

# School Travel Planning and the Planning Process

## **School Travel Plan**

to be submitted as part of the planning application

Template published: June 2017

**Existing Schools** - Please provide the following information in addition to a completed STARS application. This form has been designed to allow information to be transferred easily across to a STARS account. If you do not have a STARS travel plan for the current academic year you will either have to update your STARS application or begin to create your school's first STARS application.

**New Schools** - Please provide the following information in addition to the **travel plan for new development** required by the Local Planning Authority (Ealing Council). This Interim STP form has been designed to allow information to be transferred easily across to STARS, TfL's online school travel plan scheme, by the Senior Management of the new school once the development is occupied.

Please provide the information in this form and complete sections on STARS as directed.

★ = input directly to STARS

*i* = where to find further information

The interim School Travel Plan must be approved by Ealing Council's School Travel Team and submitted with the planning application.

Version	Date submitted	Description
A	June 2019	School Travel Plan
B	September 2019	Updated following meeting with LBE 17/09/2019
C	September 2019	Final revision 19/09/2019

## SCHOOL

School Name	Durston House School
Address and postcode	12-14 Castlebar Road, Ealing, London, W5 2DR
Email	<a href="mailto:info@durstonhouse.org">info@durstonhouse.org</a>
Website	<a href="http://www.durstonhouse.org">www.durstonhouse.org</a>
Telephone	020 8991 6530
DFE NUMBER	307/6000
School Type	Independent Preparatory Day School
Head teacher	Mr Ian Kendrick
Contact details	020 8991 6532

★ STARS - check Edubase data

## Executive Summary

This School Travel Plan for Durston House School has been developed as a long-term strategy with the aim of promoting and facilitating trips to/from the school using the most sustainable modes of travel available.

The school is presently seeking planning permission for a consolidated site and any planning permission, should it be approved, will be subject to the provision of a Travel Plan. The Interim Travel Plan has been prepared at this early stage to enable the School to commence travel planning initiatives with immediate effect. The implementation of the Travel Plan will be overseen by a member of staff who has been appointed by the school as the Travel Plan Coordinator (TPC). The implementation of the Travel Plan will be supported by an Action Plan, which will outline a list of actions to be undertaken in order to promote the Travel Plan to staff, parents and pupils. The Travel Plan will contain a set of SMART' (Specific, Measurable, Attainable, Realistic and Timebound) targets which will link to the objectives of the Plan.

Travel surveys of staff and pupils will be undertaken in the Spring Term of each academic year and the results of the survey will be used to set up to date targets for the implementation of the Travel Plan. The TPC will be responsible for undertaking the travel surveys and subsequent surveys as well as the monitoring of the Travel Plan. The TPC will also be responsible for liaising with the London Borough of Ealing School Travel Plan Officer should they believe a review of the Travel Plan and its associated objectives, targets or measures is necessary.

★ STARS – copy and paste this into the **Summary** when you create a new travel plan

## Introduction

At present the school has capacity for 432 pupils and currently educates 384 pupils between the Middle and Upper Schools, Junior and Pre-Prep schools, which are situated across three sites, all within 300m of the proposed new school building. The principle aim of this Travel Plan is to promote and facilitate trips to/from the school using the most sustainable modes of travel available. The new school will provide capacity for 540 pupils an increase in pupil numbers of 108.

★ STARS – copy and paste into the **Summary** when you create a new travel plan

### School description and background –

Durston House is a preparatory school for boys, which provides an education of quality and variety for boys aged 4-13. It welcomes those from all ethnic, cultural and religious backgrounds. The school is proud of its diversity. It is a community in which mutual respect and understanding, fairness and opportunities for all are promoted within the framework of its Christian foundation.

