



**ST MARGARET'S
PREPARATORY SCHOOL**

Curzon Street, Calne, SN11 0DF

DCSF Number: 865 / 6016

SCHOOL TRAVEL PLAN



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1. FOREWORD

1.1 Background to School Travel Plans

School travel plans were introduced in the Government's 1999 White Paper "A New Deal for Transport – Better for Everyone" as a means of tackling vehicular congestion as well as encouraging safer active travel. Funding for on-site measures was introduced in 2004 through the "Travelling to School Initiative" but was withdrawn in 2010.

School Travel Plans show how a school community intends to play its part in reducing unnecessary car travel for the school journey and promote more sustainable and healthy travel.

The School Travel Plan can set out measures:

- to reduce the number of car trips made to and from school, minimising congestion associated with "the school run".
- to promote the use of healthier and more environmentally friendly forms of transport following concerns over student health and lack of exercise.
- to improve safety during the journey to school and give children an opportunity to gain important road sense and independence.

The St. Margaret's School Travel Plan was initially prepared in 2012 by an engineering consultancy firm, on behalf of the school, to discharge a planning condition in relation to revised access arrangements from North End that were implemented at that time. This document provides a much more concise and user-friendly version of the Travel Plan.

1.2 Why we want a School Travel Plan

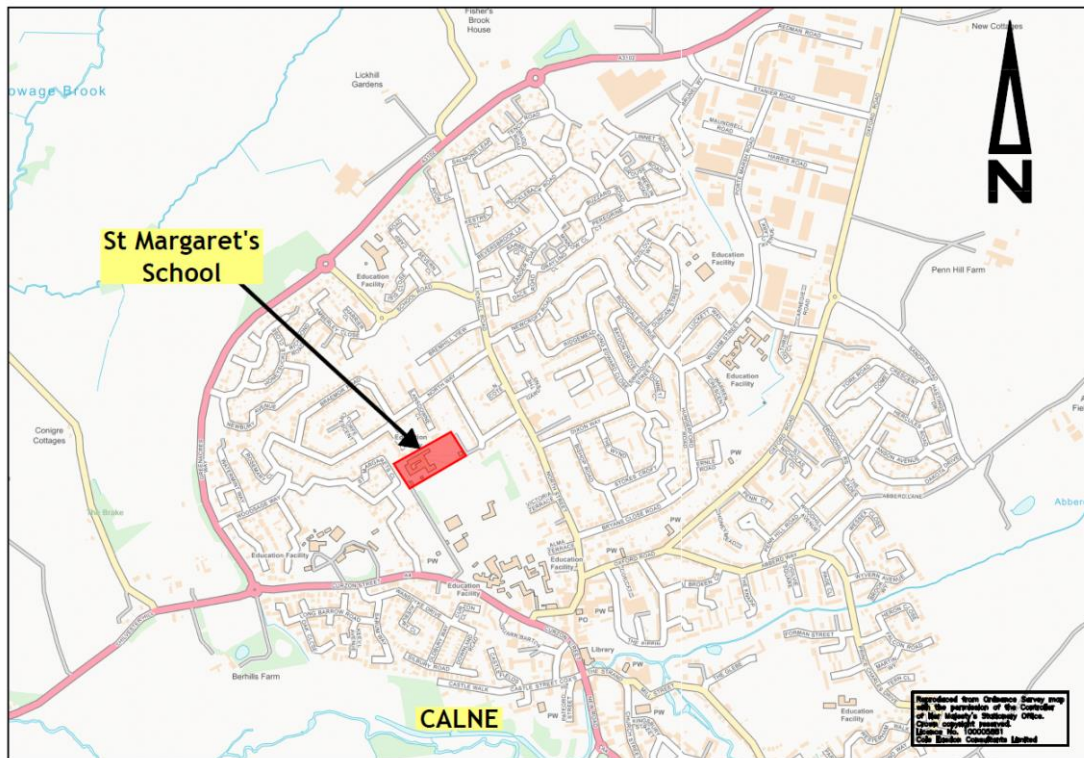
St. Margaret's would like a Travel Plan to:

- demonstrate our commitment to promoting the use of environmentally friendly modes of transport amongst staff, pupils and visitors wherever possible;
- help manage the overall transport impacts associated with travel to and from the school; and
- promote healthy lifestyles amongst the school population and raise awareness of environmental issues.

