.jpg Road_safety_assembly_photo_3.jpg
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
<p>Walk to Church for Harvest Festival for years 3,4,5 and 6</p> <p>Involved detailed risk assessment and road safety briefing for all pupils participating</p>	Form teachers and TAs	October 2015	Pupils walked a designated route from the school to the church, including crossing two roads. A road safety briefing for pupils formed part of this activity.	13-10-2015		newsltr_02_25_09_15_harvest_bike_rack_cycling_and_walking.pdf
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
<p>Walk to Fire Station for Year 2 pupils</p> <p>Year 2 pupils to walk through village to fire station.</p>	Year 2 teachers and TAs	October 2015	Visits took place on 27 September and 6 October 2015. A road safety briefing was given to pupils prior to the visit.	20-10-2015		y2_firestation_ltr_copy_2015.pdf
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
<p>Visit to Holy Trinity Church</p> <p>Year 1 pupils walked to Holy Trinity Church as part of their RE studies</p>	Year 1 teachers and TAs	June 2015	Road safety briefing given to pupils prior to the visit.	29-06-2015		R0012175.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
<p>Visit to South Avenue Recreation Ground for picnic</p> <p>Foundation Stage pupils walked to the village Recreation Ground to take part in the Teddy Bears Picnic during St Lawrence Fair. A road safety briefing was provided and teachers, parents and TAs accompanied the children.</p>	FS teachers and TAs	July 2015	A road safety briefing was given to pupils before embarking on the walk.	03-07-2015		R0012173.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
<p>Walk around village to view types of housing</p> <p>Architectural tour of village on foot</p>	Year 1 teacher and TAs and parent volunteers	December 2014	Road safety briefing given to all pupils prior to the tour.	03-12-2014		R0012182.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Through the keyhole walk around the village Architectural tour of village on foot.	Year 1 teachers, TAs and volunteer parents.	November 2015	Road safety briefing given to pupils prior to the tour.	24-12-2015		y1_houseswalk_ltr_copy.pdf
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Carol service KS2 Children walk to Holy Trinity Church for years 3, 4 and 5 carol service on 16 and 17 December 2014	Year 3, 4 and 5 teachers and TAs	December 2014	A road safety briefing was given to pupils prior to the walk to the church.	17-12-2014		R0012180.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Year 2 garden visit Year 2 pupils walked through the village to a local resident's garden.	Year 2 teachers and TAs	June 2015	Road safety briefing given to pupils prior to trip	18-06-2015		R0012176.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Year 2 trip to Hurstpierpoint Evangelical Church on foot Visit to church through the village on foot.	Year 2 teachers and TAs	July 2015	Road safety briefing given to all pupils prior to the trip.	01-07-2015		R0012174.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Completed - Fire station visit for year 2 (2014) Visit to the local fire station walking through the village.	Year 2 teachers and TAs	October 2014	Road safety briefing given to pupils prior to the trip.	06-10-2014		R0012183.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Year 2 nativity play rehearsal Walk to the church through the village to attend the rehearsal.	Year 2 teachers and TAs	December 2014	Road safety briefing given to pupils prior to the visit to the church.	09-12-2014		R0012181.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Visit to Holy Trinity Church for year 4 Walk through the village to the church	Year 4 teachers and TAs	October 2014	Safety briefing given to pupils prior to the visit.	13-10-2014		R0012184.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Completed - Year 2 visit to Methodist Church walking through the village Walk through the village to the local church	Year 2 teachers and TAs	May 2015	Road safety briefing given to pupils prior to the trip.	13-05-2015		R0012177.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Completed - Traffic controls walk Year 2 pupils took a tour of the village to inspect traffic controls and assess alternative ideas	Year 2 teachers and TAs	January 2015	Looking specifically at traffic control issues, with a road safety briefing for pupils prior to the trip.	28-01-2015		R0012179.JPG
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
War memorial visit Visit to the war memorial in the village for Year 2 pupils (amongst other years also undertaking this visit)	Year 2 teachers and TAs	October 2014	Road safety briefing given to children prior to the visit on foot through the village.	22-10-2014		WarMemorial_Visit_2014_copy.pdf
W11 Walking trips	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Walk back from Downlands transition day Transition day for year 6 pupils at Downlands secondary school, with pupils walking back to St Lawrence in the afternoon	Year 6 teachers and TAs	July 2015	Road safety briefing given to pupils before the walk between the two schools.	01-07-2015		Y6_FinalWeeks_Jul15_copy.pdf
W11 Walking trips	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Nativity Service rehearsal Year FS Walk to the local church for FS pupils to for a rehearsal of their Nativity service	Year 1 teachers and TAs	December 2014	Road safety briefing given to pupils prior to the walk over the the church.	08-12-2014		FS_Nativity_2014_copy.pdf
W11 Walking trips	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Completed - Walk back from Downlands post tournament Year 6 rounders tournament at Downlands school, followed by pupils walking back to St Lawrence school.	Year 6 teachers and TAs.	June 2015	Road safety briefing for pupils before the walk between the two schools.	17-06-2015		Y6_FinalWeeks_Jul15_copy.pdf
W11 Walking trips	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Completed - Washbrooks Farm visit for FS Visit to local farm, Washbrooks, on foot for all FS pupils	FS teachers and TAs with parent volunteers	February 2015	Road safety briefing given to all pupils prior to the visit.	27-02-2015		FS_Washbrooks_2015_copy.pdf
W16 Other walking/scooting initiative 1	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Park and Stride Remind parents of importance of their contribution in parking further from school and walking in from there, published in newsletter to parents during Walk to School Week	Anna Soanes/Laura Holman	May 2015	Reminder to parents of School's eagerness to increase sustainable travel.	07-05-2015		newsltr_07_may15_Get_up_ad_Go_Park_and_Stride.pdf
W17 Other walking/scooting initiative 2	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Healthy School Accreditation The School has been awarded a Healthy School accreditation and aims to maintain this going forward	Deputy Head Teacher	November 2015	Accreditation awarded - see logos on newsletter footer	15-11-2015		newsletter03_nov15_lollipop_be_bight_be_seen.pdf
Road Safety Actions						
R9 Road safety assembly/presentation	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Road Safety Assembly This was a very vibrant, fun and highly educational event, especially scheduled to take place in Walk to School Week which the School entitled Get Up and Go Week.	Laura Holman	May 2015	Attended by staff and a parent governor - very impressive, with innovative and fun ways of getting road safety messages across to pupils.	20-05-2015		Road_safety_assembly_photo_1.jpg
R10 Be Bright Be Seen activities	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Be Bright Be Seen Day Be Bright Be Seen day was on 4 December with the pupils invited to wear bright clothing, a photo competition associated with the initiative and subsidised reflectors available on the day.	Anna Soanes/Laura Holman/Paul Dyer	December 2015	Great fun day, highlighting the importance of bright and reflective clothing on dark afternoons evenings and drawing attention to related Road Safety issues. Also included a sell-out reflector sale subsidised by the School.	04-12-2015		newsletter03_nov15_lollipop_be_bight_be_seen.pdf
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R16 School has lobbied for installation of safer crossings on the route to school	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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Crossing Patrol Officer, Trinity Road School lobbied hard to establish the case and promote the appointment of a crossing patrol officer. The post has now been filled and crossing patrol officer is in place.	Paul Dyer/Harriet Rumball	November 2105	New Officer in place. Grateful thanks to all involved in achieving this.	15-11-2015		newsletter03_nov15_lollipop_be_bight_be_seen.pdf
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Cycling Actions