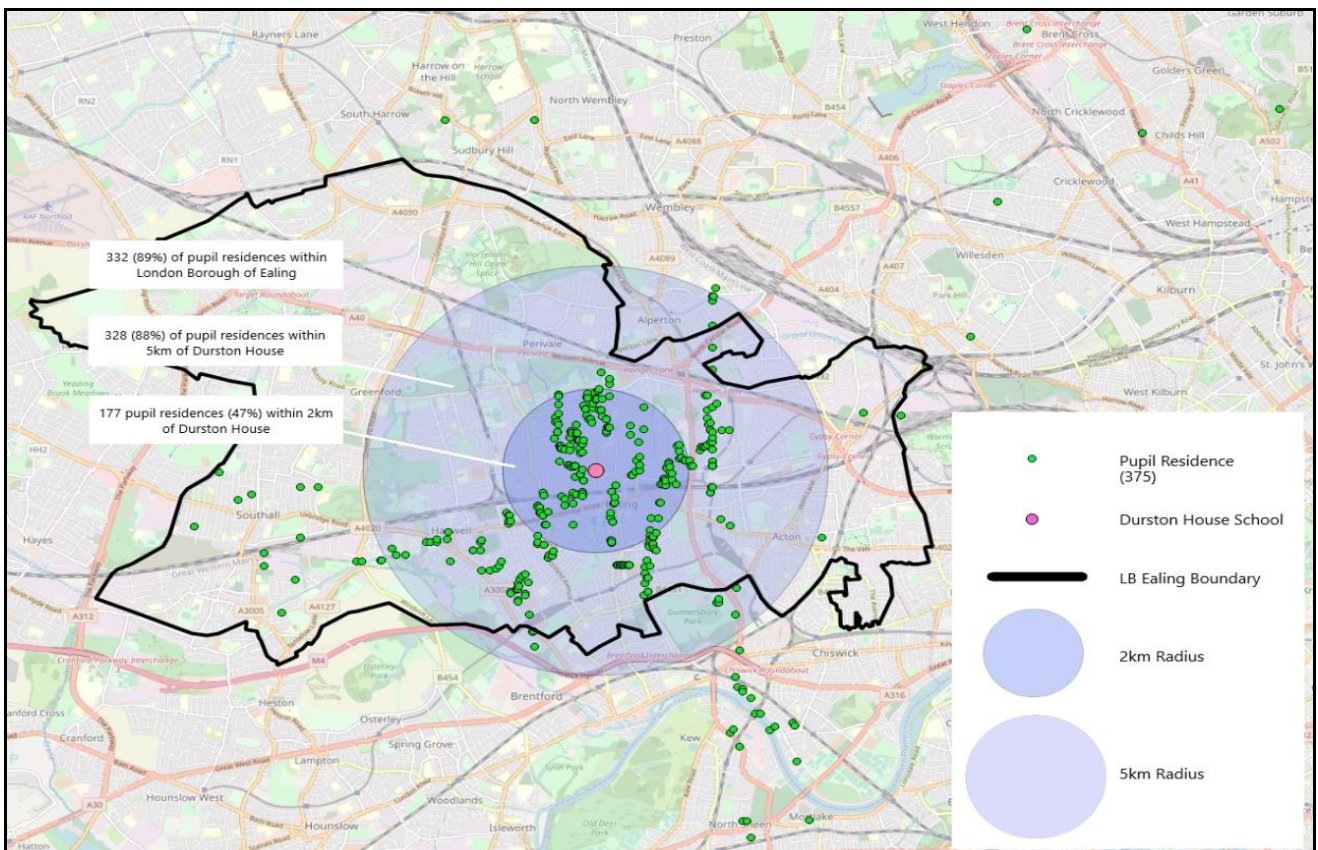
The school aims to give each pupil a balanced education, helping him to attain excellence in academic, creative and physical pursuits, whilst guiding his social, moral and spiritual development. This is achieved in a disciplined environment within which security and happiness are paramount and with the support of a positive partnership between school and home. Durston House School is committed to ensuring that everyone travelling to and from the school can do so as safely as possible.

The school's mission links to the principle aim of this Travel Plan to promote and facilitate trips to/from the school using the most sustainable modes of travel available. The school will actively encourage staff, parents and pupils to make sustainable transport choices to minimise potential damage to the environment, improve the health and wellbeing of staff and students and improve road safety within the vicinity of the site.

★ STARS – copy and paste into the **Summary** when you create a new travel plan

### Catchment area –

Durston House has no formal catchment. Most of the school pupils live locally. The figure below illustrates a postcode plot showing the location of the school and where its pupils live in relation to walking and cycling radii (2km and 5km respectively).



★ STARS Travel and Planning, *Catchment area* section

## PROPOSALS

### School Building Development –

The proposals seek to consolidate the three school sites at a single location, which is presently occupied by one of the school's playing fields on Carlton Road. It is intended that the new school will include capacity for growth to contribute to addressing the need for school places in the area, rather than immediately having an increase in pupil numbers upon opening. As the proposals include the relocation and consolidation of the three existing school buildings, rather than build an entirely new school, there will be limited, if any, impact on the community.

The consolidated school site lies in a largely residential area along Carlton Road. Carlton Road is a single carriageway road which is subject to a 20mph speed restriction. The playing fields are bordered on all sides by semi-detached residential properties, except for the apartment buildings on Pinewood Grove bordering the east of the site. Vehicular access to the new Durston House School will be strictly regulated and restricted to disabled users, school operational parking and servicing/deliveries only. The existing site access arrangements will be modified to facilitate access for service and refuse vehicles; the proposed internal courtyard will be designed to ensure that a servicing vehicle can enter and exit the site in a forward gear, and that a large refuse vehicle can carry out a standard three-point manoeuvre. No waste collection or deliveries will be undertaken during school hours, during which time the courtyard will be a pedestrian-only area enforced with bollards.

There will be no vehicular access to the school site for parents, unless there is an emergency. The site will be car free, except for one disabled space situated in the arrival courtyard.

A member of staff will be positioned at the entrance to the school at the start and end of the school day to ensure pupils and parents congregate within the school grounds rather than on Carlton Road and that the footway is clear for other users.

The development proposals described herein are presently subject to a planning application and, should permission be granted, this document will be updated accordingly.

### Existing School

The school presently occupies three sites circa 300m east of the new building site.