2. INTRODUCTION

2.1 *School Background*

St Margaret's School, first established in 1873, is a co-educational day preparatory school for boy and girls aged 3-11. The school is located to the north west of Calne Town Centre. The M4 forms an approximate northern border of the school's catchment area with pupils coming predominantly from Calne, Chippenham, Devizes, Marlborough, Broad Hinton, Lyneham and the surrounding areas



2.2 *Our School*

St Margaret's Preparatory School caters for children between the ages of 3 and 11 years old. There are some 200 pupils enrolled at the school. Staff number approximately 50. The vast majority of these are teaching staff and about half are part-time. Our Headmistress is Mrs Karen Corden.

The school gates are open from 7.30am, with registration at 8.10am on each school day.

The end of the compulsory school day is at 3.30pm on school days, except for Key Stage 2 pupils (which make up 50% of the pupil population) whose compulsory school hours are extended until 4.30pm on Tuesday and 4pm on Thursday. After school clubs run until 6pm each day, with the school gates closing at 7pm each evening.

The site plan below shows the pedestrian and vehicular entrances to St Margaret's school, and the routes within the school grounds. The southern and eastern accesses take you first past the adjacent St. Mary's School with which we share the wider campus and grounds management and maintenance responsibilities.

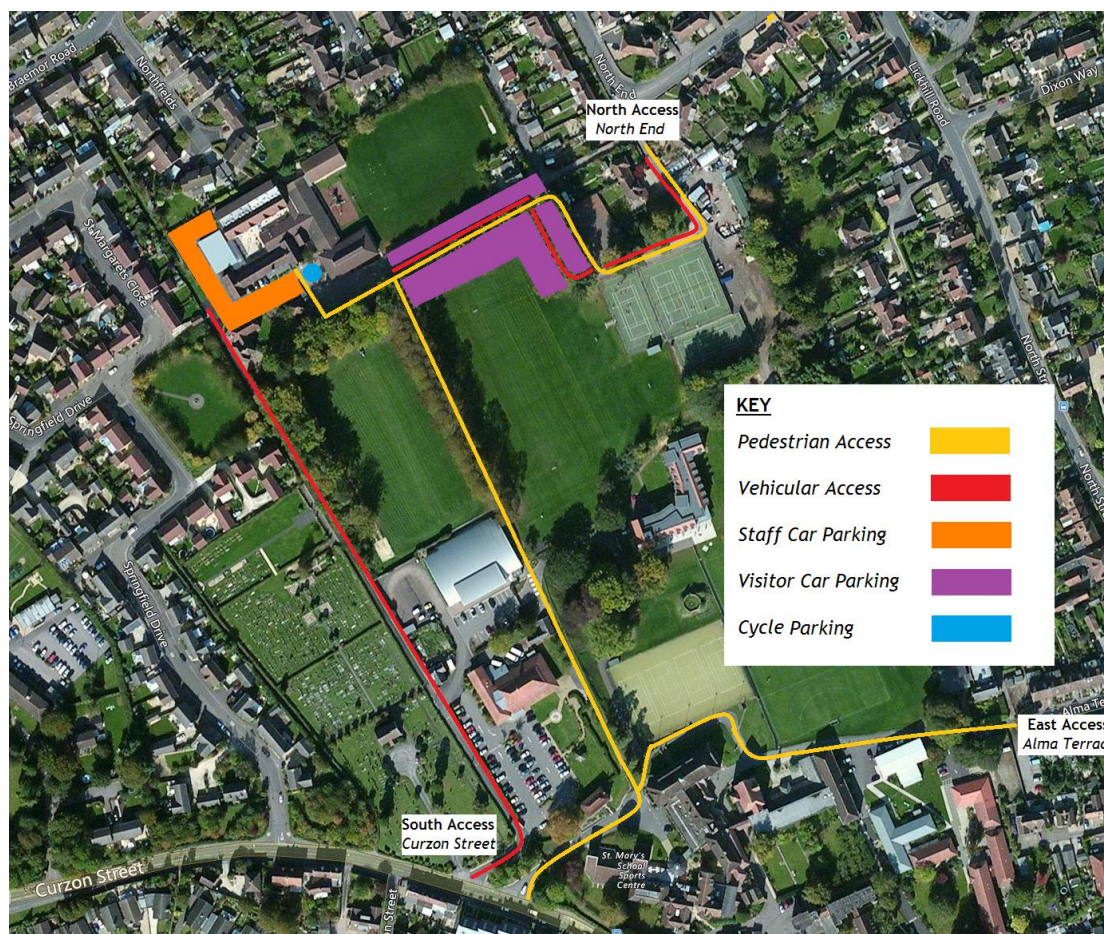
Staff car parking is located to the southern and western elevations of the school building. Parents, generally gain access to the school by car via North End where car parking is available, east of the school building. Speed humps and priority-controlled build-outs help to keep vehicles' speeds low