C2 Cycle parking installed	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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Completed - Relaunch of cycle storage facilities Spring relaunch of cycle storage facilities for 40 bikes, brought back into commission following completion of the building works to expand the School.	Anna Soanes/Paul Dyer	April 2015	The cycle racks were brought back into commission as a priority before the end of the summer term to encourage cycling as soon as possible on completion of the building project.	10-07-2015		Reopened_cycle_racks_newsstr_10_jul15.pdf newsstr_02_25_09_15_harvest_bike_rack_cycling_and_walking.pdf
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C16 Other cycling initiative 1	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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Bikeability training for year 6 Training in levels 1 and 2 for year 6 pupils - an annual event	Sports staff	March 2015	Very successful annual initiative to promote cycle proficiency and road safety.	15-03-2015		newsstr_06_mar15_bikeability.pdf
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Smarter Driving Actions

SD8 Parking pledge scheme	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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Considerate parking promise Issued to all parents on 4 March 2014 and 1 December 2015 and made available at parent consultation evenings.	Paul Dyer/Anna Soanes	October 2015	Promoting considerate parking, having liased with BC Broad, the Schools Police contact about e mailing the latest Promise out to all parents.	01-12-2015		1_December_2015_e_mail_to_all_parents_BBBS_Travel_survey_considerate_parking.docx
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Promotion Actions