★ [STARS Travel and Planning, Expansion Plans and Engineering measures section](#)

## Proposed Pupil Numbers

Are there proposed changes to pupil numbers? **Yes**

If yes, populate table to show total pupil numbers each year throughout the development (until it reaches the full planned capacity) including the current year (add rows as necessary).

At present, there are no proposed changes to the school enrolment.

Under the new building development, it is intended that the school will include capacity for growth to address the need for school places in the area, rather than immediately having an increase in pupil numbers upon opening. The new school will be able to accommodate 60 pupils in each of the nine years, from Reception to Year 8 – an uplift of circa 108 pupils compared to the existing situation.

## Proposed Staff Numbers

Are there proposed changes to staff numbers? **Yes/No**

If yes, populate table to show total pupil numbers each year throughout the development (until it reaches the full planned capacity) including the current year (add rows as necessary).

The staff numbers do not need to be increased to accommodate the increased capacity and will remain as now for the academic year 2021-2022

Academic Year	FTE staff	Part Time Staff
2021 - 2022	76	27

## Proposed Opening Times

Are there any proposed changes to opening and closing times? **Yes**

	Current times	Proposed times
School site	Monday – Friday (School days): 07:00 – 18:00	The existing school times will be implemented at the new school site
Pupil times	08:00 – 15:45	
Breakfast clubs		
After school clubs/care	15:45 – 18:00	
Other e.g. Nursery		
Community Use (applies to new Building only)	NA	Monday-Friday: 6pm-10pm Saturday: 9am-6pm Sunday: 9am-6pm

## TRAVEL AND TRANSPORT INFRASTRUCTURE

Information may be available in your Transport Assessment.

### On-site Existing and Proposed Measures

★ STARS – add details to *Basic Information*

Measures		Details of <b>existing provision as per your current STARS</b> (include locations and quantities where possible)	Details of <b>proposals</b> (include locations and quantities where possible) what <b>additional measures</b> are to be included in the development
Car park	Staff parking spaces	20	13 main staff car park (adjacent site)
	Active electric car charging point spaces	0	2
	Passive electric car charging point spaces	0	2
	Visitors parking spaces	0	0
	Disabled parking spaces		One disabled space is provided within the main entrance courtyard. One space in main staff car park in addition to an oversized bay
Cycle parking	Covered Sheffield stands		8 (16 spaces)
	Sheffield stands	9 (18 spaces)	As submitted 24 (48 spaces). This will be subject to review as part of discharging details relating to landscaping. This figure will not be reduced.
	Cycle Pod/Mini Pod		0
	Larger cycle spaces (for disabled users)		
	Total pupil parking spaces	18	64



	Total staff parking spaces		The cycle parking facilities are shared use for both staff and pupils, parents and visitors This will be subject to review as part of discharging details relating to landscaping.
Scooter parking	Scooter parking spaces	24	80 This will be subject to review as part of discharging details relating to landscaping.
Storage lockers	Storage lockers for equipment	Yes (desk space or locker as required)	Yes (desk space or locker as required)
Shower facilities	Showers available	Yes	6 Showers are provided in the Sports Hall changing area, 2 of which are disabled shower changing rooms
Coach parking	Spaces for coaches to park		One coach parking bay will be provided on Carlton Road.
	Details of coach parking facilities		The coach parking bay will be located on the northern side of Carlton Road adjacent the school. To provide the coach parking bay there is an operational requirement to remove a limited amount of on-street parking.
School crossing patrol	Number of crossing patrols		
Other travel measures (add rows as necessary)			



## Routes to School Audit

Measures		Existing	Proposed
Speed limit of the road outside of proposed main gate		20mph	20mph
What is the speed limit on the other roads surrounding the school? Please give all that apply.		20mph on most roads surrounding the site	As existing 20mph
How many of the following crossings facilities are present within 500m of the school?	Pelican	1	As existing
	Puffin	0	As existing
	Toucan	0	As existing
	Zebra	2	As existing plus 1 proposed for Gordon Road/St Leonards Rd/Carlton Rd the provision of which is subject to ongoing discussions
	School Crossing Patrol	0	As existing
	Traffic island	4	As existing
Is there/will there be any traffic calming within 500m of school, e.g. speed bumps, build outs? (If yes, please provide details)		There is a speed bump on Carlton Road, situated immediately east of the site access, which features kerb build outs and tactile paving, to aid pedestrians crossing the road. Speed cushions are also present on Gordon road to the west of Carlton Gardens	Traffic calming proposed for Carlton Road the scale and form of which are subject to ongoing discussions.
Are there/will there be railings present outside or near the main gate? (If yes, please provide details)			Yes. A barrier/guard railing will be provided on the footway on Carlton Road outside the pre-prep entrance.
Is/will the main vehicular entrance used for pedestrians/cyclists as well as cars? (If yes, please provide details)			The site access will be for pedestrians and cyclists only, except for disabled users, servicing/delivery vehicles (at certain times) and emergency access.
Does/will the school have a dedicated car park for parents (not teachers)? (If yes, please provide details)			No
Are there/will there be any dedicated cycle lanes leading to the school?		The roads surrounding the site are residential roads which are lightly trafficked and suitable for cyclists.	As existing
What is the quality of the pavements like within 500m of the school? Outstanding, average, poor, inadequate, (If poor/inadequate, please record any details)		The footways are in condition and well lit.	As existing