within the site. The pedestrian route within the school grounds passes through some trees and is separated from the vehicular route. A zebra crossing provides a safe route over the internal road.

Cycle parking facilities are located at the main entrance to the school building, which can accommodate some 10 bicycles.

There are three private minibuss services operated by St Margaret's Preparatory School that transport students towards Devizes, Marlborough and Brinkworth.

Regular passenger bus services operate from the southern entrance to the school to and from Chippenham, Lyneham, Royal Wootton Bassett and Swindon every 20 minutes on weekdays. Whilst the school doesn't encourage their pupils to travel alone by public transport, these services are available for staff and for children accompanied by their parents or guardians on the school run.



2.3 School Travel Plan Working Group

A joint School Travel Plan Working Group (STPWG) will be set up for both St Margaret's School and the adjoining St Mary's School. It is intended that this will consist of the Travel Plan Co-Ordinator (TPC; Deb German); Bursar (John McCausland); a Grounds representative; three pupils (one from St Margaret's, one day pupil from St Mary's and one boarder from St Mary's); a geography teacher from St Mary's School; the deputy head of St Margaret's School; and any other interested parties.

The STPWG will meet at least annually, following that year's travel survey and some initial analysis of the results has been undertaken by the TPC. The STPWG will act as a forum to encourage teaching staff to include specific travel planning and travel issues into their lesson plans, discuss general travel matters, the results of the latest travel surveys and progress towards the targets. Actions agreed at the STPWG will then be incorporated into the Monitoring Report.

2.4 What we are doing already

St Margaret's School already engages its pupils in a variety of activities promoting sustainable travel and road safety, as well as providing a safe and secure environment for walking and cycling within the grounds, including:

- Bikeability;
- Road safety training;
- Eco- School status – Green Flag Award achieved;
- Cycle parking facilities located at the front entrance; and
- Minibus service for staff and pupils.
- Many families already car share and this is actively encouraged

2.5 Associated projects

There are good bus links to local towns, with the bus stops on the A4 very close to the school entrance. There are a number of cycle racks around the site and we will aim to increase these over time to encourage more staff to cycle to work. A Car Share Scheme for both St Mary's and St Margaret's staff will commence in September 2018.

2.6 Existing policies

St Margaret's have the following policies regarding behaviour:

St Margaret's Minibus Policy

St Margaret's Policy and Procedures for Off Site Visits

2.7 Future developments

Planning approval was granted in January 2016 for consolidating the existing two-access arrangement to the St. Margaret's / St. Mary's campus off Curzon Street into a single point of access (Wiltshire Council reference 15/11653/FUL). A separate planning approval, albeit related to the Curzon Street access works, was obtained in April 2016 for site-wide infrastructure improvements, including vehicular accesses, parking and security (Wiltshire Council reference 15/12258/FUL). These works have not yet been completed, but they will improve the personal security and safety for pupils and staff and manage the circulation and parking of vehicles.