PR1 Newsletter	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
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School travel plan issues frequently appear in newsletters to parents The school's newsletters to parents frequently include mention of school travel plan related activity.	School Office/Head Teacher	January 2015	The School helps raise awareness of its emphasis on the importance of sustainable travel and road safety through frequent mentions of these issues in it newsletters to parents, examples of which are provided.	01-12-2015		newsltr_07_may15_Get_up_ad_Go_Park_and_Stride.pdf newsltr_02_25_09_15_harvest_bike_rack_cycling_and_walking.pdf newsltr_06_mar15_bikeability.pdf newsletter03_nov15_lollipop_be_bight_be_seen.pdf newsltr_10_jul15_cycle_racks.pdf newsltr_28_feb15.pdf newsltr_22_may15.pdf
PR2 Info sent to residents / school communicates with residents	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Thank you to local residents The School was very conscious of the disruption caused by building work during 2015 and local residents were duly invited to a 'thank you' tea party in June 2015.	Head Teacher	June 2015	Local residents were thanked by the school for their patience and support during the building project.	04-06-2015		New_bldg_invite_copy.pdf
PR4 School presents to / shares ideas with other schools	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Sharing travel plan and survey ideas The School has exchanged travel plans with nearby secondary school, Downlands, and shared thoughts and experience on surveying parents and staff	Harriet Rumball/Anna Soanes	September 2015	Useful introduction made via governor of both schools leading to helpful sharing of information.	24-09-2015		Phil_Cole_Downlands_STP_email_24_September_2015.docx
PR6 School has an active travel policy	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Website, publications, curriculum, competitions The School is active in the area of travel to and from school, as evidenced by its regular initiatives, website page and the featuring travel plan issues in its literature and newsletters to parents.	Head Teacher/Anna Soanes	December 2015	A great deal of work and enthusiasm has gone into the Travel Plan with the support of the Head and Deputy Head teachers and the Governing Body, as well as Anna Soanes, the teacher responsible for implementing the Plan at St Lawrence.	01-12-2015		1_December_2015_e_mail_to_all_parents_BBBS_Travel_survey_considerate_parking.docx Webste_section_dedicated_to_Travel_Plan.docx newsltr_07_may15_Get_up_ad_Go_Park_and_Stride.pdf newsletter03_nov15_lollipop_be_bight_be_seen.pdf parent_information_bklt_jul15_section_on_parking.pdf
PR8 Competitions run & promoted within school	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Be Bright Be Seen photo competition Photo completion as part of Be Bright Be Seen day open to all pupils	Anna Soanes	December 2015	Promotion of the importance of being seen in the winter when out of the roads and pavements with a school-wide competition.	04-12-2015		1_December_2015_e_mail_to_all_parents_BBBS_Travel_survey_considerate_parking.docx newsletter03_nov15_lollipop_be_bight_be_seen.pdf
PR9 Assembly	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Be Bright Be Seen assembly Great fun, dynamic assemblies, the all pupils and teachers invited to wear bright clothing for Be Bright Be Seen day.	Anna Soanes	December 2015	Be Bright Be Seen was an excellent day of activity, with bright clothes worn by all staff and pupils, keeping these important messages front of mind, from assembly in the morning to a reflector sale at the end of the day.	04-12-2015		BE_BRIGHT_BE_SEEN.pptx IMG_1765.JPG
PR9 Assembly	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Road Safety Day assembly Each year group presented key messages to their fellow pupils through rhymes and songs.	Laura Holman	May 2015	A great means of getting key messages across to the pupils in a memorable and fun way.	20-05-2015		Road_safety_assembly_photo_1.jpg
PR13 Information on website	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Dedicated Travel Plan section on website A dedicated Travel Plan section is on the website.	School Office	December 2015	Dedicated section with link to Bev Clayden's WSCC Travel Plan newsletter.	01-12-2015		Webste_section_dedicated_to_Travel_Plan.docx
PR15 Within the prospectus	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Completed - Prospectus entry Currently includes a statement that 'One security grounds, parents are asked not to park outside the School.'	Harriet Rumball/Anna Soanes	September 2015	Parents are specifically asked not to park outside the school on safety grounds.	01-09-2015		prospectus_sep15_parking.pdf
PR16 Letter from Head Teacher to parents	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Covering letter for parent survey issued on behalf of the School Key messages clearly set out in the covering letter sent to parents with this survey.	Head Teacher/STP Working Party	November 2015	Highlights the School's commitment to road safety and promoting sustainable travel.	18-11-2015		parent_survey_covering_letter.docx
PR17 New parent pack	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Parent Information Booklet A section on parking appears in the Parent Information Booklet, as follows: There is no parking for parents on site and we recommend you walk to school if possible as the area can become very congested. For safety reasons parents who drive are asked to park considerately and not directly outside the school.	Anna Soanes/Paul Dyer	July 2015	A dedicated section on parking in the booklet reflects the School's commitment to road safety and promoting more sustainable travel wherever possible.	01-07-2015		parent_information_bklt_jul15_section_on_parking.pdf
PR22 Other promotion method 1	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Reflector sale after school for FS and KS1 pupils The School hosted a sale of reflectors, subsidised by the School which clip onto bags/coats carrying the Be Bright, Be Safe, Be Seen message. The reflectors were sourced by Anna Soanes and the stall manned by volunteers.	Anna Soanes/Harriet Rumball	December 2015	The sale was a sell-out success and helped communicate the key messages to parents as well as children on Be Bright Be Seen day.	04-12-2015		Be_Bright_Be_Seen_1_December_2015_e_mail_to_parents.docx
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Partnerships Actions