What is the quality of the 'SCHOOL' and zig-zag road markings like? Outstanding, average, poor, inadequate, N/A	Outside Pre-Prep only. In good condition	The school main entrance will be provided with 'SCHOOL KEEP CLEAR' markings
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.		
Other engineering measures (add rows as necessary)		

### Transportation Links

Please provide details on the **existing** transportation links to the development site. Data from the Transport Statement will inform this.

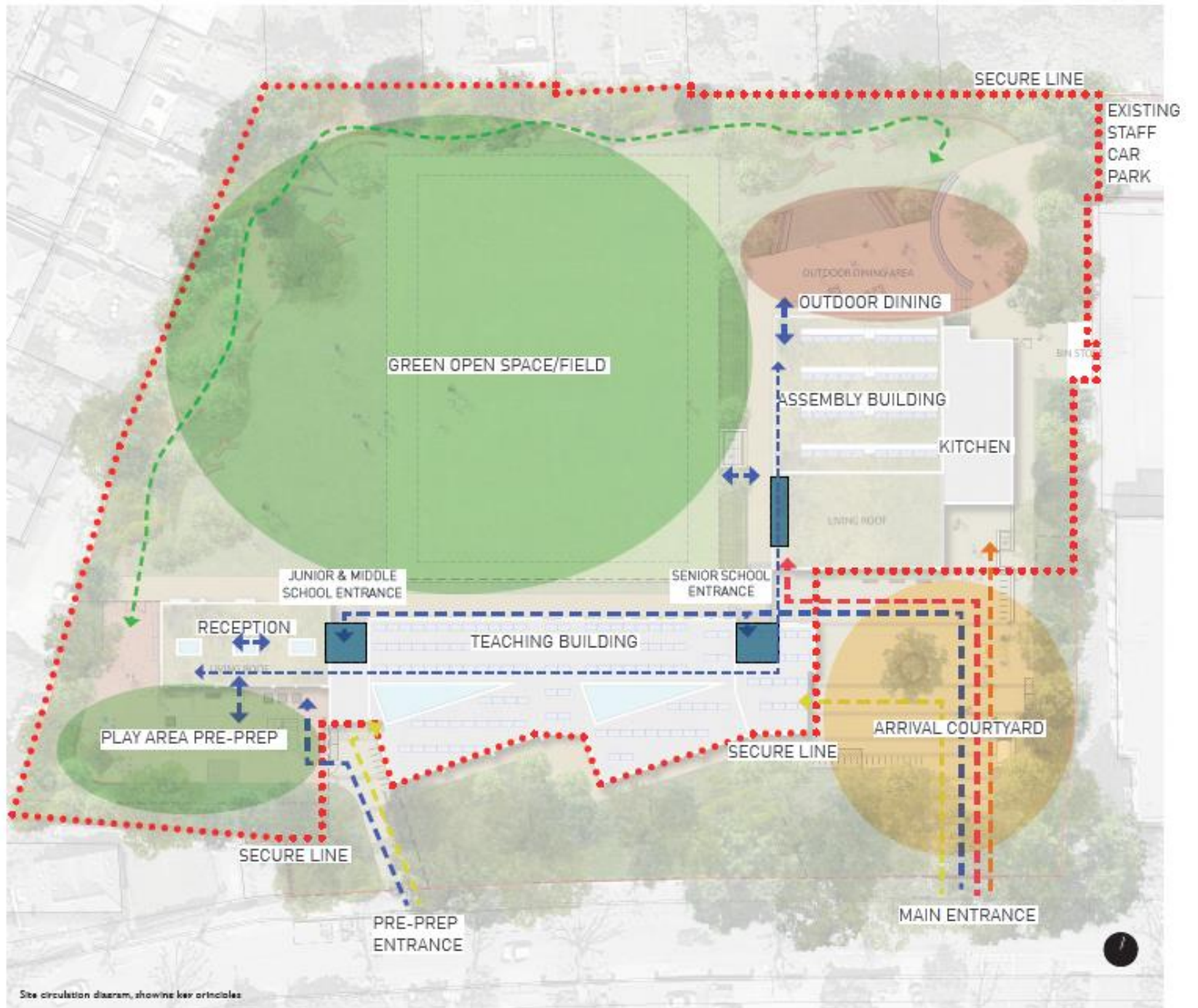
★ STARS Travel and Planning *Bus routes and Other travel information section*