A new all-weather sports pitch has relatively recently been constructed on the land between St. Margaret's and St. Mary's (Wiltshire Council reference 14/03499/FUL).

An extension to the swimming pool building, housing a sports hall and gym, to which the public have access, has recently been completed.

3. SURVEY RESULTS

Travel surveys were carried out for both pupils and staff to obtain baseline travel data. The data has been used to set targets for a more sustainable modal split.

Travel surveys were first undertaken in January 2012 to inform the first Travel Plan. However, surveys weren't undertaken again until February 2016. Given the time that had elapsed, this February 2016 survey is taken to be the Baseline. Surveys were repeated in January 2017 ('Year 1') and December 2017 ('Year 2'), providing three sets of data approximately a year apart. Moving forward, surveys will be undertaken at the same time each year.

The pupil surveys comprised an in-class 'hands-up' survey. Pupils were asked which mode of travel they used to get to, and from, school.

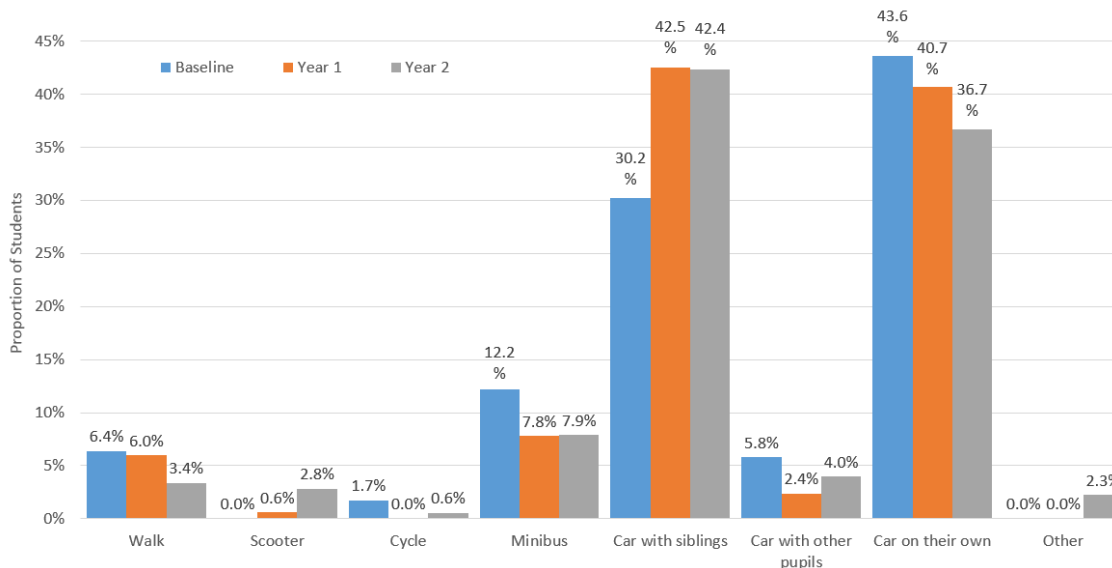
Staff surveys were conducted using the school's intranet pages. The TPC emailed all staff a link, sending reminders as necessary.

A separate Monitoring Report has been produced to report the full results of the travel surveys. A summary is provided below.

Pupil Survey

Some 85.7% of all pupils took part in the February 2016 survey, 89.8% in the January 2017 survey and 88.5% in the December 2017 survey.

Pupils' mode of travel to school is summarised in the chart below for each survey.