P1 School works with Police / Safer Neighbourhood Team / PCSO to promote safe & sustainable travel	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Liaison with PC Broad re Considerate Parking and presentation to Year 4 The School has approached PC Broad and agreed that a presentation to Year 4 pupils should be scheduled, focused on Road Safety and point PC Broad would like to highlight. PC Broad has also provided, on request, the latest Considerate Parking notice which the School has circulated to all parents.	Anna Soanes	November 2015	The School is already leasing with the local Police representative and has scoped out a presentation for Year 4 pupils (Anna Soanes is liaising with PC Broad to find a date for the presentation in early 2016). The School has also received and circulated the latest Considerate Parking Promise from PC Broad.	25-09-2015		_PC_Broad_correspondence.docx
P5 School works with Local councillors / Mayor / MPs	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Completed - Peter Griffiths, Councillor Peter Griffiths lent his support to the School's lobbying for a crossing patrol officer on Trinity Road for which the School was very grateful. Peter Griffiths was duly invited to the opening of the School's new buildings in the Summer, by way of a thank you for his support of the School, most recently in relation to the crossing patrol officer.	Head Teacher/ Harriet Rumball	July 2016	The School formally thanked Peter Griffiths in its July 2015 Travel Plan for his support and help in lobbying for a lollipop person at the Trinity Road crossing.	01-07-2015		Extract_from_St_Lawrence_School_Travel_Plan_published_July_2014.docx
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Consultation Actions

G5 Gold: The travel plan is an item on the governors annual general meeting	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Governor AGM includes STP Governor AGM includes mention of the School Travel Plan which also appears in the Governor's Report with a standing invitation to parents to join the STP Working Party.	Governing Body	May 2015	Governors include the School Travel Plan in their Annual Report and are always keen to welcome parents to the Working Party - an invitation also extended in the parent survey published in November 2015.	14-05-2015		gov_rep_14_copy.pdf
G6 Gold: Safe and active travel is part of the School Improvement Plan						
Travel Plan priorities included in School Improvement Plan Extract from Plan attached as evidence	Paul Dyer/ Harriet Rumball	March 2015	Focus on promoting road safety, encouraging pupils to walk safely to school and parents to park away from the school, along with road safety related assemblies, participation in walk to school week, keeping a record of pupils' modes of transport and encouraging pupils to walk if they are able to.	22-03-2015		Extract_from_School_Improvement_Plan_2014.docx
S3 Silver: Minutes of meetings with governors, staff, senior management team and school council are provided						
Completed - Minutes of regular working party meetings are attached Regular working party meetings are minuted by Harriet Rumball	Harriet Rumball	October 2015	Regular Working Party meetings are supplemented by progress meetings between Harriet Rumball and Anna Soanes. Formal meetings are minuted (see attached example)	13-10-2015		Minutes_STP_meeting_13.10.15.docx
S4 Silver: Examples of pupils work relating to the plan						
Pupils work on Road Safety Example of work attached	Anna Soanes/Laura Holman	June 2014	Year 2 pupils identified, analysed and wrote up road safety issues on the streets around the School.	01-06-2014		photo_of_traffic_work.jpg
S5 Silver: The school has carried out more in depth research/ alternative consultation methods						
Parent survey Issued to parents in November 2015 and again on 1 December 2015	Anna Soanes/Harriet Rumball	November 2015	The survey asked parents to comment on modes of travel to work and on road safety issues.	18-11-2015		travel_plan_survey_18_Nov_2015.pdf

Curriculum Actions

CU10 Other curriculum work 1	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Year 2 pupils identify road safety features A review of the area around the School to identify road safety features was then written up as a poster.	Year 2 teachers	June 2014	Road safety features, identified, analysed and written up as a poster.	01-06-2014		photo_of_traffic_work.jpg

Sign off & Formal Approval

Title	Name (for pupils a name is not required, e.g. school council)	Sign off
STP Champion	Anna Soanes (Teacher) and Harriet Rumball (Governor)	
Head teacher	Mr Paul Dyer	Signed off on: Thursday 17th December 2015 11:54:18
Governor (if applicable)	Harriet Rumball	Signed off on: Thursday 17th December 2015 11:55:32
Pupils		
LA Officer		