Buses	<p>Bus routes E1, E2, E9, E10, 226 and 297 are served by TfL and can be caught from bus stops along Gordon Road (Longfield Avenue, St Leonards Road West Ealing), Castlebar Road (Eaton Rise) and Eaton Rise (Castlebar Road Stop SE &amp; ST). All the bus route frequencies are at least every 15 mins, with bus route E2 being the most frequent service departing every 6-10 minutes Monday – Friday.</p>
Rail / Tube	<p>Ealing Broadway Rail and Underground Station is within a 10-minute walk of the site, via Castlebar Road and Haven Green. The station is a western terminus of both the Central and District London Underground Lines. Ealing Broadway Station provides connections with the District Line, Central Line and National Rail services.</p> <p>The Central Line provides services every 4-9 minutes to/from Ealing Broadway and the District Line provides services every 7-14 minutes to/from Ealing Broadway.</p> <p>Ealing Broadway Rail Station is the second stop on the Great Western (GWR) Main Line from London Paddington to Bristol Temple Meads, and is served by the Heathrow Connect, providing access between Heathrow Airport and Paddington.</p> <p>West Ealing Rail Station also within walking distance, approximately 11 minutes' walk from the site. However, services calling at West Ealing typically also serve the larger Ealing Broadway Rail Station, and as Ealing Broadway is larger and slightly closer, it is expected that the majority of rail trips to the site will utilise Ealing Broadway over West Ealing. The exception to this is the Greenford Branch Line, as West Ealing Rail Station is the only station on the Great Western Main Line that also provides access to the Greenford Branch Line to Greenford, South Greenford, Castle Bar Park and Drayton Green.</p>

	<p>Old Oak Common is a planned railway station, with a prospective opening date of 2026. It will be located approximately 500m south of Willesden Junction station and will provide an interchange in West London between Southern Rail, London Overground, Great Western Railway, Heathrow Connect, Heathrow Express, HS2 and the Crossrail. It may also provide access to further rail or underground services.</p> <p>The site's location will benefit in the future from this large interchange, as Old Oak Common will be located on the GWR Main Line between Acton Main Line and London Paddington, and on the Heathrow Connect between Ealing Broadway and Paddington. Furthermore, 5 out of 7 services between Ealing Broadway and Paddington are non-stop providing a direct service to central London.</p> <p>Both Ealing Broadway and West Ealing stations will benefit from their inclusion in the Elizabeth line route. As part of the Crossrail project both stations will be significantly refurbished and be served by a greater number of services. When the Elizabeth Line opens, up to twelve services per hour in each direction will serve West Ealing and Ealing Broadway, providing connections to destinations across London and further afield.</p>
Roads	<p>The majority of roads in the vicinity of the site are residential roads. The site access is on Carlton Road, a single carriageway road subject to a 30mph speed restriction, which provides access to St Leonard's Road 335m to the southwest, and to Castlebar Road (B455) 150m to the east.</p> <p>St Leonard's Road provides access to Uxbridge Road (A4020) to the south, a significant arterial route through West London, connecting Shepherd's Bush (6.5km to the east of the site as-the-crow-flies) to Uxbridge (12km to the west of the site as-the-crow-flies) via locations including Hillingdon, Hayes End, Uxbridge, Southall, Hanwell, Ealing and Acton.</p>
Walking routes	<p>All roads within the vicinity of the site have footways on both sides of the road, with crossing points in the form of dropped kerbs and tactile paving. There are also two zebra crossings on Castlebar Road and Eaton Rise, several pedestrian refuge islands on Gordon Road and one at the south western end of Carlton Road as well as a signalised crossing on Castlebar Road at the junction with Haven Green.</p>
Cycling routes	<p>A number of other roads, including Gordon Road to the south of the site, and Castlebar Road/Hill (B455) are recorded by TfL as 'Other roads that have been recommended by cyclists'.</p> <p>The roads within the vicinity of the site are lightly trafficked and are suitable for cyclists.</p>

## Site and Access Plan

Please include below, or append, a plan showing the site with particular reference to the proposed access points/entrances into the development for pedestrians, cyclists and motor vehicles. Include information on access for delivery vehicles.





## SURVEYS, ISSUES AND TARGETS

### Travel Surveys and Consultations

*i* Ideas can be found under the **Activities Consultation** tab. Add a **Story** to your STARS account to describe the consultations you have carried out.

A travel survey was carried out at the school in February 2017. However a new baseline travel survey will be undertaken following occupation of the new school building. The key finding of the travel survey will be the modal split of staff and pupils' travel – the number and percentage of staff and pupils travelling to and from the site by each mode of travel, i.e. walking, cycling, bus, rail, car sharing, will be determined. This will define the starting point and targets of the Travel Plan.

- Baseline travel survey for pupils and staff (*see objectives and targets below*) **i** STARS Activity Card – “Hands-up surveys”
- Subsequent surveys
- Results of consultations with pupils, parents, staff and governors. *Could also include resident surveys and community users of the site*
- Details and results of other meetings associated with the travel plan

### Issues

Contextual information – *what are the barriers to sustainable travel, issues and opportunities. Issues may have been highlighted in the Transport Statement? Consultations/questionnaires can be a good source of local knowledge. Can be physical barriers such as lack of crossing points or opportunities such as local cycle routes. Can be behaviour barriers or opportunities 'perceived worries about road safety' or opportunities; children are keen to walk or cycle*

Pupils at the School range in age from 4 – 13. The majority are under 11, therefore requiring a parent to accompany them to school, which increases the likelihood they would be driven given historic attitudes to travelling to school. Parental awareness is therefore as much of an issue to address as pupil awareness.

Key issues associated with use of sustainable travel relate to safeguarding children on public transport, and general highway safety issues associated with walking and cycling to school. To overcome these issues, parents will be made aware of the pedestrian and cycle access to the school, and cycle training will be provided to older pupils through cycling proficiency schemes. This will increase their confidence and improve their road safety awareness. It also assists individuals with planning cycle routes for pupils and parents between home and the School. Parents will also be encouraged to bring their children to school using public transport as much as possible to familiarise the pupils with bus and rail travel, aiming to make sustainable choices the “norm”.

★ STARS **Issues** section in STARS [Update as necessary throughout planning process and beyond.](#)

### Overall Objectives and Targets

- Objectives – *suggest for next three years*
- Mode of travel to school – *data can be obtained from the existing school via a Hands-Up survey. For new schools the expected mode of travel is usually located in the Transport Assessment.*
- Targets – *set at least 2 SMART targets, can be qualitative and quantitative*
- *Could also include text to describe what success would look like*

Mode of travel to school	Current modal split (new schools – expected split)				Targets for first 12 months	
	Number		%		+/- %	
	Pupils	Staff	Pupils	Staff	Pupils	Staff
Walk	35	26	10%	29%	+4%	+1%
Cycle or Scooter	37	4	10%	5%	+1%	+1%
Bus, Tube or Train	34	35	9%	39%	+1%	+2%
Car/motorcycle	231	24	64%	27%	-7%	-4%
Car share with friends (not siblings)	10	0	3%	0%	+1%	0%
Absent on the Day	13	0	4%	0%	0%	0%
<b>TOTAL</b>	<b>360</b>	<b>89</b>	<b>100%</b>	<b>100%</b>		

## TP

*How is the plan going to be managed? How will it link to the school organisation? What will the school do to ensure the plan goes ahead?*

Provide information on:

- Name of school's travel plan champion – Steven Perkins (Head of Junior School) [i STARS – create a STARS account](#)
- Working groups – The School Council meetings, which are attended by pupil representatives will be used as a means of communication regarding travel related issues.
- Pupils school council (via Head of Co-Curriculum – Clare Green)
- Parents Association (Name TBC),
- Governor (*Name TBC*)
- The Travel Plan Champion will arrange meetings (or act as a conduit for communications) between the various involved parties to ensure that travel planning ideas and measures are effectively discussed and implemented as necessary.
- How the travel plan will link to other roles – The Maintenance Manager can help with the monitoring of the cycle and scooter parking facilities and report any issues to the TPC. The Head of PSHME can organise meetings with the Safety & Citizenship team from TfL to provide presentations on safe, responsible and respectful behaviour on and around London's transport system.
- External partners - Metropolitan Police; Ealing School Travel Advisors & TfL as appropriate

**New schools** - *how will the responsibility be passed over to the school leadership team and governors?*

While the initial focus for the provision of the Travel Plan has been to support the proposed new building which will accommodate the consolidated sites, at the request of Ealing Council Officers, the Travel Plan is being developed for the existing school and will be appropriately adapted as/when the new building is ready for occupation (circa September 2021), subject to planning permission being granted.

The school and TPC will take ownership of the Travel Plan and make sure it is implemented, monitored and reviewed in accordance with the Action Plan.

## **Proposed Measures to Promote Sustainable Travel**

*High level proposals of what the school will do; introduce flexible working; junior and youth travel ambassador schemes; staff and visitor travel*

- Walking initiatives
  - Junior Travel Ambassadors for the school will be selected to address transport issues affecting the school community. The Junior Travel Ambassadors will run themed assemblies, workshops and behaviour change campaigns over the academic year.
  - The health benefits of walking will be promoted to parents and staff.
  - The school website will provide information on approximate local walking times and public transport provision.
  - Pupils and parents will be made aware of the pedestrian access to the school.
  - The school will participate in 'Walk to School Week' every year in May.
  - Staff will be provided with access to a locker to support travel by foot by removing the need to transport everything home on a daily basis. It also allows the safe and secure storage of coats and umbrellas. The requirement for lockers for pupils will be monitored.
- Cycling activities
  - Junior Travel Ambassadors for the school will be selected to address transport issues affecting the school community. The Junior Travel Ambassadors will run themed assemblies, workshops and behaviour change campaigns over the academic year.
  - The health benefits of cycling will be promoted and the TPC will arrange events to promote staff and parent cycling to the school in conjunction with local and national events.
  - Cycle training will be provided to all pupils, the schools preferred cycle training supplier, ideally on an annual basis, to provide pupils with the opportunity to increase their confidence and to improve their road safety awareness.
  - The TPC will provide information on suitable cycle routes in the vicinity of the school on the external notice boards.
  - The school website will state that there is no car parking at the school, and it will contain details of cycling routes to the site, as well as the quantity and location of on-site cycle parking.
- Road safety education
  - The school will liaise with LB Ealing in order to identify suitable suppliers to roll-out pedestrian skills training, which provides practical road safety training. It is available for Year 3 children to help them become safe pedestrians.
  - Theatre in education, will also be arranged by the School which shows road safety and sustainable travel productions to support school travel work. The school will liaise with LB Ealing in order to identify whether to procure their own performances, or purchase space on the Council's existing programme.
- Smarter driving
  - The school will implement a car-share database whereby parents interested in participating in a car sharing scheme can be paired with other participating parents by the school's administrative department.

## **Curriculum and Enrichment Links**

Sustainable travel could be incorporated into PSHME lessons in their form classes. The lessons provide a forum for discussion of current affairs in the wider world which may impact directly/indirectly on the Durston Community. The Travel Plan can be discussed, and the staff and pupils can share their views on sustainable travel.



## **Parking and Deliveries Strategy**

At present all servicing and deliveries take place on street.

There will be no vehicular access to the school site for parents, unless there is an emergency. The main site will be car free, except for one disabled space situated in the arrival courtyard. A separate satellite site will accommodate a small level of staff parking.

A member of staff will be positioned at the entrance to the school at the start and end of the school day to ensure pupils and parents congregate within the school grounds rather than on Carlton Road so the footway is clear for other users.

For the new building, the existing site access arrangements will be modified to facilitate access for service and refuse vehicles; the proposed internal courtyard will be designed to ensure that a servicing vehicle can enter and exit the site in a forward gear, and a large refuse vehicle can carry out a standard three-point manoeuvre. No waste collection or deliveries will be undertaken during school hours, during which time the courtyard is a pedestrian only area enforced with bollards.

The coach parking bay will be located on the northern side of Carlton Road adjacent the school. To provide the coach parking bay there is an operational requirement to remove a limited amount of on-street parking.

*Should link to the site management and health and safety policies and HR strategies*

## **Marketing and Communications**

*Is the travel plan (or a summary) published on your website? How do visitors know where to park or how best travel? Do deliveries know not to come at start and finish times. How are the activities and promotions published?*

The school website will include a statement to encourage parents / carers to travel by sustainable modes when visiting the school for open/ parents' evenings. The website will provide information on approximate local walking times and public transport provision to encourage use of these modes of travel. It will also provide an updated page which will include information about the role of the Travel Plan and the importance of minimising trips by car. It will also set out details of all the modes of transport available for travelling to and from the school and the benefits of using them.

The website will state that there is no car parking at the school. Details of walking and cycling routes to the site, including details of the quantity and location of on-site cycle parking will be displayed. The website will also display information about the benefits of using these 'active' modes of transport. Parents of new pupils at the school will be offered the opportunity to discuss their travel needs with the TPC. This will help them to consider all the options available to them and to understand the role of the Durston House School Travel Plan.

Updates to the Travel Plan, survey results and any new initiatives will be included in newsletters to parents / carers.

The school will arrange deliveries so they occur outside school pick-up and drop-off times and will be encouraged to schedule deliveries outside of school hours, where possible. Durston House School will ensure that no more than one delivery, service or refuse vehicle is scheduled to visit the site at any one time.

For the new building, notice boards will be in place in external locations where parents congregate to collect pupils. The notice boards will display information related to the Travel Plan and sustainable transport as well as any activities/events relating to sustainable travel. The newsletters will feature any promotional events and activities coming up and can also feature an article on the success of sustainable travel events that have taken place since the last newsletter.

At present, for the existing three sites, the effectiveness noticeboards would be limited as parents tend to congregate across various locations. Therefore, in the interim period (and ongoing), communications relating to Travel Planning will be circulated via email.

## **Monitoring and Review**

*Set annual date to review the plan and who will be responsible. Travel surveys must be completed annually and recorded on STARS. How well did the school do against last year's targets and objectives?*

*Recommended that school reviews the travel plan with LBE travel plan adviser every year.*

An annual programme of monitoring and review will be put in place to generate information by which the success of the Travel Plan will be evaluated. Monitoring and review will be the responsibility of the TPC.

The most important part of the monitoring process will be the regular re-issue of travel surveys to staff and pupils on an annual basis. The results of these surveys will be analysed by the TPC and will form a key element of the monitoring process. The surveys will seek to understand why certain modes of transport are used and to identify any possible barriers to using sustainable modes of transport.

The results will also show the progress of the Travel Plan towards meeting objectives and targets. If the results show that the Travel Plan is not reducing trips by car, the TPC will urgently arrange a meeting with the LB Ealing School Travel Advisor to discuss the need to amend the Action Plan. Corrective measures will also be discussed.

## Action Plan for the Forthcoming Year

Complete the Action Plan table with **Travel activities** (walking, scooting, cycling, public transport, smarter driving), **Supporting activities** (promotion, curriculum, funding, partnerships) and **Consultations** you plan to undertake as part of your travel plan, to be implemented before and after the development is completed. You should consider activities that will engage with your new school community from occupation of the development and those that will mitigate the travel and transport impact of your development in the future.

*i* STARS – explore the Activity Cards ★ STARS - add your Stories as you complete the Activities.

Category	Details	No. pupils	Start date	Finish date	Who is responsible	Evidence – details of the evidence we should collect
	Think of the 6Ws - What is going to happen? When is it going to happen? Where will it take place? Who will be involved? Who will it affect? Who will run it? Why is it being done? And How will it be done?	How many will be involved	When you should start to plan	Actual date it will finish	Usually a named person, rather than role	Upload evidence that shows the activity took place. Photos letters, posters, and minutes
Walking	The TPC will actively promote participation in 'Walk to School Week' in May every year. Posters can be put up around the school to promote the event and stickers / other promotional material can be distributed to staff and pupils who walked to school that week.	Whole School		May of every year	Mr Steven Perkins Head of Junior School (TPC)	
Sustainable Travel Planning	Ensure that the production of bus and train information for the travel noticeboards and school website is present and up to date. This will happen prior to the opening of the school to help staff and pupils plan their journeys. Parents of new pupils at the school will be offered the opportunity to discuss their needs with the TPC. For the interim plan (i.e. separate sites), this will be circulated via email to parents.	Whole School	Prior to opening / once open	Ongoing	Mr Steven Perkins Head of Junior School (TPC)	
Cycling	Cycle training available for pupils through the 'Bikeability' scheme or similar. This will be an annual event for pupils to improve their road safety awareness and confidence riding a bicycle. This is part of the school's commitment to ensure that everyone	All pupils			Mr Steven Perkins Head of Junior School (TPC)	The TPC will monitor the participation in the cycle training event

	travelling to and from the school can do so as safely as possible. Promotional material will be displayed to advertise the opportunity to participate and letters can be distributed to parents to make them aware of the event.					
Public Transport	Staff will be made aware of the benefits of purchasing a season ticket and will be issued with information about travelling by public transport. Recruitment information for future staff will include a statement from the school outlining that very limited parking is available on site and that staff are encouraged to use public transport, walk or cycle. The information will provide links to relevant websites where public transport information can be derived.	All Staff	Prior to starting work	Ongoing	Mr Steven Perkins Head of Junior School (TPC)	
Meetings	Updates about the Travel Plan will be included on the agenda at staff meetings and the School Council Meetings. Travel related issues and ideas/proposals to meet the objectives and targets of the Travel Plan will be discussed.	Staff and Pupil representatives on the School Council	Prior to meetings to add the topic to the agenda	Monthly/weekly basis	Mr Ian Kendrick – Headmaster and Head of Co-Curriculum	
Walking/Cycling promotion	Junior Travel Ambassadors for the school will be selected, to address transport issues affecting the school community. The Junior Travel Ambassadors will run themed assemblies, workshops and behaviour change campaigns over the academic year.	6-12 pupils	Start of academic year	End of academic year	Mr Steven Perkins Head of Junior School (TPC)	

## UPDATES UPON OCCUPATION

★ The following should be carried out within 6 months of occupation, or sooner if specified as a condition of planning permission, to update and further inform the School Travel Plan. Add the updates to your existing STARS application.

1.	Undertake pupil and staff hands-up surveys to assess actual and preferred mode of travel	
2.	Reassess the targets set for the first year of occupation. Agree any changes with Ealing Council's School Travel Adviser as part of the review.	
3.	Carry out any additional consultation e.g. parents, neighbours, postcode plots.	
4.	Identify any further travel and transport issues that have come to light	
5.	Identify further initiatives required to meet the targets and to be eligible for, at least, Bronze STARS accreditation.	
6.	Undertake and complete planned Activities as Stories	
7.	Agree next monitoring/review with Ealing Council	
8.	<b>Existing schools</b> – If not already STARS accredited, achieve Bronze level STARS within 6 months of occupation, or sooner if specified as a condition of planning permission <b>New schools</b> - Achieve Bronze level STARS within 12 months of occupation, or sooner if specified as a condition of planning permission	

## Maintaining your School Travel Plan

Please submit a revised STARS application by the end of each academic year in order to maintain your travel plan and provide information on how you promote and encourage active, safe and sustainable travel for the school journey, to mitigate the impact of your development.

## ADDITIONAL SCHOOL TRAVEL ADVISER COMMENTS

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## SIGN OFF OF INTERIM SCHOOL TRAVEL PLAN

Upon completion of this form and the STARS application sections identified above to create an Interim School Travel Plan, the document must be signed off by the following:

	Name	Approval/Signature	Date
<b>STP Champion</b>	Steve Perkins, Head of Junior School		
<b>Head / Business Manager</b>	Ian Kendrick, Headmaster		
<b>Ealing Council Development Management Officer</b>			
<b>Ealing Council Property Services Project Officer</b>			
<b>Ealing Council School Travel Advisor</b>	Nicky Batkin / Victoria Willis		