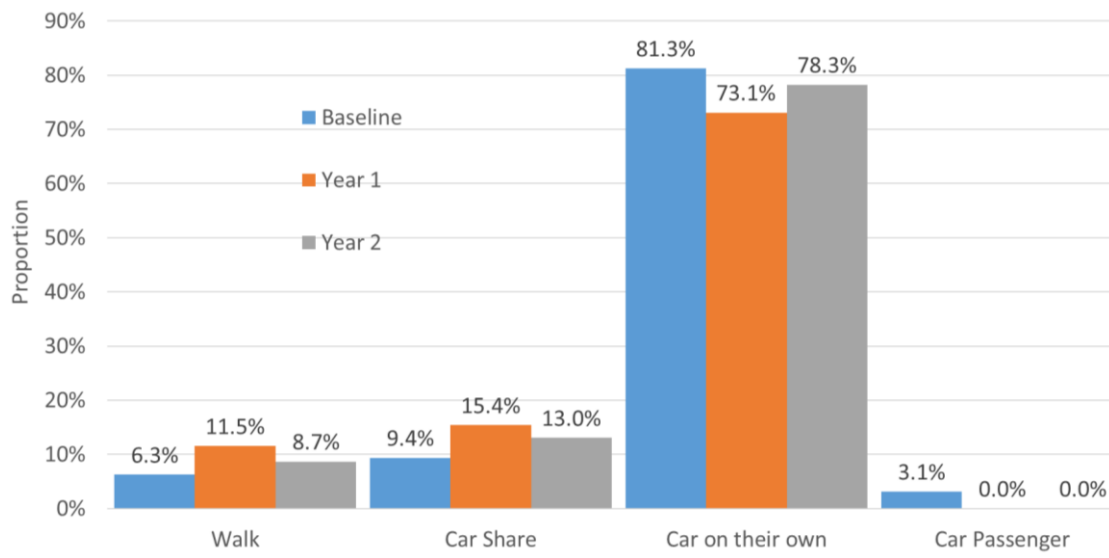
Pupil Journeys to School by Mode

Whilst the overall proportion of pupils travelling to school by car varied between the three surveys, the proportion of pupils taken to school on their own by car reduced from 43.6% in February 2016 (Baseline) to 40.7% in January 2017 (Year 1) and then to 36.7% in December 2017 (Year 2). Progress is therefore being made towards the target of 33.6%.

Use of the school minibus service was comparable between Years 1 & 2 at c.8% but represents a fall from the baseline (12%). Use of other modes of travel is very limited. Walking has declined slightly, from 6.4% in the baseline to 3.4% in Year 2. Scooting to school has increased, from nil in the baseline to 2.8% in Year 2.

Staff Survey

Staff survey results are summarised in the chart below.



Staff Journeys to School by Mode

The predominant mode of choice for staff is travelling to work by car on their own, although this has varied between surveys, from 73.1% to 81.3%. A good proportion of staff car share to work, with 13.0% travelling in this way in Year 2, from 9.4% in the baseline. Of staff respondents, the only other mode of travel used to reach school is on foot. Rates of walking amongst respondents has varied between 6.3% and 11.5%.

4. CURRENT PROBLEMS

Through consultation with key stakeholders, we have identified several current transport issues/problems.

Current travel and transport issues/problems	How & when was this identified?	Possible/suggested solutions
The school has a wide catchment area, covering not just Calne but other nearby market towns as well as a significant rural area. Many staff and pupils have no other option than to travel by car.	A typical characteristic of the independent school system; travel surveys; and postcodes of staff and pupils.	Investigate expanding the current minibuss services to cover a larger geographical area (based on current home postcodes) and potentially additional services (rather than one in each direction, each day) to better accommodate staff needs. Encourage further take-up of car sharing through setting up a car share database.
Poor existing cycle parking facilities.	Site audit (travel survey comments haven't revealed this to be a major concern, although that could be reflective of existing very low numbers of cyclists)	The planning approval for on-site infrastructure improvements includes new, covered cycle parking across the St. Margaret's & St. Mary's campus. Investigate bringing these facilities forward in advance of the works.
Heavy reliance on car-based travel amongst staff and pupils (albeit including car share and with siblings), with little use of other modes of travel.	Travel surveys. However, these also show why more sustainable travel options are limited for many.	Actively promote walking amongst the school population (and also cycling amongst staff). Introduce sustainable travel and environmental matters to lessons to raise awareness amongst pupils (Department for Transport's THINK! website has lesson plans) Participate in national initiatives such as Bike Week (for staff), The Daily Mile and Walk to Work Week. Utilise existing resources for promoting sustainable travel – e.g. existing notice boards, existing TV screens in reception and throughout the campus.

5. OBJECTIVES, TARGETS & ACTION PLAN

The following objectives, targets and actions have been set using the findings from the surveys and consultation that has been undertaken to date. Any SMART targets have taken into account the preference data established by the surveys.

Objective 1: To establish a management regime for the implementation, co-ordination and review of the School Travel Plan

Target: Allocate resources (funding and time) for the Travel Plan Co-ordinator role. Establish a School Travel Plan Steering Group.

Objective 2: To encourage staff, parents, pupils and visitors to practice sustainable travel.

SMART target (Specific, Measurable, Attainable, Realistic and Timebound):

Achieve a consistent 10-percentage point reduction in the number of car trips made by pupils as passengers on their own within 5 years of the Baseline survey and thereafter (Baseline: 43.6%; Target: 33.6%); and

Achieve a consistent 10-percentage point reduction in the number of single occupancy car trips made by staff within 5 years of the Baseline survey and thereafter (Baseline: 81.3%; Target: 71.3%).

Objective 3: To raise staff, parents, pupils and visitor awareness in respect of St Margaret's School Transport Policy and the *School Travel Plan*.

Target: To make sure that all staff, parents and pupils are aware of the transport policy and travel plan.

Objective 4: Include road safety, travel choice and sustainable travel in the curriculum.

Target: Road safety, travel choice and sustainable travel to be integrated into the curriculum, and in other subject areas where possible.

Objective 1: To establish a management regime for the implementation, co-ordination and review of the School Travel Plan

Target: Allocate resources (funding and time) for the Travel Plan Co-ordinator role. Establish a School Travel Plan Steering Group.

Person responsible for monitoring the objective to make sure actions are carried out: TPC

No.	Action	How will it be achieved?	Person responsible	Parties involved	Timescale/ completion date	Funding	Evaluation / Review
1	Liaise with school management to ensure sufficient time and resources are available to the TPC. Potential to retain external consultants for data analysis.	Internal management meetings	TPC / Bursar	TPC, Bursar, Head Teacher	By October half-term 2018	To be secured	Following management decision
2	Set up School Travel Plan Working Group (STPWG); joint with St. Mary's	TPC to liaise with proposed participants (TPC; Bursar; a Grounds representative; three pupils (one from St Margaret's, one day pupil from St Mary's and one boarder from St Mary's); a geography teacher from St Mary's School; the deputy head of St Margaret's School) and any other interested parties	TPC	TPC	By October half-term 2018		

3	Set up first STPWG meeting (joint with St. Mary's)	Email / telephone (teachers to approach suitable pupil participants). To be held during a lunch break or other time allowed during the school day.	TPC	TPC; Bursar; a Grounds representative; three pupils (one from St Margaret's, one day pupil from St Mary's and one boarder from St Mary's); a geography teacher from St Mary's School; the deputy head of St Margaret's School	February 2019 - following completion of next travel surveys (St. Mary's: December 2018; St. Margaret's: January 2019) and some initial analysis of results, to be discussed at the STPWG.		Discussion and decisions agreed at the STPWG meeting to be reported in the next Monitoring Report (March 2019), along with the January 2019 survey results.
4	Ensure clear lines of communication	Use teaching staff and proposed leaflet (see Objective 3) for new intake / new staff to advise how travel issues and ideas can be reported to the STPWG / TPC via pupil Travel Plan Champions, teaching staff representatives etc.	TPC	TPC / Headmistress	Autumn term 2018		
5	Continue annual travel surveys	Pupil hands-up surveys and online (intranet) travel surveys	TPC	All	December 2018		TPC / external consultancy if necessary (data analysis)
6	Prepare Annual Monitoring Report	Written report	TPC / external consultancy if necessary (data analysis and presentation)	TPC	March 2019		Disseminate results on posters, TV screens, school intranet. Involve pupils where possible.
7	Keep Travel Plan up to date	Keep Travel Plan up to date	TPC	TPC	Six-monthly		

Objective 2: To encourage staff, parents, pupils and visitors to practice sustainable travel

Target: To achieve a 10% reduction in the number of car trips made by pupils as passengers on their own, and to achieve a 10% reduction in the number of single occupancy car trips made by staff

Person responsible for monitoring the objective to make sure actions are carried out: TPC

No.	Action	How will it be achieved?	Person responsible	Parties involved	Timescale completion date	Funding	Evaluation / Review
8	Set up in-house car share database (shared with St. Mary's)	Invite travel survey respondents interested in car sharing, or ask those who already car share, if they would be willing to be added to an in-house car sharing database for staff. Promote carshare Wiltshire to both staff and parents, with dedicated car sharing spaces to be considered within the car park. A car share event could also be held at school.	TPC	TPC	Invites have been sent. Database to 'go live' in September 2018.		Monitor participant numbers and rates of car sharing in future travel surveys.
9	Positively promote car sharing and its benefits more generally	Promote the carsharewiltshire.com scheme for those who may not be able to car share with others at St. Margaret's / St. Mary's. A leaflet is available from their website that could be printed put in communal areas, or a link provided to it from the school intranet.	TPC	TPC	Autumn term 2018		Monitor rates of car sharing in future travel surveys
10	Positively encourage pupils and staff to use the minibus service provided for St Margaret's School	Investigate expanding the minibus service geographically and in terms of timetabling.	TPC	TPC / individuals managing the minibus service / vehicles / drivers	Before October half-term 2018		Minibus usage, measured through travel surveys.

11	Positively encourage staff to cycle to and from St Margaret's School	Bring forward planned on-site cycle parking improvements; Publicise and encourage participation in Bike Week; Provide link to Bike Week website and Calne Cycle Map on school intranet (available from connectingwiltshire.co.uk); Put Calne Cycle Map up on noticeboards; Consider offering the Cycle to Work Scheme to staff (see cyclescheme.co.uk)	TPC / Grounds staff	TPC / Grounds staff / school management (funding of cycle parking and Cycle to Work Scheme)	Autumn term 2018		Monitor rates of staff cycling via travel surveys
12	Positively encourage pupils and staff to walk to and from St Margaret's School	Promotion of the Walkit website for information on walking routes; Participate in The Daily Mile initiative (thedailymile.co.uk); Participate in Walk to School Week and other initiatives promoted by Living Streets (livingstreets.org.uk)	TPC	TPC / teaching staff	Autumn term 2018; Walk to School week annually in May.		Monitor rates of walking via travel surveys
13	Encourage take-up of public transport amongst staff	Provide a link to the Stagecoach website from the school's intranet, so that staff can easily find timetable information for the frequent No.55 route (Chippenham – Calne – Lyneham – Royal Wootton Bassett – Swindon; 20-minute daytime service, with early morning and late evening services)	TPC	TPC	Before 1 st October 2018		Monitor use of public bus services via travel surveys

14	Providing information for sustainable travel modes	Prepare a two-sided A5 leaflet to be given to all new pupils and staff informing them that St. Margaret's operates a school travel plan, how they can get involved (communication channels with STPWG set up), where they can get extra information on their travel options.	TPC	TPC / Headmistress	For new intake (September 2019)		
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Objective 3: To raise staff, parents, pupils and visitor awareness in respect of St Margaret's School Transport Policy and the *School Travel Plan*.

Target: To make sure that all staff, parents and pupils are aware of the transport policy and travel plan

Person responsible for monitoring the objective to make sure actions are carried out: TPC

No.	Action	How will it be achieved?	Person responsible	Parties involved	Timescale / completion date	Funding	Evaluation / Review
15	School newsletter	Prepare small articles for inclusion in school newsletters (not necessarily every edition, depending on their frequency). Use to promote participation in national initiatives (to inform parents), disseminate results of travel surveys.	TPC	TPC / member of staff responsible for coordinating / preparing the newsletter	In accordance with newsletter publication schedule		
16	Leaflet for new pupils and staff	Prepare a two-sided A5 leaflet to be given to all new pupils and staff informing them that St. Margaret's operates a school travel plan, how they can get involved (communication channels with STPWG set up), where they can get extra information on their travel options.	TPC	TPC / Headmistress	For new intake (September 2019)		

17	Posters / TV screens / school intranet	Use national initiatives and campaigns as an opportunity to raise awareness of the Travel Plan, and disseminate results of travel surveys, to encourage participation in surveys (i.e. people know why they're being asked to do them). Engage pupils to prepare posters etc.	TPC	TPC / teaching staff / pupils	As appropriate, in coordination with national initiatives, travel survey schedule etc.		
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Objective 4: Include road safety, travel choice and sustainable travel in the curriculum.

Target: Road safety, travel choice and sustainable travel to be integrated into the curriculum, and in other subject areas where possible

Person responsible for monitoring the objective to make sure actions are carried out: TPC

No.	Action	How will it be achieved?	Person responsible	Parties involved	Timescale / completion date	Funding	Evaluation / Review
18	STPWG	Invite teaching staff to join the STPWG, to discuss how best the subject matter could be integrated into their lessons. Opportunities include: Climate change and environment (Geography), data presentation (e.g. graphs; Mathematics); Poster design (Art, Media). If possible / suitable, utilise Department for Transport's THINK! campaign lesson plans (http://think.direct.gov.uk/resource-centre/)	TPC	STPWG members	Academic year 2018/19		STPWG meetings

6. EVIDENCE OF CONSULTATION

Throughout the Travel Plan, a variety of people have been consulted to make sure that the views from all key parties have been elicited.

We sought the opinions through family surveys initially, and ongoing feedback was requested, which is always responded to. We continually seek opinions from staff and pupils via annual surveys.

The Bursar is in regular discussion with the local Planning Officer and residents regarding parking. The school makes every effort to provide adequate parking for the whole community including the Sports Centre and visitors for both schools.

7. PROPOSALS FOR MONITORING AND REVIEW

Travel surveys will continue to be undertaken annually, in December. The surveys will be organised by the TPC. The headline results will be discussed with the STPWG and reported in the annual Monitoring Reports.

This Travel Plan document will be reviewed and updated on a six-monthly basis.

8. OWNERSHIP AND SUSTAINABILITY

The School Travel Plan will be made available for anyone to view by adding it to the school's Intranet, Parent Portal and Website, as well as a printed copy being available at Reception upon request.

St Margaret's School will continue to facilitate initiatives such as car sharing as and when opportunities arise.

9. SIGNATURES OF ENDORSEMENT

This agreement will be signed by, or on behalf of, representatives from the teaching staff, pupils, parents, governors and the Local Authority.

The following signatures confirm that the school management have read the contents of this document and that the school commits itself to make every effort to resolve the problems identified within the Travel Plan and to implement the actions identified. The school further acknowledges that it will strive to achieve all targets highlighted in this document and commits to the regular review and monitoring of the plan.

Headteacher:

Print name: Date:

Chair of Governors:

Print name: Date:

St. Margaret's & St. Mary's School Travel Plan Coordinator:

Print name: Date:

School Travel Plan Advisor:

Wiltshire Council: **Ruth Durrant** Date:
