TRAVEL PLAN MONITORING REPORT

St. Margaret's School, Curzon Street, Calne, Wiltshire

Date: January 2024
Issue No. 1

_____

CONTENTS

_____

CONTENTS

(CONTD.)

_____

_____

APPENDICES

Appendix 1 – Anonymous Staff and Pupil Postcode Plots

Appendix 2 – Survey Data

Survey Template for Pupils

Survey Template for Staff

Appendix 3 – Summary of Survey Results from Year to Year

_____

1.0   INTRODUCTION

1.1   This *Travel Plan Monitoring Report* for St. Margaret's Preparatory School has been prepared to summarise the *Travel Plan* actions and initiatives undertaken since the last *Monitoring Report* (January 2023) and presents the results of the latest travel surveys (Winter 2023). Comparisons are made to previous surveys in order to measure progress against the *Travel Plan* targets.

1.2   This report has been prepared for the School Travel Plan Working Group (STPWG) and the school's management team. The Report is also suitable for submission to Wiltshire Council, should a copy be requested. For the wider school population, it is intended that headline survey results and *Travel Plan* news is disseminated in a different format (e.g. posters, a summary provided on the school's intranet and use of the school's TV screens); these being *Travel Plan* actions in themselves.

1.3   The St. Margaret's School *Travel Plan* has the following objectives:

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; and
- 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 proportion of pupils travelling as the sole passenger within 5-years of the Baseline survey and thereafter (Baseline: 43.6%; Target: Max 33.6%); and
- achieve a consistent 10-percentage point reduction in the proportion of staff travelling in a single occupancy vehicle 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.

_____

2.0   MEASURES UNDERTAKEN TO DATE

2.1   Measures undertaken since the last *Travel Plan Monitoring Report* (January 2023) include:

- an increase in the number of school minibus services offered (following a review) and a gradual increase seen in the number of pupils making use of the services. Use of the services will continue to be monitored and it is hoped that further increases in patronage will occur;

- an additional covered cycle shelter will be constructed within the JW car park (within the school grounds), to encourage more staff to cycle to work;

- several electric vehicle charging points have been installed across the sites of St. Mary's, the sports centre and St. Margaret's, which are available for use by staff and parents;

- a Sustainable Activity Weekend is planned for each year group during the summer term across all boarding houses, where pupils will be asked to design an activity that will involve minimal transport use of any kind;

- the STPWG has recommenced meetings, and will try to meet twice a year to discuss progress and further initiatives; and

- staff and pupil travel surveys were undertaken in December 2023, which follow the previous surveys carried out in December 2022.

_____

_____

3.0 PUPIL TRAVEL SURVEY RESULTS AND PROGRESS TOWARDS TARGETS

3.1 The pupil surveys comprised of in-class hands-up responses and discussion, co-ordinated and recorded by the teacher.

3.2 The Baseline survey was completed in February 2016 and surveys were then repeated in January 2017 ('Year 1'), December 2017 ('Year 2'), December 2018 ('Year 3') and December 2019 ('Year 4'), i.e. surveys have been undertaken approximately a year apart. Following a break as a result of COVID-19, annual surveys were carried out in October 2021 ('Year 5'), December 2022 ('Year 6') and December 2023 ('Year 7'). Please note that references to Year 7 etc. throughout the remainder of this report refer to the relevant survey year and not an academic year group.

3.3 The 'hands-up' survey was used for the first two questions, where the pupils were asked which mode of travel they used to and from school (Question 1), and which mode they would prefer to use (Question 2).

3.4 For the remaining three questions, a class discussion was used to determine the answers based on the opinions of the pupils.

3.5 The survey template has generally evolved after each survey in order to obtain better information or to refine the data collected. There is however, still consistency between the different survey years and comparisons between survey years can therefore be drawn. From the Year 1 survey, pupils were asked how they travelled to and from school separately in order to avoid assumptions that children would be using the same mode in either direction.

3.6 In the Year 3 survey, 'Cycling' and 'Bus' were replaced with 'Car Sharing' as travel options that can be selected during the 'hands-up' survey. A copy of the survey, which has remained unchanged since Year 3, is contained within Appendix 2.

3.7 From this year onwards, the way that the results are presented has been simplified. A comparison is made with the previous year's results and the results from the Baseline and Year 1 surveys (except where stated). Charts showing a summary of the results from year to year are included within Appendix 3 of this Report.

_____

Survey Results

3.8   Classes from each year group were expected to participate in the survey (consisting a total of 12 classes). Table 3.1 summarises the response rates for each survey, which are based on the number of pupils present at the time of the survey.

Table 3.1:   Pupil Travel Survey Response Rates by Year

	Survey Year							
	Baseline: February 2016	Year 1: January 2017	Year 2: December 2017	Year 3: December 2018	Year 4: December 2019	Year 5: October 2021	Year 6: December 2022	Year 7: December 2023
Participating Pupils	174	167	177	167	153	153	153	161
Total Pupils	203	186	200	178	165	160	174	146
Response Rate	85.7%	89.8%	88.5%	93.8%	92.7%	95.6%	87.9%	90.7%

Mode of Journey (Journey to School)

3.9   Chart 3.1 summarises the responses to Question 1 (mode of travel to school).
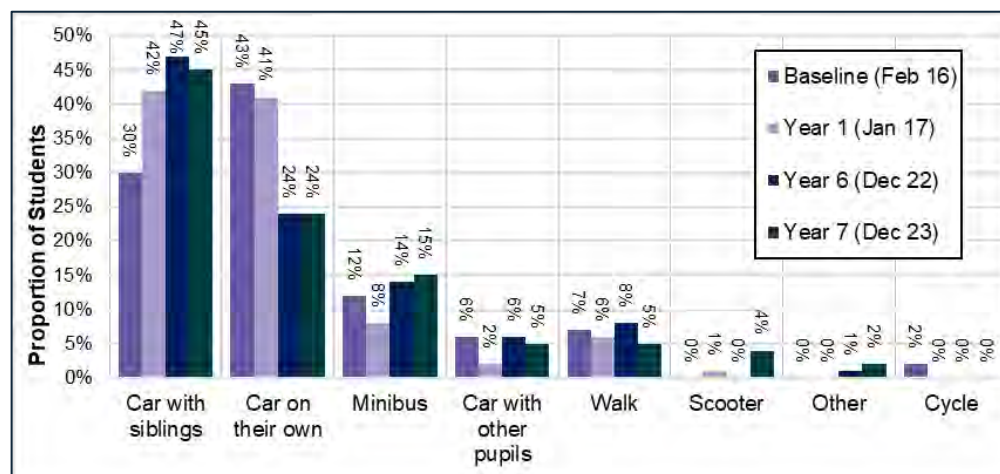

Chart 3.1: Travel to School by Mode

_____

3.10   Just under three quarters (74%) of surveyed pupils travelled to school by car. This is a lower level than seen in the Year 6 (77%), Year 1 (89%) and Baseline (79%) surveys. As can be seen from Chart 3.1, a much higher proportion of pupils are travelling to school with siblings compared to the Baseline, with a corresponding reduction in the proportion of trips being made with just a single pupil. These results are consistent with those from the Year 6 survey.

3.11   A three percentage point increase in the proportion of pupils using the school minibus has been seen since the Baseline survey, with a one percentage point increase between last year and this year alone.

3.12   The proportion of pupils that are walking to school has however reduced, with a three percentage point reduction since last year, although due to fluctuations in previous years it has only reduced by two percentage points since the Baseline survey. Scooter use has however increased by four percentage points when compared to either survey.

3.13   When combined, use of sustainable modes (essentially relating to those who walk, scoot or use the school minibus), has increased by three percentage points since Year 6, 11 percentage points since Year 1 and by five percentage points since the Baseline survey.

Mode of Travel (Journey from School)

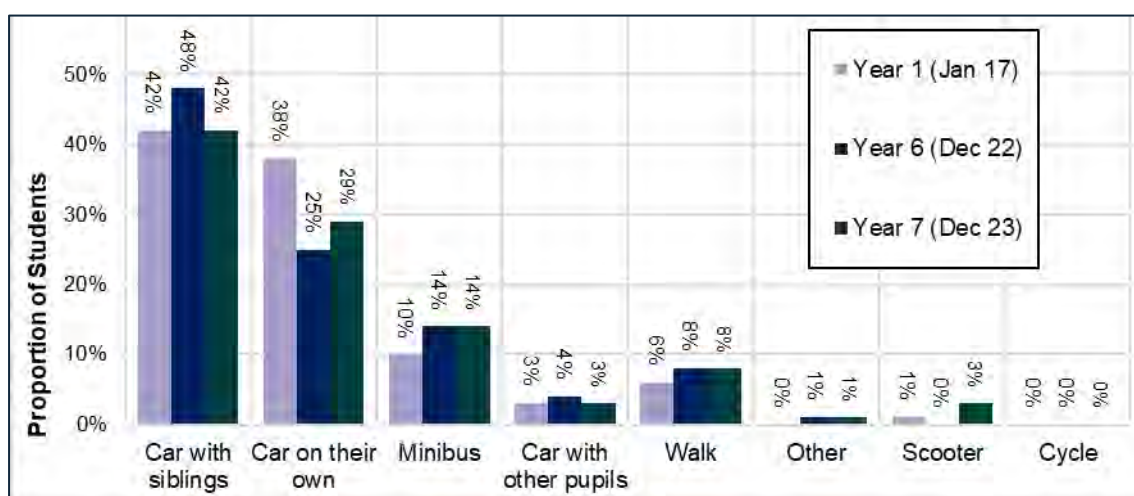3.14   Chart 3.2 summarises pupils' mode of travel from school. This question was introduced in the Year 1 survey.

Chart 3.2: Travel from School by Mode

_____

_____

3.15   At the Year 1 survey, the proportion of pupils travelling by car <u>from</u> school was lower than <u>to</u> school (83% against 89%). In both the Year 6 and 7 surveys the proportion of pupils travelling by car has been the same in both directions (reducing from 77% in Year 6 to 74%).

3.16   A greater reduction has been seen in the proportion of journeys made with siblings travelling <u>from</u> school than <u>to</u> school. Additionally, whilst the proportion of pupils travelling without other pupils <u>to</u> school remained the same as last year, those travelling <u>from</u> school increased by four percentage points.

3.17   The proportions of pupils travelling <u>from</u> school on foot or by minibus have remained consistent since last year (in contrast to those made <u>to</u> school). The proportions of pupils travelling by sustainable modes has not been affected by the direction of travel this year or last year. A three percentage point increase has been achieved overall in the proportion of pupils travelling sustainably compared to last year. This has been achieved for journeys <u>from</u> school by an increase in the proportion of pupils travelling by scooter. Since Year 1 the proportion of pupils travelling by sustainable modes <u>from</u> school has increased by nine percentage points, which is a slightly lower level than when travelling <u>to</u> school, but nevertheless very positive.

<u>How Pupils Would Like to Travel to and from School</u>

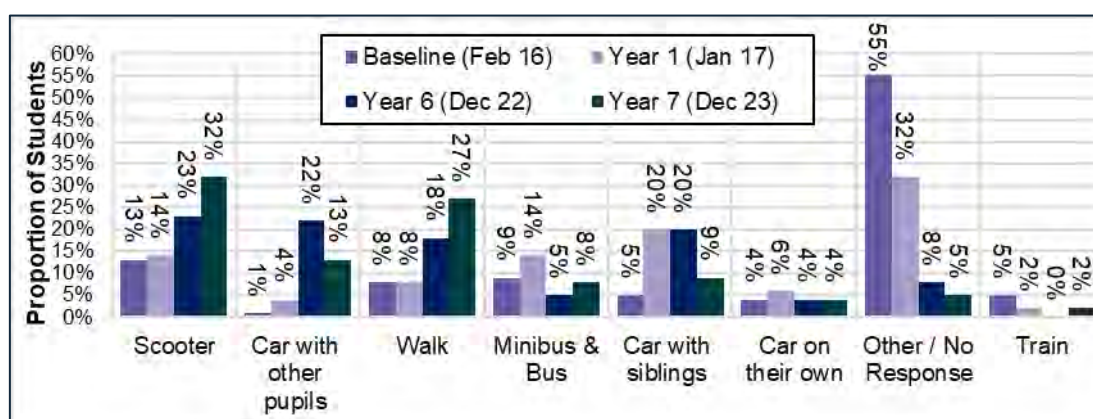3.18   Charts 3.3 and 3.4 summarise how pupils would prefer to travel to and from school.

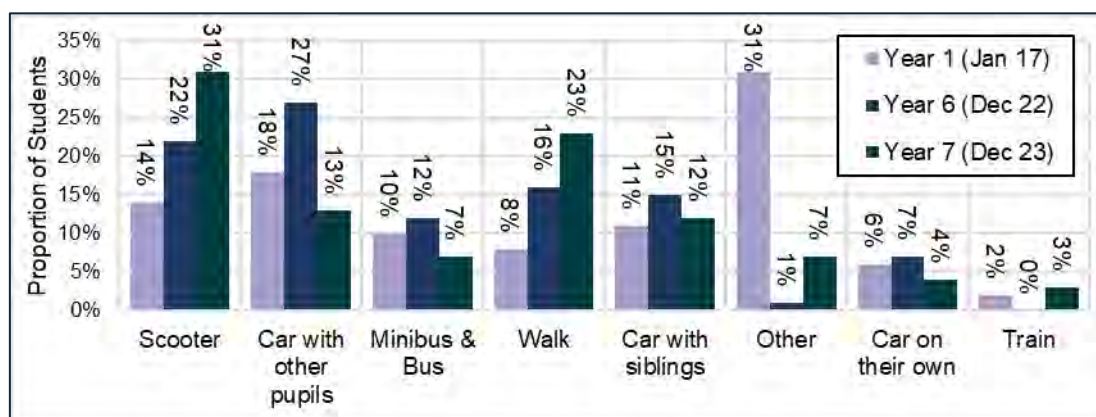*Chart 3.3: How Pupils Ideally Like to Travel to School by Mode*

_____

_____

Chart 3.4: How Pupils Ideally Like to Travel from School by Mode

3.19   In contrast to previous years, there has been a reduction in the proportion of pupils wishing to travel by car to and from school. 26% and 29% of pupils want to travel <u>to</u> and <u>from</u> school by car respectively compared to 46% and 49% respectively last year. This is also lower than the Year 1 survey (30% and 35% respectively).

3.20   The scooter is now the preferred choice for travel to and from school and was selected by 31% (to) and 32% (from) of pupils. This compares to 23% (to) and 22% (from) seen last year and 14% (in both directions) seen in Year 1. The proportion of pupils wishing to walk to school has also risen to the highest level, with 27% of pupils selecting this mode <u>to</u> school and 23% selecting this <u>from</u> school.

3.21   The picture is more consistent than last year, but this has resulted in an increase in pupils wishing to travel <u>to</u> school by minibus, but a reduction in the proportion of pupils wishing to travel this way <u>from</u> school. Overall, the proportion of pupils wanting to travel by sustainable modes <u>to</u> and <u>from</u> school is 74% and 71% respectively. This compares to 54% and 51% respectively last year and 70% and 65% respectively in Year 1.

<u>Reasons Preventing Pupils from Travelling by Sustainable Modes</u>

3.22   Each class was asked to provide at least one reason why they are prevented from walking, car sharing or taking the bus to school (if applicable).

Barriers to Walking

3.23   The distance from home to school was again the greatest barrier to walking, suggested by 100% of the classes (the joint highest response to any surveys). The second and third greatest barriers were weather and danger from traffic or roads, which were selected by 25% of the classes each. Refer to Chart 3.5.

_____

_____
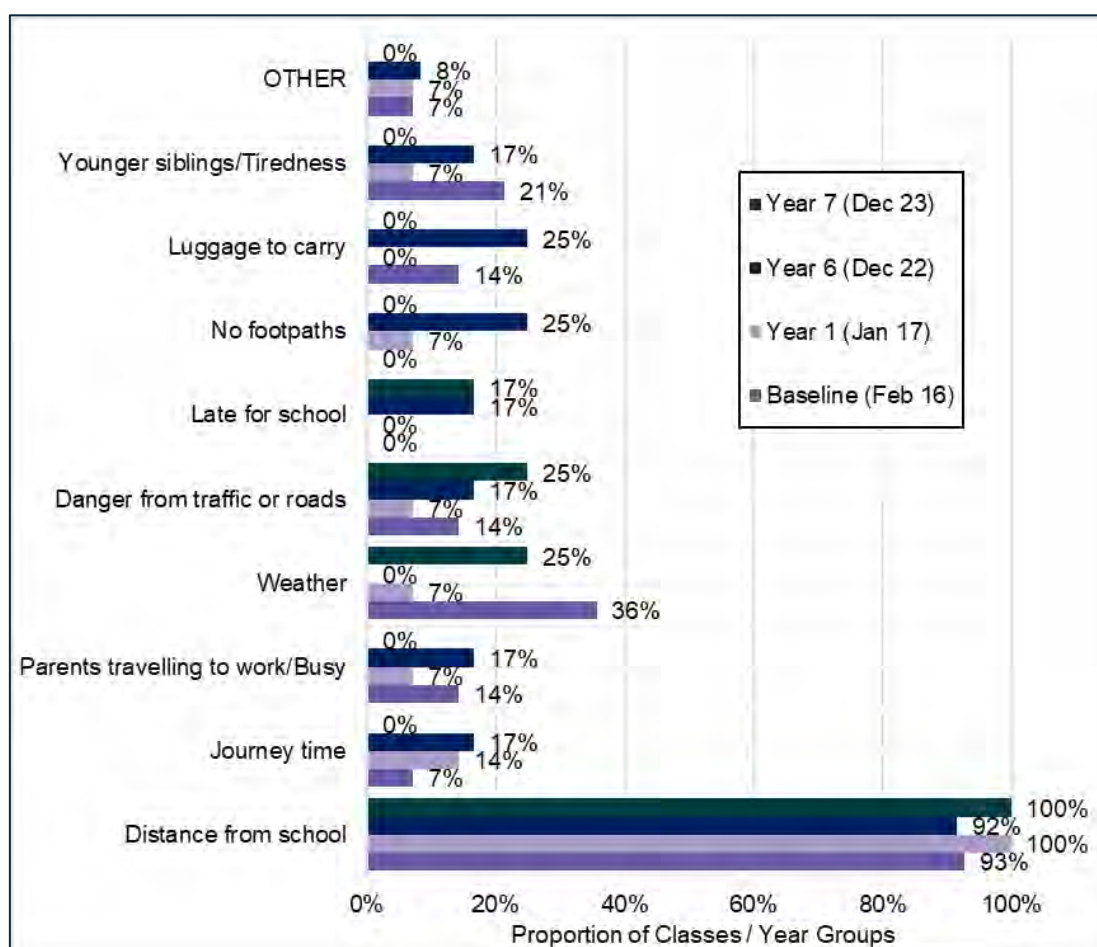
Chart 3.5: Reasons Preventing Pupils from Walking to School

Barriers to Car Sharing

3.24   Since Year 3, pupils have been asked about which barriers prevent them from car sharing (instead of cycling, as this has been discouraged by St. Margaret's School due to safety concerns). This year, as with previous years, the greatest barrier was 'that pupils did not live near other pupils who would either be able to or want to car share, although a much lower proportion of classes (50%) provided this response compared to last year. The second and third greatest barriers were that the journey would take too long and that the car was not large enough to accommodate additional passengers. These were selected by 42% and 17% of classes respectively. Refer to Chart 3.6, which provides a summary of results from Year 3 (2018), Year 6 (2022) and Year 7 (2023).

_____

_____
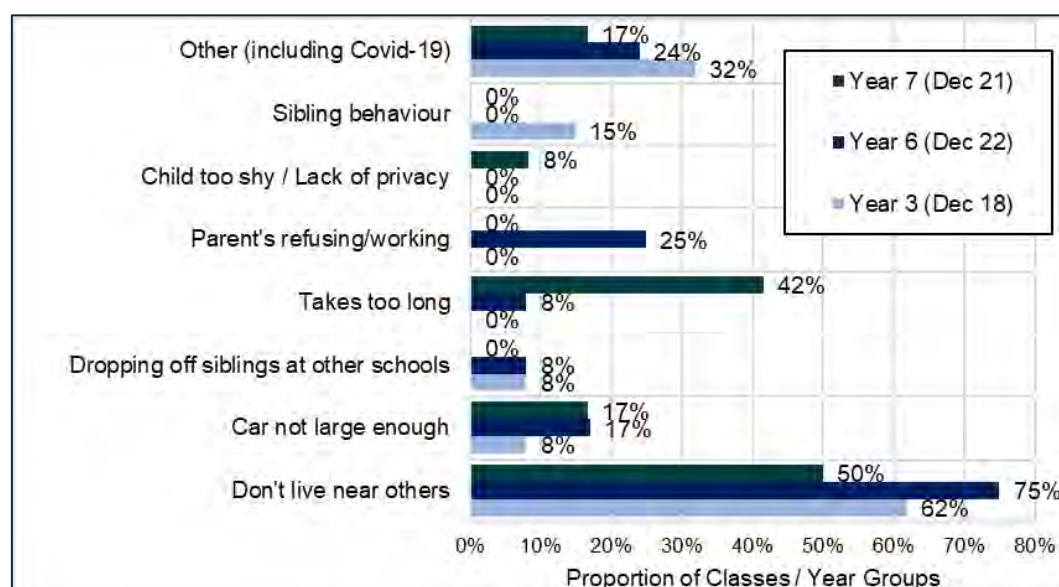
Chart 3.6: Reasons Preventing Pupils from Car Sharing to School

Barriers to using the Bus / Minibus

3.25   Fundamentally, the lack of a bus service between the school and pupils' houses remained the biggest barrier to public bus use and has been since the Baseline survey. The additional time needed to travel by bus compared to the car (and consequently the need to wake up earlier) was suggested by 17% of classes. The same proportion of classes also mentioned that parent's refusing to let their child travel by minibus was a barrier, suggesting that the minibus service could be more popular should parents be persuaded accordingly. Refer to Chart 3.7.
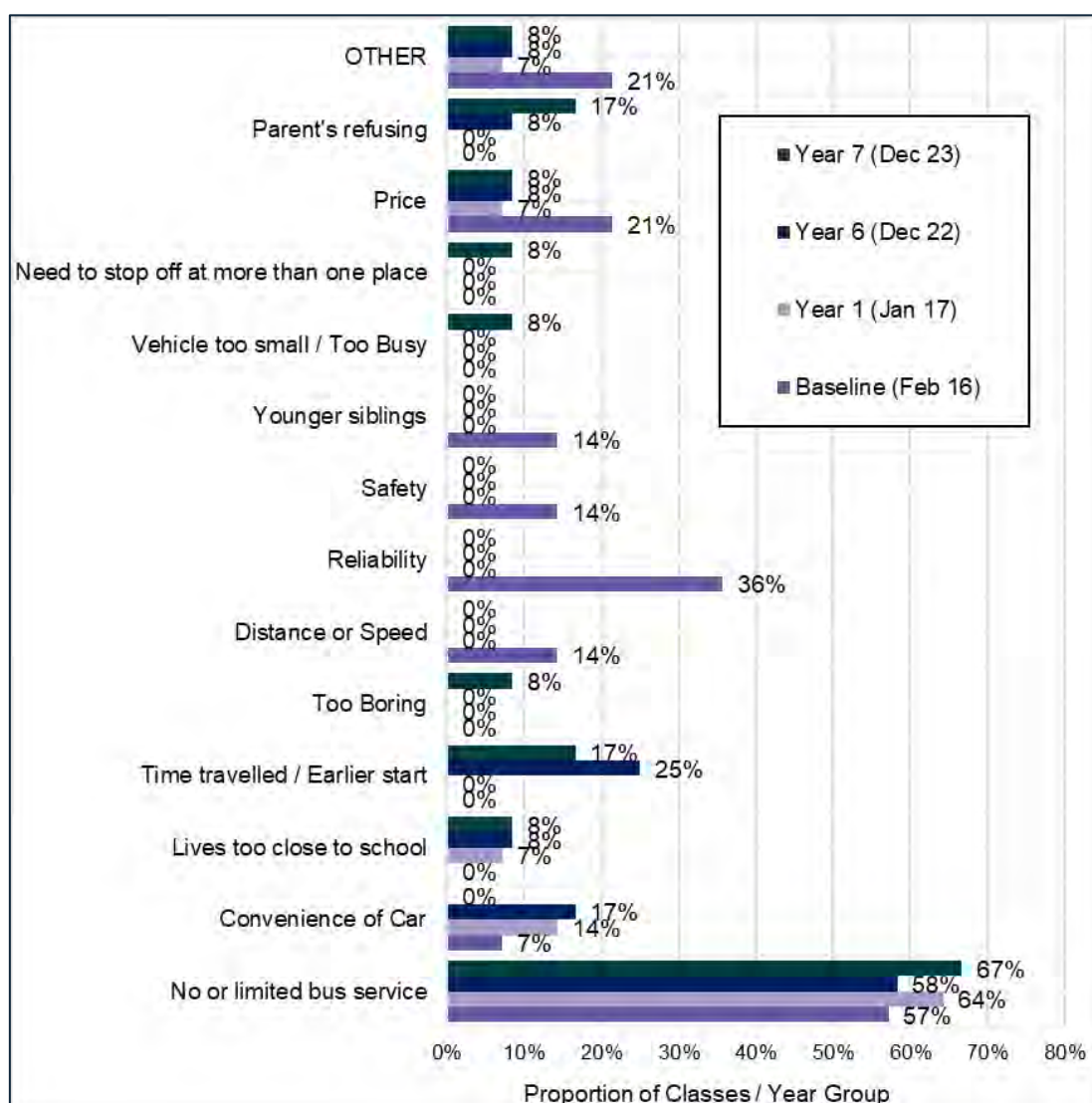
Chart 3.7: Reasons Preventing Pupils from Taking the Bus / Minibus to School

Suggestions to encourage using Sustainable Modes

3.26 In the same class discussion, pupils were also asked what would encourage them to use sustainable modes.

Encouragement to Walk

3.27 Living closer to the school has proved the most popular reply throughout the surveys, although this is less popular in this year's survey, being selected by 67% of classes. Other options that would encourage pupils to walk were a later start at school, improved weather, if a different parent travelled with the pupil and having less equipment to carry, all of which were selected by 8% of classes. Refer to Chart 3.8.

_____
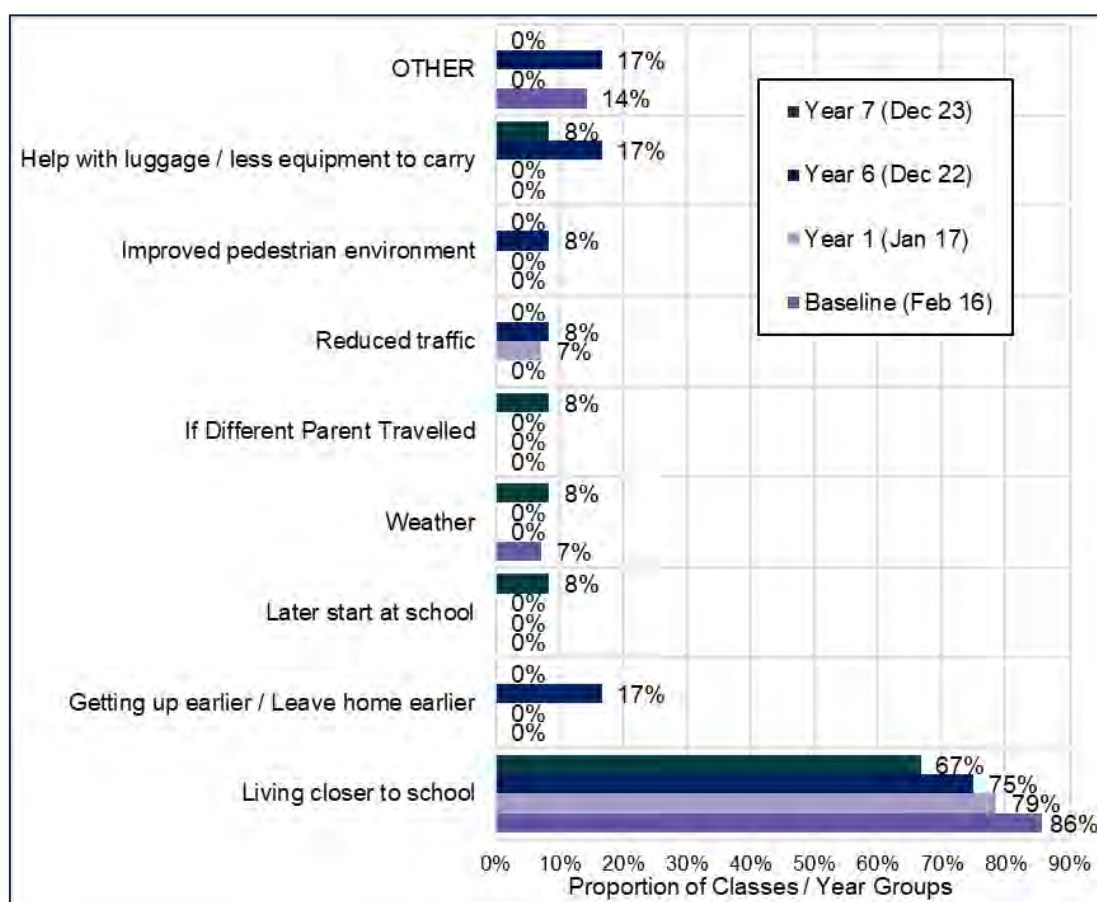
Chart 3.8: Changes to Encourage Walking to School

Encouragement to Car Share

3.28   Once again the most popular way to encourage car sharing was to get to know other pupils who live nearby. This was selected by 75% of classes, the highest proportion out of any of the surveys. The second and third popular options was for a parent to change their job and for more time to be provided to get to school. Refer to Chart 3.9, which provides a summary of results from the Year 3 (2018), Year 6 (2022) and Year 7 (2023) surveys.

_____

_____
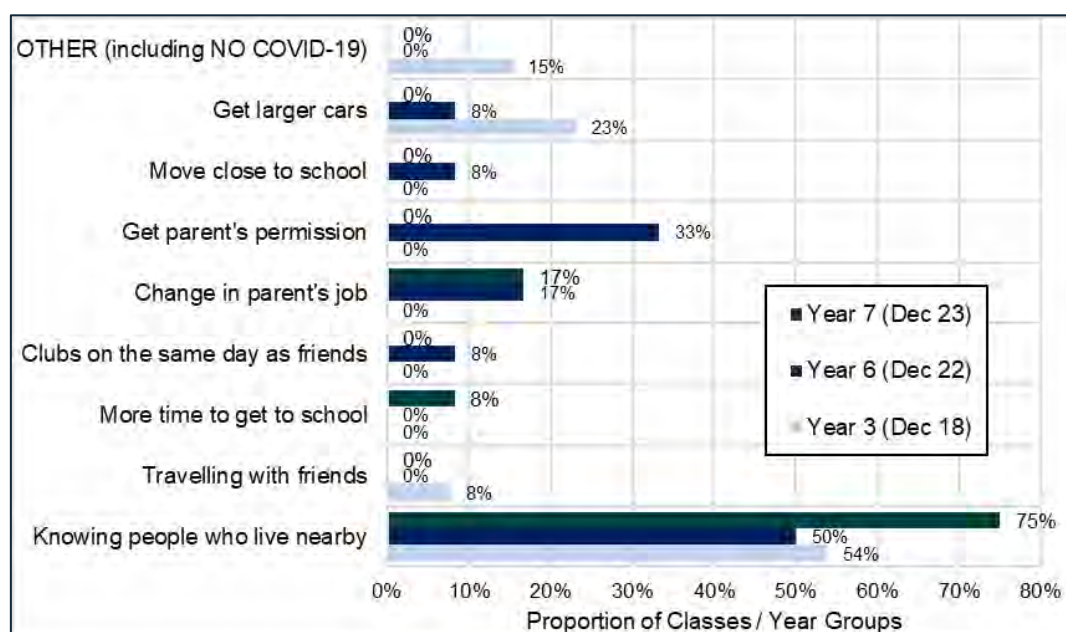
Chart 3.9: Changes to Encourage Car Sharing to School

Encouragement to use the Bus / Minibus

3.29   As with last year, the most popular way to encourage more use of bus and minibus services to and from school was to provide services between the pupil's house and the school. Twice the proportion of classes selected this option (50%) compared to last year (25%). Other popular suggestions were for more frequent and reliable services to be provided, for children to be able to eat food on the journey, for children to listen to music on the journey, for more information to be provided and for cheaper fares to be provided. Refer to Chart 3.10.

_____
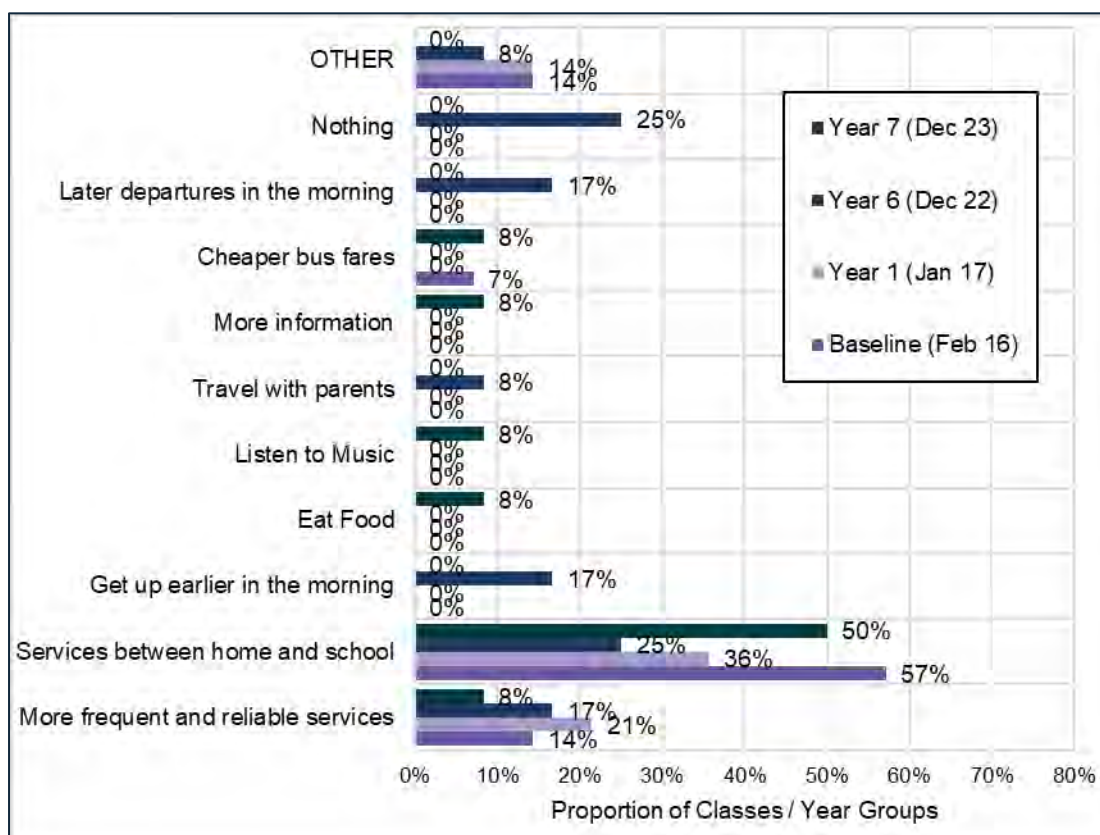
Chart 3.10: Changes to Encourage Taking the Bus to School

<u>Reasons for liking a Sustainable Mode of Transport</u>

3.30   The final part of the class discussion was around why pupils might like travelling by a particular mode.

Reasons to Choose Walking

3.31   The most popular reason to walk to school was for exercise or health, which was the most popular option in each of the surveys (except last year). The second most popular reason to choose walking was for fresh air. The third most popular reason was that it was environmentally friendly. This was the most popular option in last year's survey. Refer to Chart 3.11.

_____

_____
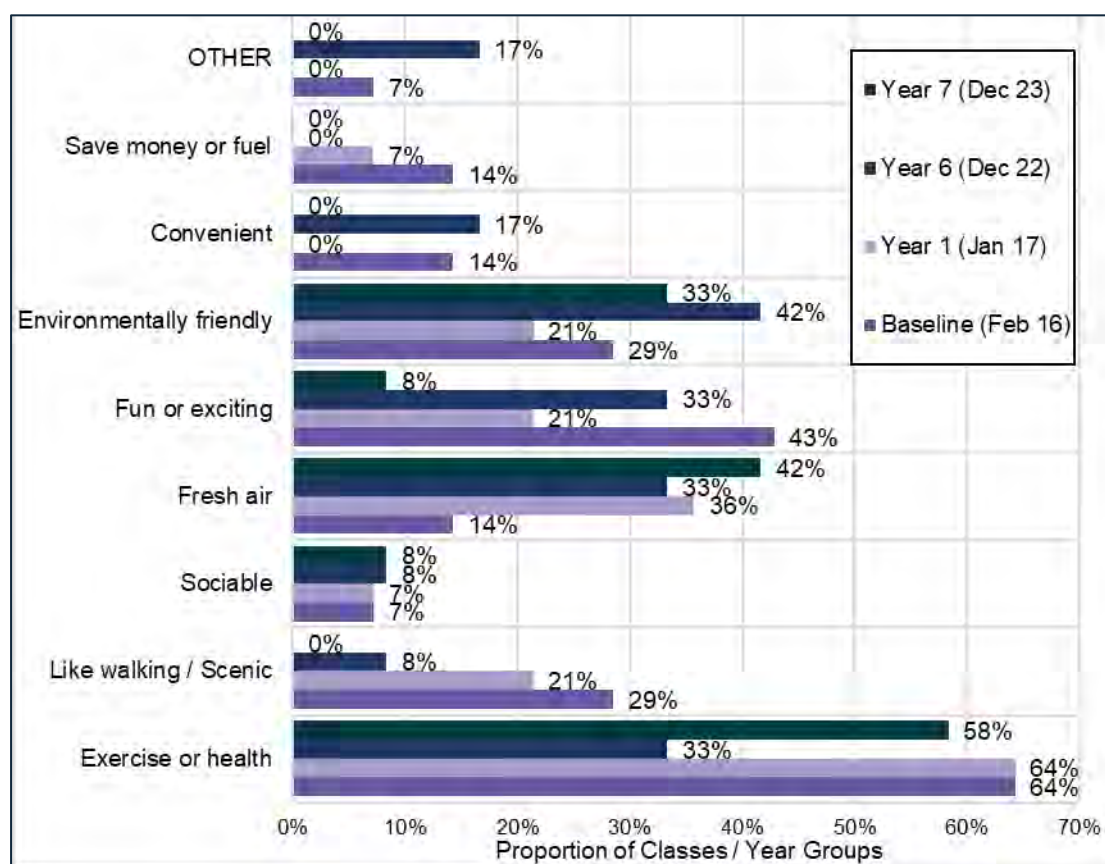
Chart 3.11: Reasons to Like Walking to School

Reasons to Car Share

3.32   Being able to make friends or socialise continues to be the most popular reason to car share. The second most popular reason to car share, was that it provided a more interesting journey (as the children were not bored or were able to listen to music). The third most popular reason to car share was the environmental aspect. Refer to Chart 3.12, which provides a summary of results from the Year 3 (2018), Year 6 (2022) and Year 7 (2023) surveys.

_____

_____
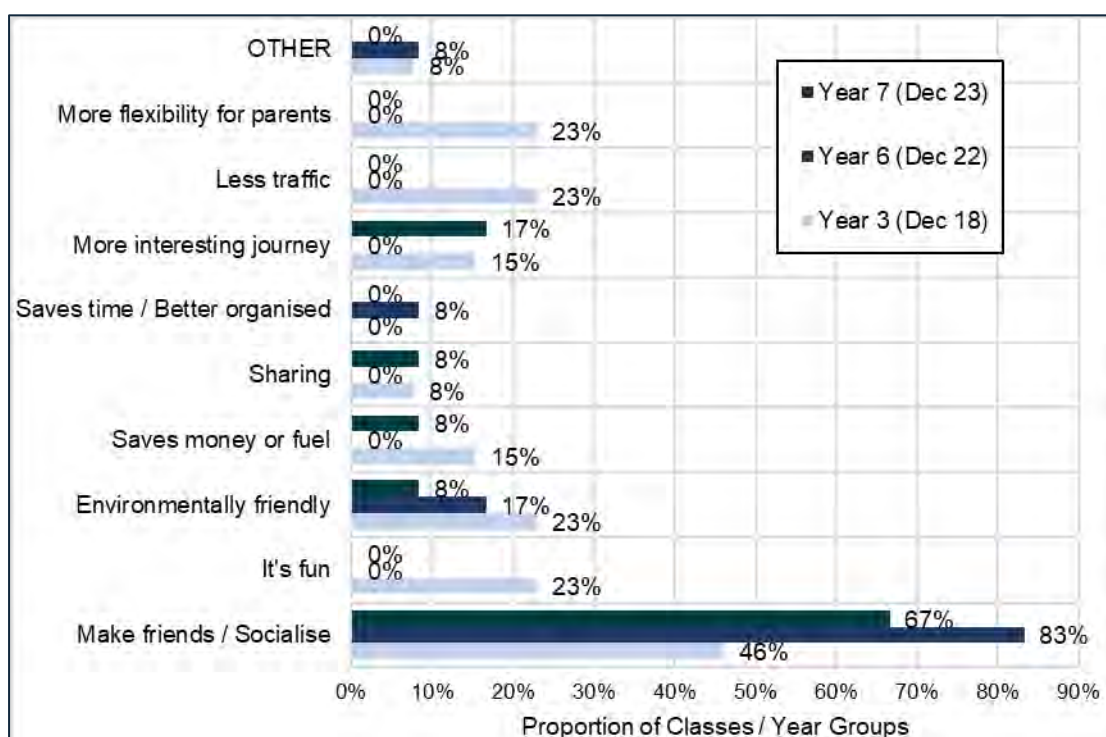
**Chart 3.12: Reasons to Like Car Sharing to School**

Reasons to use the Bus

3.33   The ability to socialise on buses was the main reason for liking this mode of travel across all surveys. Although fewer classes selected this option last year, an increase was seen this year. The second most popular option was that it saved money or fuel, an option not selected since Year 5. Refer to Chart 3.13.

_____
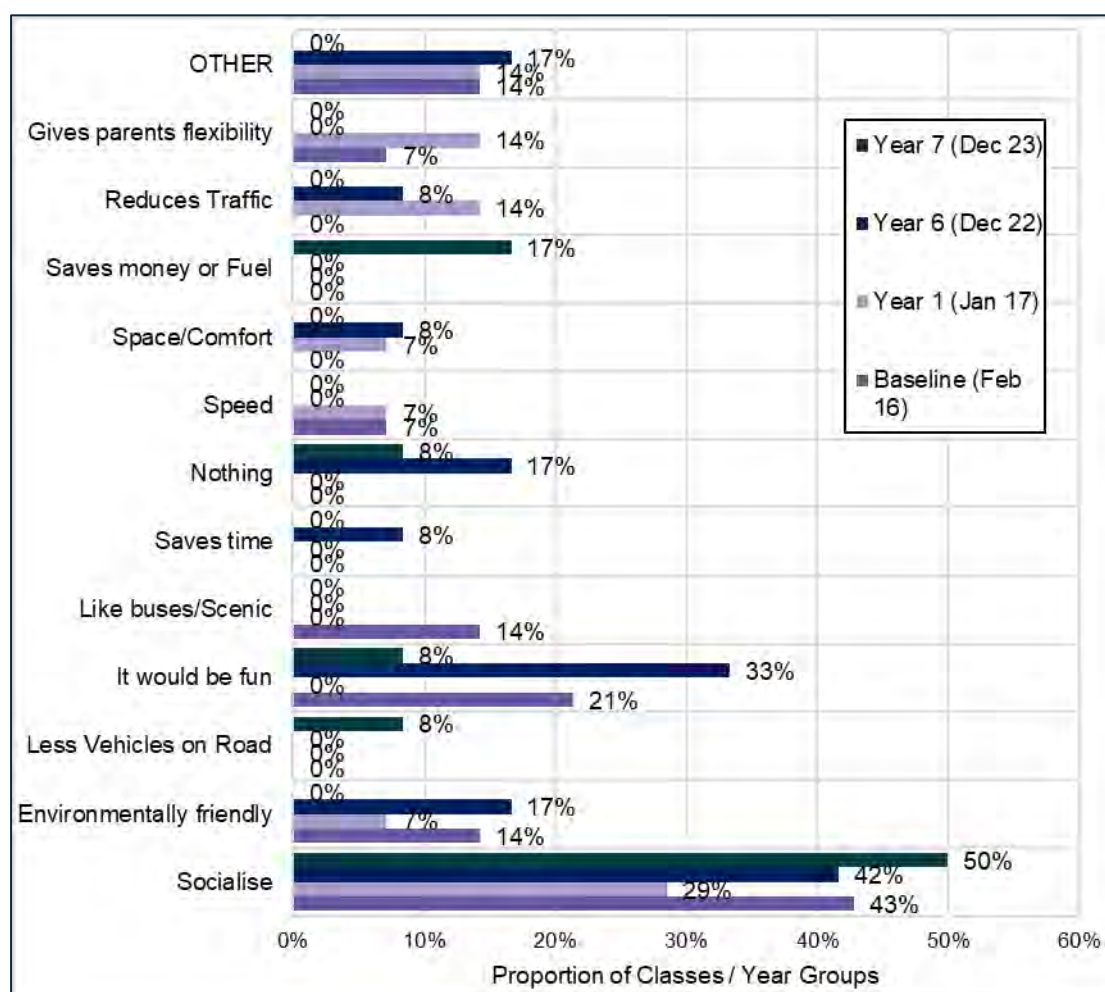
Chart 3.13: Reasons to Like Taking the Bus to School

Comparison to _Travel Plan_ Targets

3.34   Table 3.2 provides a summary of the results from the St. Margaret's pupil travel survey, as well as the _Travel Plan_ targets. The target relates to a 10-percentage point reduction from the Baseline survey (February 2016) in pupils travelling as the sole passenger in a car and a corresponding increase in the use of sustainable modes (based on the journey to school). Table 3.3 confirms whether the _Travel Plan_ target has been met in each of the years, and the difference between the latest survey and the _Travel Plan_ target.

_____

Table 3.2: **Surveyed Pupil Mode of Travel to School and Comparison to Travel Plan Target**

Mode	Modal Share from original Travel Plan: January 2012	Baseline Survey: February 2016	Target Modal Split to Achieve Travel Plan Objectives	Survey						
				Year 1 Jan 2017	Year 2 Dec 2017	Year 3 Dec 2018	Year 4 Dec 2019	Year 5 Oct 2021	Year 6 Dec 2022	Year 7 Dec 2023
Car with siblings	33%	30%	No preference[1]	42%	42%	36%	40%	46%	47%	45%
Car share with other pupils	10%	6%	No preference[1]	2%	4%	9%	7%	4%	6%	5%
Car as only pupil	45%	43%	-10 percentage points	41%	37%	32%	29%	27%	24%	24%
Minibus	5%	12%	Increase	8%	8%	12%	14%	14%	14%	15%
Bus	1%	0%	N/A – travel on public buses alone not encouraged	0%	0%	0%	0%	0%	0%	0%
Cycle[2]	0%	2%	N/A – cycling not encouraged	0%	1%	1%	0%	0%	0%	0%
Scooter	0%	0%	No preference	1%	3%	2%	2%	1%	0%	4%
Walk	4%	7%	Increase	6%	3%	7%	8%	8%	8%	5%
Other[3]	2%	0%	N/A	0%	2%	1%	0%	0%	1%	2%

[1] whilst travel by car is not encouraged, sharing car travel is preferred to travelling as the sole passenger
[2] removed from Year 4 survey, but some classes added a note stating what 'other' mode was being used by their pupils
[3] Including Taxi and Train (where original and baseline mode splits were 0%, and are not included as options in the survey)

Table 3.3: **Performance of Pupil Travel Plan Targets**

Mode	Target Modal Split to Achieve Travel Plan Objectives	Travel Plan Target Met?							Difference Between Latest Survey and Travel Plan Target
		Year 1 Dec 2016	Year 2 Dec 2017	Year 3 Dec 2018	Year 4 Dec 2019	Year 5 Oct 2021	Year 6 Dec 2022	Year 7 Dec 2023	
Car with siblings	No preference*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Car share with other pupils	No preference*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Car as only pupil	-10 percentage points	No	No	Yes	Yes	Yes	Yes	Yes	Exceeding target by 9 percentage points
Minibus	Increase	No	No	No	Yes	Yes	Yes	Yes	3 percentage points above baseline
Bus	N/A – travel on public buses alone not encouraged	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cycle[2]	N/A – cycling not encouraged	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Scooter	No preference	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Walk	Increase	No	No	Yes	Yes	Yes	Yes	No	2 percentage points below baseline
Other[3]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

3.35   As can be seen from Table 3.3, the targets for 'Car' and 'Minibus' continue to be exceeded, with an improvement seen for the minibus modal split since last year. Although the modal share for walking is no longer being met, when combined with the modal share for scooters, the target is being exceeded (the modal split for scooters was 0% last year). Additionally, the mode share for 'other' was 2% (compared to 0% last year) and this may include children that opted to cycle.

_____

4.0   STAFF TRAVEL SURVEY RESULTS AND PROGRESS TOWARDS TARGETS

4.1   Individual staff members were asked to complete a travel survey form, which in later years has been conducted electronically via the school's intranet pages. Refer to Appendix 2 for a copy of the survey template. The Baseline survey was completed in February 2016, with further surveys carried out in January 2017 ('Year 1'), December 2017 ('Year 2'), December 2018 ('Year 3') and December 2019 ('Year 4'). A revised survey was introduced in December 2021 ('Year 5') and repeated annually in 2022 ('Year 6') and 2023 ('Year 7').

Survey Results

4.2   Table 4.1 summarises the response rates for each survey. As with the student surveys, a comparison will be made with the previous year's results and the results from the Baseline and Year 1 surveys (except where stated). Charts showing a summary of the results from year to year are included within Appendix 3 of this Report.

Table 4.1:   Staff Travel Survey Response Rates by Year

	Survey Year							
	Baseline: Feb 2016	Year 1: Jan 2017	Year 2: Dec 2017	Year 3: Dec 2018	Year 4: Dec 2019	Year 5: Dec 2021	Year 6: Dec 2022	Year 7: Dec 2023
Participating Staff	32	26	23	24	30	25	22	22
Total Staff	65	65	64	57	66	68	77	52
Response Rate	49%	40%	36%	42%	45%	37%	29%	42%

4.3   As can be seen from Table 4.1, an increase has been seen in the response rate (by 13 percentage points since last year). This represents the highest response since Year 4.

Distance Travelled

4.4   St. Margaret's School have provided anonymous postcode plots for all members of staff since 2017 (covering the Year 2 survey), which has been used to determine the approximate distance between their homes and the school. After year-on-year increases between Year 2 (2017) and Year 6 (2022), there has been a reduction in the proportion of staff that live within 5km of the school from 38% last year to 28% this year. However, this is still a higher level than in the Year 2 survey (23%).

4.5   These staff all live within a distance where there is potential for trips to be made on foot, by bicycle or by local bus. Theoretically, this should make it easier to encourage staff to travel by

_____

_____

sustainable means, as fewer staff live in locations inaccessible other than by the car. Postcode plots for this year are contained within Appendix 1 of this Report.

4.6   The proportions of staff living between 5-10km, 10-15km and more than 15km have all increased since the Year 6 survey, with the proportion of staff living between 5-10km at their highest level. Refer to Chart 4.1 (which shows the data from each year).
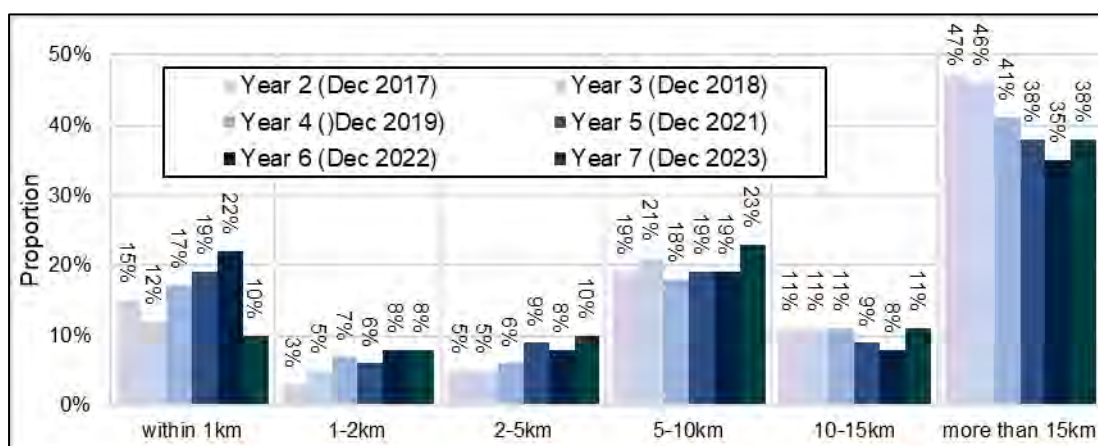

Chart 4.1: Distance Travelled to School

<u>Mode of Travel</u>

4.7   73% of surveyed staff travelled to and from the school by car, which is a significant reduction on the proportion seen last year (91%). 54% of staff surveyed travelled in a single occupancy vehicle, the smallest proportion out of any of the surveys, representing a 27 percentage point reduction since the Baseline survey, and a 14 percentage point reduction since last year. The proportion of surveyed staff that travelled by car as a passenger (5%) remained consistent from last year, whilst the proportion of surveyed staff car sharing fell from 18% to 14%. The proportion of staff travelling on foot increased from 9% last year to 14% this year, the highest level out of any of the surveys. For the first time since Year 4 (2019) the bicycle has been selected as a mode, representing 9% of the modal share. Refer to Chart 4.2.
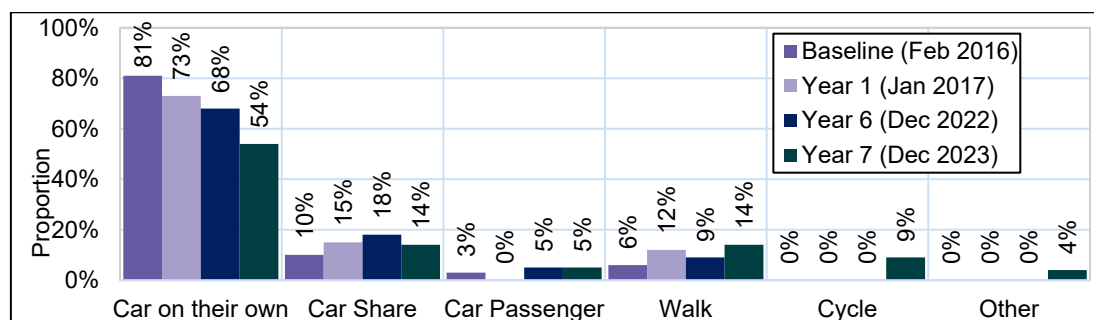

Chart 4.2: Staff Travel to and from School (By Mode)

_____

_____

4.8 Since the Year 5 surveys, only those staff surveyed who selected single occupancy car as their main mode of choice were required to select an alternative mode of travel if they were unable to travel by their mode of choice. However, all the staff surveyed since Year 5 (including this year) responded to the question, so the results will be analysed in the same way as before the Year 5 survey. Refer to Chart 4.3.
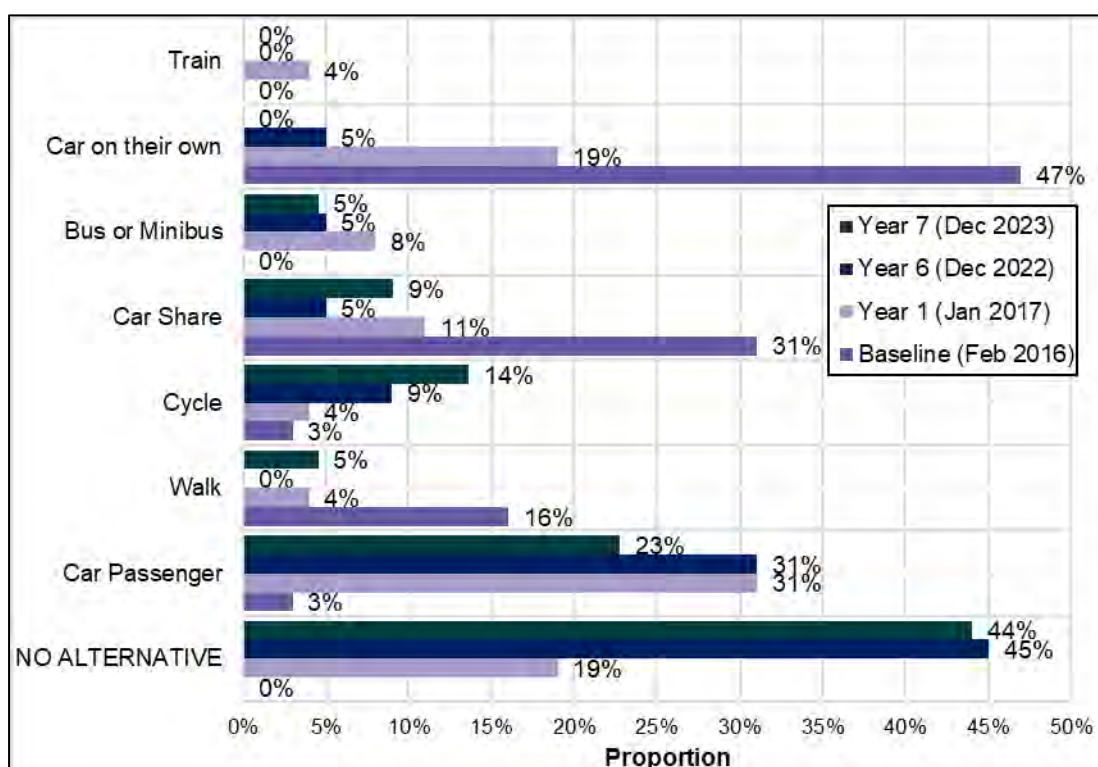
Chart 4.3: Preferred Mode of Travel if Main Mode Unavailable

4.9 The chart suggests that the Baseline results to this question are rather different to the following surveys. The question wording changed from 'how would you prefer to travel?' in the Baseline survey (where surveyed staff were able to select the same mode of travel that they currently use, if that was their preferred option), to 'if you were unable to use your main mode, what would be your preferred available choice?' (introduced after Year 1). Comparisons to the Baseline survey should therefore be treated with caution.

4.10 The car has been the preferred alternative mode since the Baseline survey, although preference has moved towards car sharing or as a passenger following the changes made to the wording of the Year 2 survey. This year, only 32% of surveyed staff selected car modes (compared to 41% last year). None of the staff selected car on their own as a preferred

_____

alternative mode and a reduction was seen in the proportion selecting car passenger. An increase was seen however in the proportion of staff selecting car sharing as an alternative.

4.11   An increase has been seen in the proportion of surveyed staff selecting bicycle or walking as an alternative compared to last year (both by five percentage points). Last year none of the surveyed staff selected walking as a preferred alternative. The proportion of surveyed staff selecting bus remained consistent to that recorded last year.

4.12   A number of surveyed staff selected the same mode as they currently use. As the question asks for the respondent to select an alternative mode if the main mode was unavailable, these responses have been added to the 'no alternative applicable' option. The proportion either selecting 'no alternative' or the same mode they currently used reduced slightly from 45% last year to 44% this year. This is the first time a reduction has been seen since Year 3, which is a positive outcome.

Reasons for Travelling in a Single Occupancy Vehicle

4.13   Staff were asked to confirm their main reasons for travelling in a single occupancy vehicle. Only three responses were received to this question (a lower level than seen last year). The main reason selected was that the car was more convenient and the distance between the school and their homes made it difficult to use alternative modes. Refer to Chart 4.4.
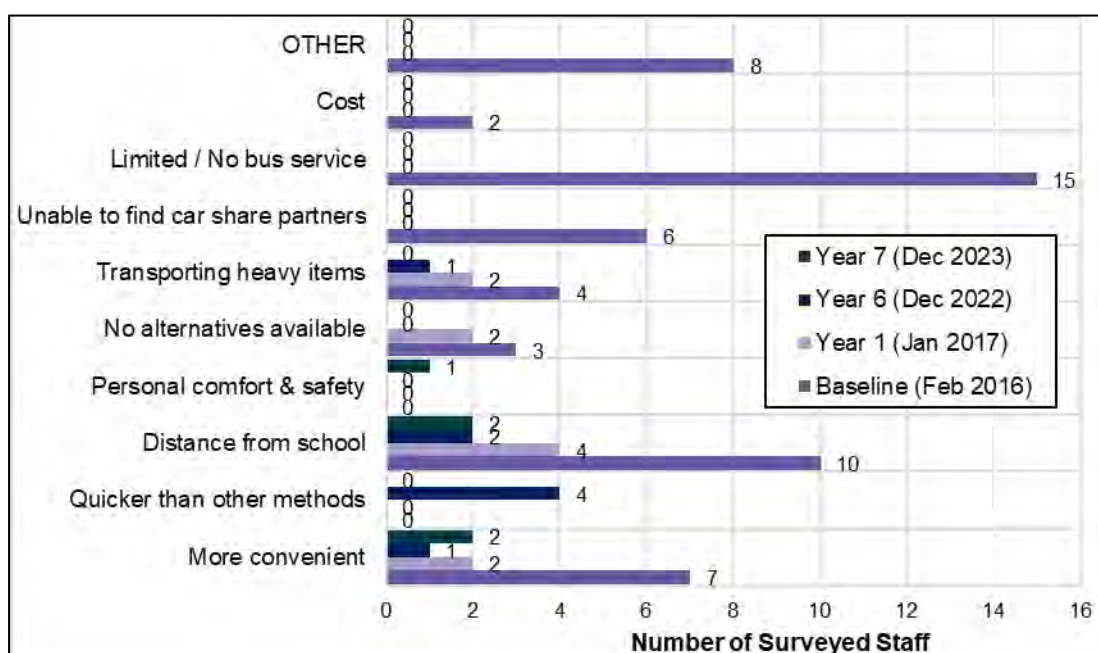

Chart 4.4: Main Reason for Choosing to Travel in a Single Occupancy Vehicle

What Incentives Could Encourage a Shift to Sustainable Modes

4.14 In order to encourage a greater response, the Year 5 survey was revised to ask what sustainable modes staff would consider and what could be done to encourage them to make use of these modes. Both questions were restricted to staff that selected single occupancy car as their main mode of travel. Staff could select as many modes as they wished to consider. As with last year it has been assumed that no alternative modes could be considered if the question regarding sustainable modes was unanswered. Refer to Chart 4.5 (which covers Years 5 to 7).
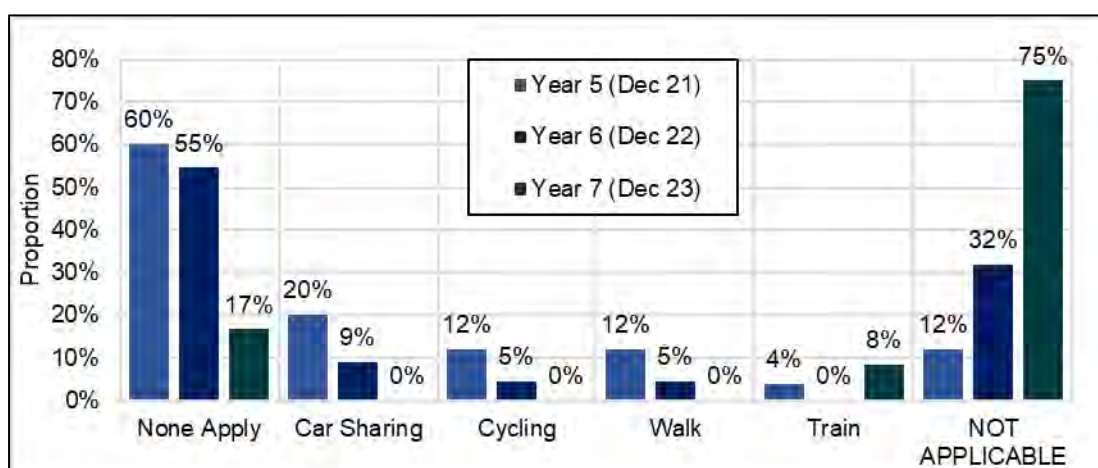
Chart 4.5: Sustainable Modes that Staff Would Consider

4.15 Only two staff members responded to the question about what could be done to encourage them to make more use of sustainable travel (an increase on the one response last year). In both instances, both felt that there was nothing more that could be done, with one staff member commenting that they already drive an electric vehicle.

Car Sharing

4.16 The Year 5 survey also asked staff that selected single occupancy car as their mode of travel whether they would consider car sharing. Only three staff that this question was applicable to answered the question (out of 12) and they all answered no. Two cited other commitments (such as picking up children on the way home) as their reason why. The working hours of the other member of staff was the reason why they would not consider car sharing. It is assumed that the remainder who did not answer would not be happy to consider car sharing.

Working Patterns

4.17 Staff were asked to confirm which days of the week they work and (except in Year 1) to confirm their regular arrival and departure times from school.

4.18   The proportion of surveyed staff working five days a week at the school has varied from 58% in Year 1 to 95% in Year 4. For this year the level was 91%. On an average weekday between 85% (in Year 1) and 95% (in Year 4) of surveyed staff would be in the school that day. In Year 7 this was 95%.

4.19   100% of surveyed staff stated they work a Wednesday and 91% work a Friday. Based on the days that most staff work, car sharing is theoretically possible for many, and at least for some of the week. Refer to Chart 4.6 (which shows the data from each year).
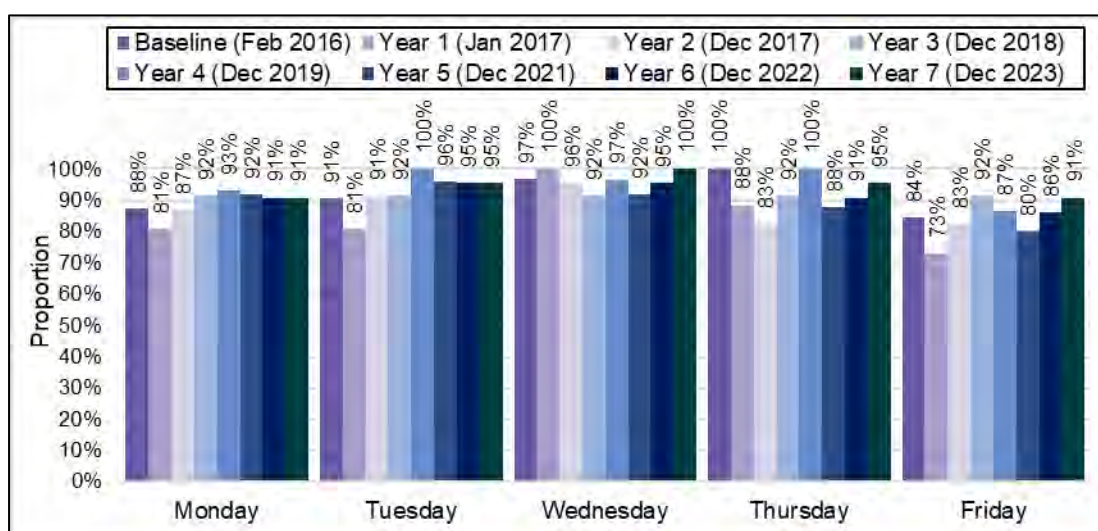
Chart 4.6: Working Patterns: St. Margaret's Staff

4.20   Staff were asked to confirm when they normally arrive and depart from school. 91% of staff arrived before 08:00. This compares to 69% at the Baseline and 82% last year. Only around 9% of staff arrived between 08:00-08:30 compared to 25% at the Baseline and 14% last year. This year, none of the staff said they arrive after 08:30 (compared to 6% at the Baseline and 4% last year). Refer to Chart 4.7 (which shows data from the Baseline, Year 2, Year 6 and Year 7 surveys).
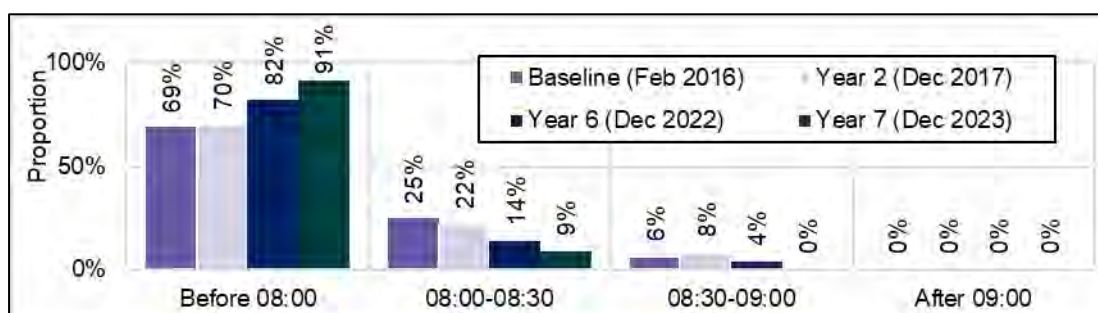
Chart 4.7: Arrival Times: St. Margaret's Staff

4.21   The proportion of staff surveyed departing from school after 17:00 fell to its lowest level this year (to 76%), after remaining between 79% and 84% before this. A higher proportion of staff departed between 16:30 and 17:00 this year (the highest out of any of the surveys). For the first time since the Baseline survey staff were recorded departing before 15:00, but no staff departed between 15:00 and 16:00 (compared to last year). Refer to Chart 4.8 (which shows data from the Baseline, Year 2, Year 6 and Year 7 surveys).
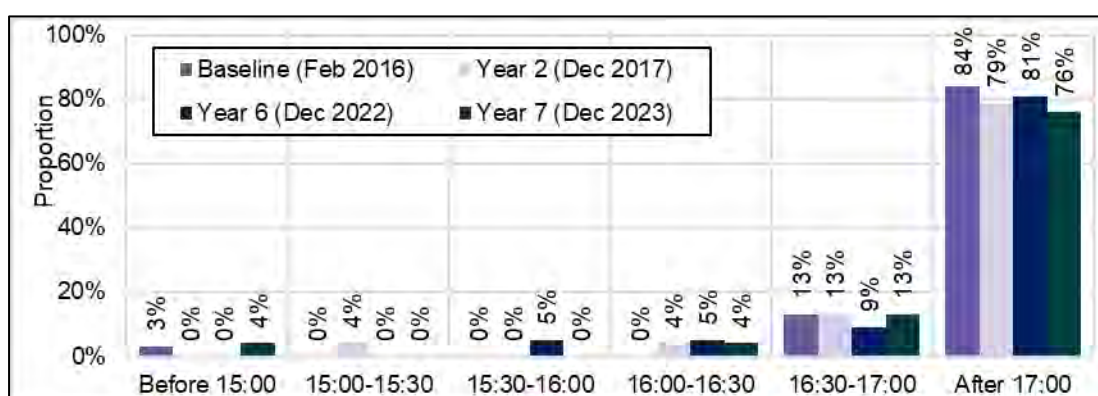
Chart 4.8: Departure Times: St. Margaret's Staff

4.22   Again, based on when most staff arrive and depart the school, car sharing is theoretically possible for many (notwithstanding other reasons which may preclude it, such as staff living far apart, after-school commitments etc.).

Comparison to *Travel Plan* Targets

4.23   Table 4.2 provides a summary of the results from the St. Margaret's staff travel survey, as well as the *Travel Plan* targets. The target relates to a 10-percentage point reduction from the Baseline survey (February 2016) in staff travelling as the sole occupant in a car and a corresponding increase in the use of sustainable modes. Table 4.3 confirms whether the *Travel Plan* target has been met in each of the years, and the difference between the latest survey and the *Travel Plan* target.

Table 4.2:   Surveyed Staff Mode of Travel to School and Comparison to Travel Plan Target

Mode	Modal Share from original Travel Plan: January 2012	Baseline Survey: February 2016	Target Modal Split to Achieve Travel Plan Objectives	Survey						
				Year 1 January 2017	Year 2 December 2017	Year 3 December 2018	Year 4 December 2019	Year 5 December 2021	Year 6 December 2022	Year 7 December 2023
Car Driver	69.4%	81.2%	-10 percentage points	73.1%	78.3%	75.0%	80.0%	88.0%	68.2%	54.6%
Car Share	11.2%	9.4%	No preference[4]	15.4%	13.0%	12.5%	13.4%	8.0%	18.2%	13.6%
Car Passenger	0.0%	3.1%	No preference[4]	0.0%	0.0%	0.0%	0.0%	4.0%	4.5%	4.5%
Bus or Minibus	0.0%	0.0%	Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Motorcycle / Moped	0.0%	0.0%	No preference	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.6%
Cycle	0.0%	0.0%	Increase	0.0%	0.0%	0.0%	3.3%	0.0%	0.0%	9.1%
Walk	13.9%	6.3%	Increase	11.5%	8.7%	12.5%	3.3%	0.0%	9.1%	13.6%
Other[5]	5.5%	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

---

[4] whilst travel by car is not encouraged, sharing car travel is preferred to travelling as the sole passenger
[5] Including Taxi and Train (where original and baseline mode splits were 0%)

Table 4.3:   **Performance of Staff Travel Plan Targets**

Mode	Target Modal Split to Achieve Travel Plan Objectives	Travel Plan Target Met?							Difference Between Latest Survey and Travel Plan Target
		Year 1 December 2016	Year 2 December 2017	Year 3 December 2018	Year 4 December 2019	Year 5 December 2021	Year 6 December 2022	Year 7 December 2023	
Car Driver	-10 percentage points	No	No	No	No	No	YES	YES	Exceeding target by 16.6 percentage points
Car Share	No preference[4]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-
Car Passenger	No preference[4]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-
Bus or Minibus	Increase	No	No	No	No	No	No	No	No bus / minibus use
Motorcycle / Moped	No preference	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-
Cycle	Increase	No	No	No	YES	No	No	YES	Increase by 9.1 percentage points
Walk	Increase	YES	YES	YES	No	No	YES	YES	Increase by 7.3 percentage points
Other[5]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-

4.24   There has been a significant improvement since last year's survey, so much so that a third target is now being achieved (which is more than any other survey year), including the car driver target, which was the only target that had a specific modal share to be achieved. This is now being exceeded by 16.6 percentage points, which is significantly higher than last year (where the target was exceeded by three percentage points). The target for walking has also been exceeded further (from 2.8 to 7.3 percentage points). The target for cycling is now being met (for the first time since Year 4). Bus use remains static from last year. Those staff that live

further away may be less inclined to use public transport (due to the amount of equipment they need to carry), or may not even live on a bus route to and from the school. The lack of public transport use can however be countered by the increased numbers of staff walking and cycling.

4.25   This is the final staff survey to be conducted for St. Margaret's Preparatory School separately to St. Mary's Preparatory School. The schools are gradually operating as a single unit. In Autumn 2024, it is proposed to run a single survey based on that currently used for St. Mary's. To maintain consistency where possible, the data from previous surveys will also be used. It is not currently proposed to alter the surveys used for pupils, although these will all be presented in a single Report.

_____

5.0   SCHOOL TRAVEL PLAN WORKING GROUP (STPWG) AND WAY FORWARD

5.1   Participants of the STPWG are:

School Logistics Manager and School Travel Plan Co-ordinator – Deb German
Bursar (both Schools) and St Mary's SLT – Ed Hellings (February 2023 to March 2024) and
         Dominic St John Parker (from April 2024)
Director of Estates – Bob Lunn
Estates Manager – Julian Davis
St Margaret's Academic Representative and SLT – Juliette Heal
St Mary's Academic Representative – Dan Curran

5.2   Minutes of Meetings held so far are published on Microsoft Teams (Staff Room/Resources/School Travel Plan).

5.3   Agreed actions from Meetings have slowly started to be put into place since the Covid-19 Pandemic. Next Meeting scheduled for April 2024, where completed and outstanding actions will be discussed, along with the newly published Monitoring Reports.

Cole Easdon Consultants Limited

January 2024

Appendix 1

Students Living within 1km of St Margaret's School

KEY

- St Margaret's School
- 1 Pupil
- 2 Pupils
- 3 Pupils
- 4 Pupils
- 5 Pupils

Students Living within 2km of St Margaret's School

KEY

St Margaret's School
1 Pupil
2 Pupils
3 Pupils
4 Pupils
5 Pupils

Students Living within 5km of St Margaret's School

KEY

St Margaret's School

1 Pupil

2 Pupils

3 Pupils

4 Pupils

5 Pupils
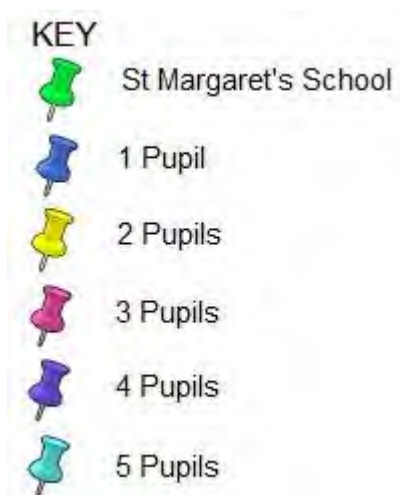
Students Living within 10km of St Margaret's School

Students Living within 15km of St Margaret's School

KEY

St Margaret's School

1 Pupil

2 Pupils

3 Pupils

4 Pupils

5 Pupils
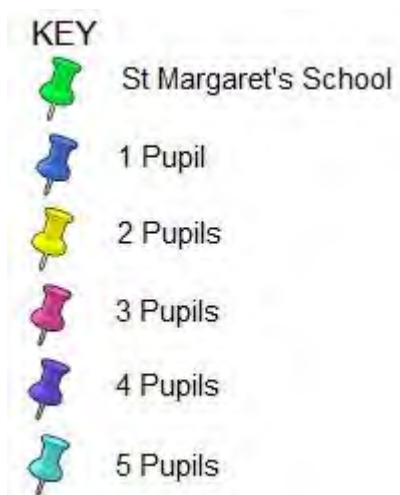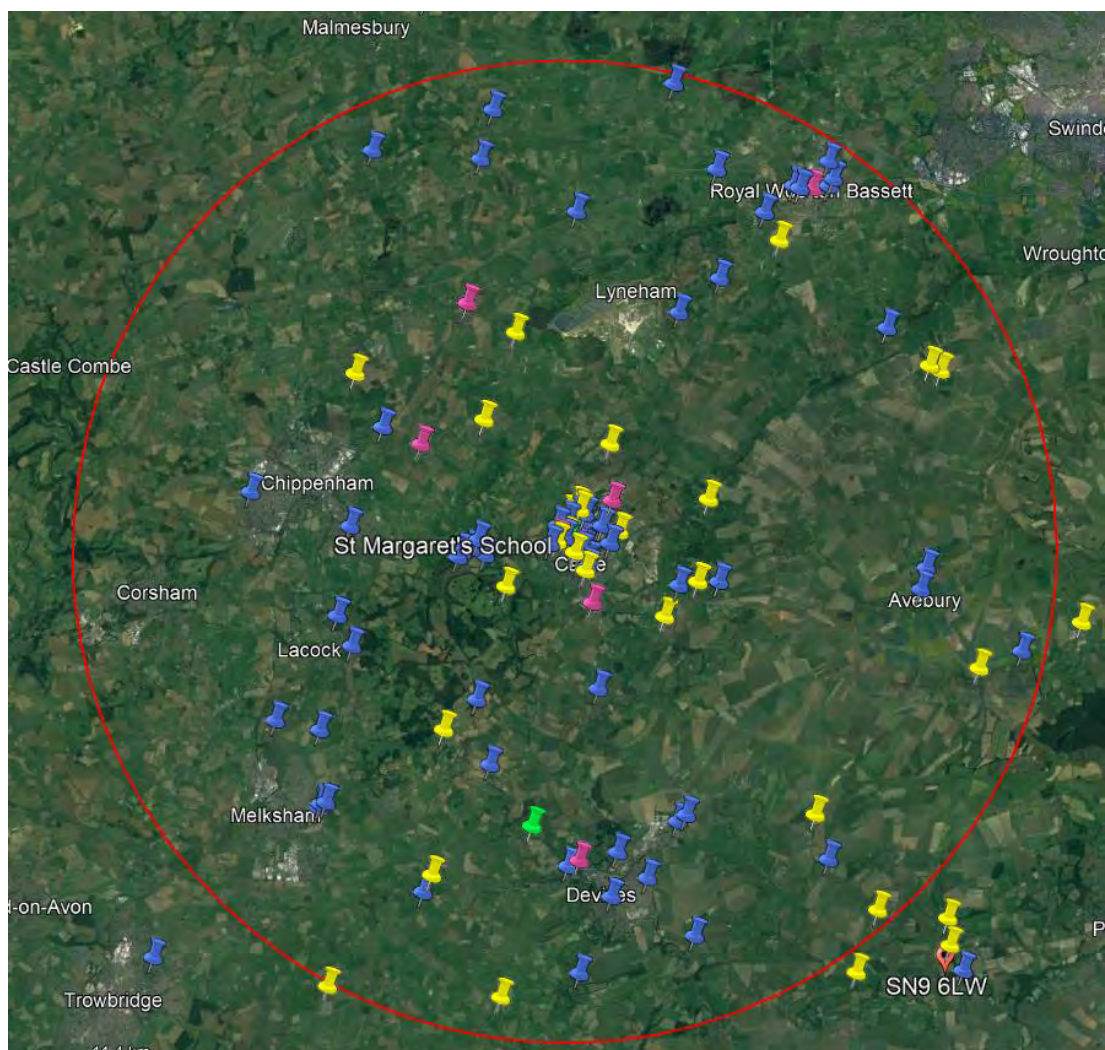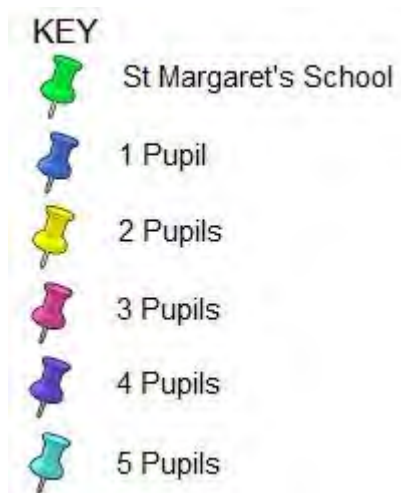
Staff Living within 1km of St Margaret's School

KEY

	St Margaret's School
	1 Member of Staff
	2 Members of Staff

Staff Living within 2km of St Margaret's School

KEY

	St Margaret's School
	1 Member of Staff
	2 Members of Staff

Staff Living within 5km of St Margaret's School

KEY

🟢	St Margaret's School
🔵	1 Member of Staff
🟡	2 Members of Staff
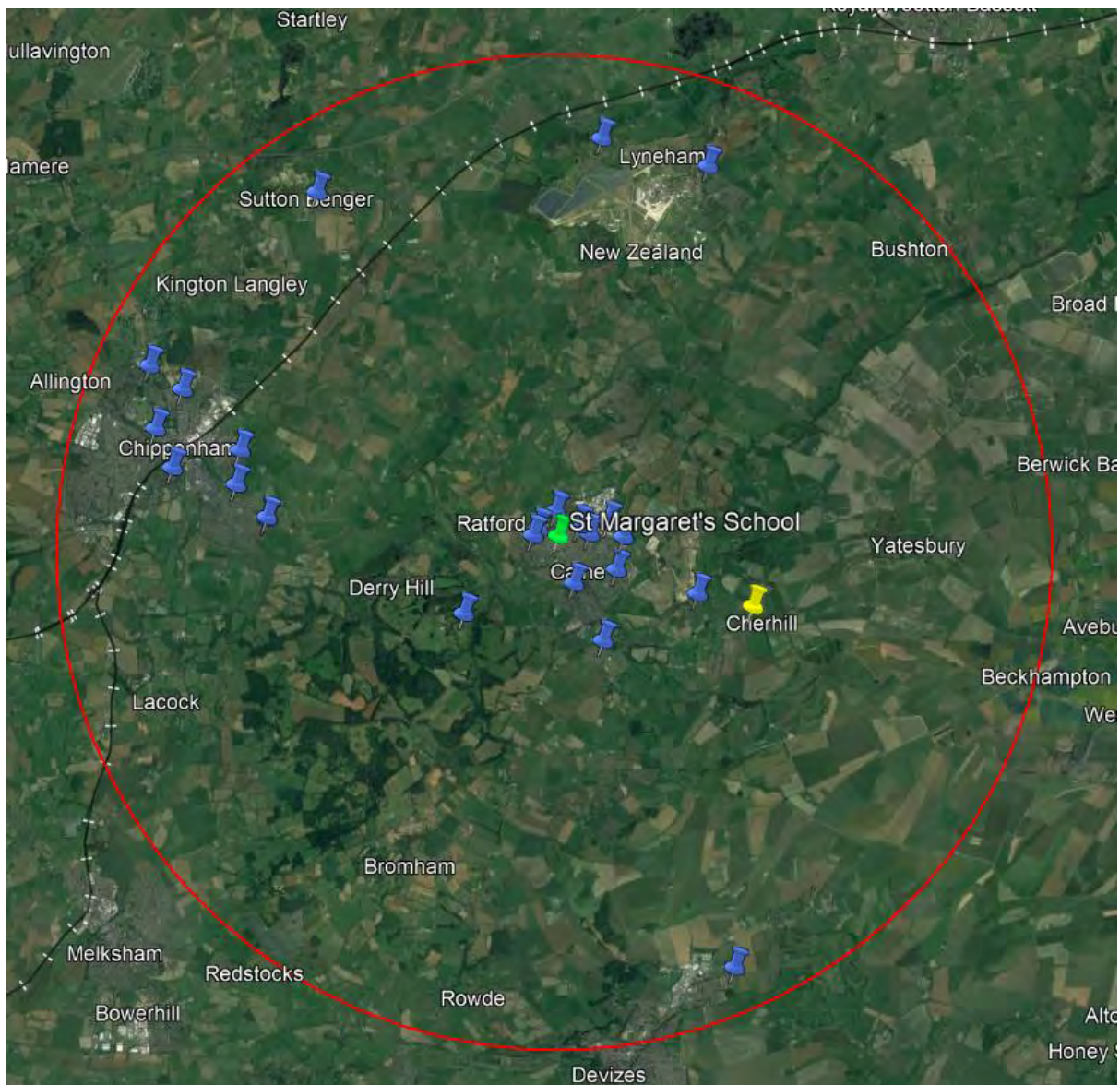
Staff Living within 10km of St Margaret's School

KEY

🟢 St Margaret's School

🔵 1 Member of Staff

🟡 2 Members of Staff
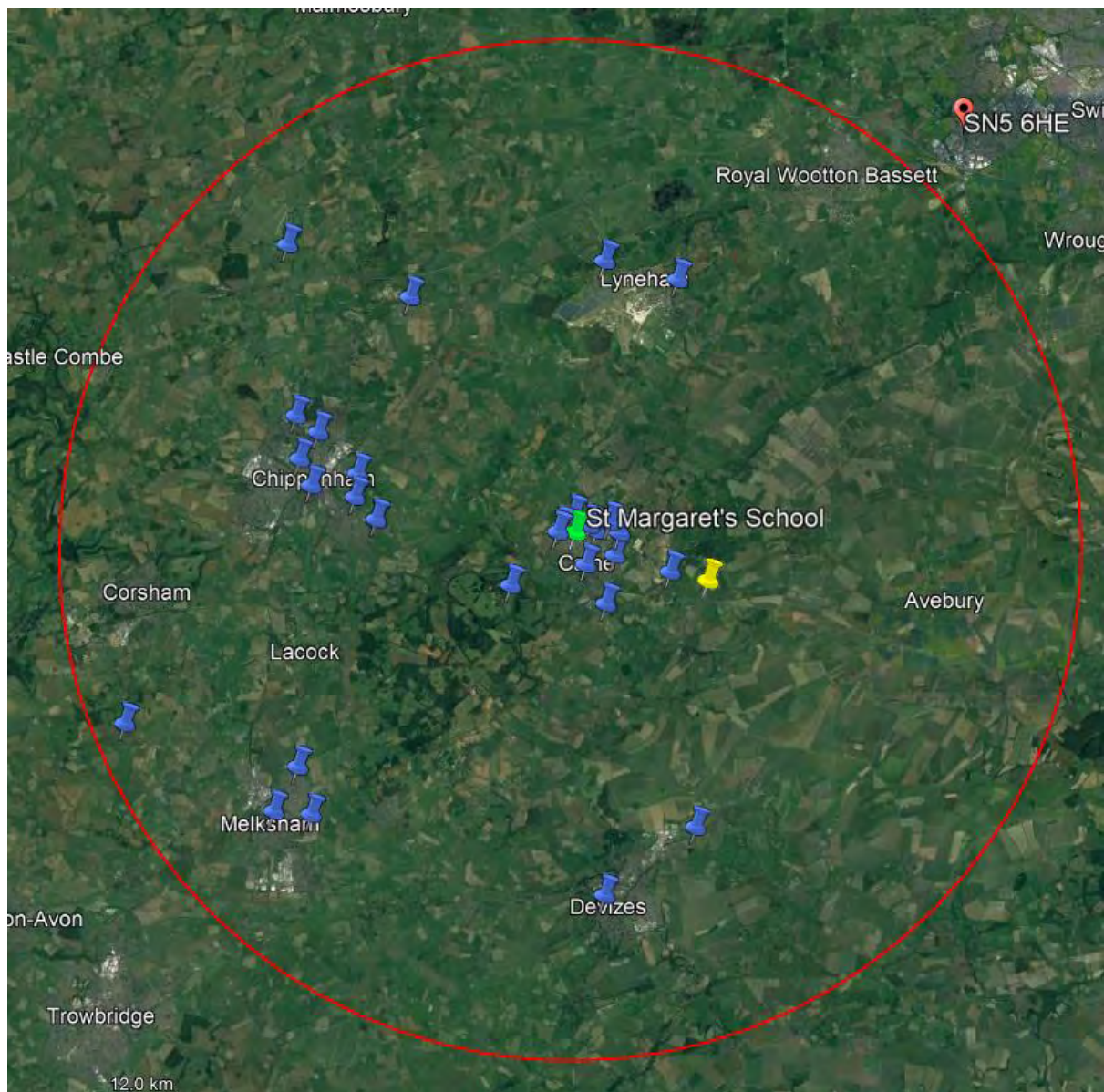
Staff Living within 15km of St Margaret's School

KEY

St Margaret's School

1 Member of Staff

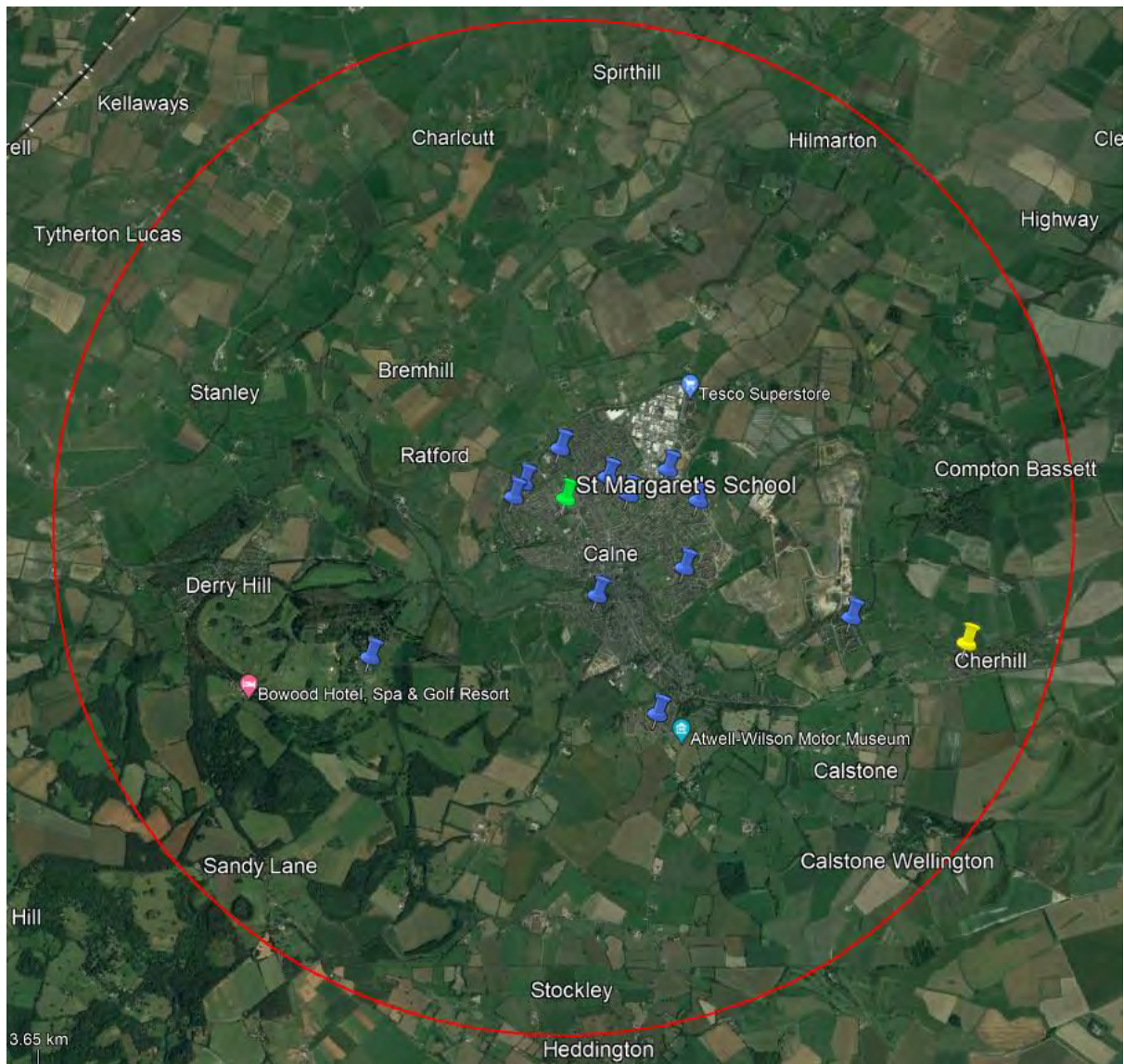# Appendix 2

PUPILS
St. Margaret's Preparatory School 'Hands Up' class
Travel Survey

This survey sheet is to be completed by the teacher for the whole class, by a show of hands. Note that all responses should be based on the number of pupils present on the day of the survey.

Date: …………………………   Class: …………………………….   Year Group: ……………………………..

Number of pupils   Present: [   ]   Absent: [   ]

Please read out all options prior to then re-reading and recording hand count.

How do pupils usually travel to **home**?
(Where a pupil uses more than one mode please record only the one which covers the greatest distance)

Walk		Car with other siblings **attending St. Margaret's**	
Scooter		Car share* with other pupils	
Marlborough minibus Service		Car **on their own**	
Devizes minibus Service		Taxi	
Brinkworth minibus Service		Train	
		Other	
TOTAL			

*Car share means 'travel in a car with another child/children also going to school, but who do not live in the same house'

How do pupils usually travel to school?
(Where a pupil uses more than one mode please record only the one which covers the greatest distance)

Walk		Car with other siblings **attending St. Margaret's**	
Scooter		Car share* with other pupils	
Marlborough minibus Service		Car **on their own**	
Devizes minibus Service		Taxi	
Brinkworth minibus Service		Train	
		Other	
TOTAL			

*Car share means 'travel in a car with another child/children also going to school, but who do not live in the same house'

1

How would pupils ideally like to travel to **home**?

Walk		Car **w**ith other siblings **attending St. Margaret's**	
Scooter		Car share* with other pupils	
Marlborough minibus Service		Car **on their own**	
Devizes minibus Service		Taxi	
Brinkworth minibus Service		Train	
		Other	
TOTAL			

*Car share means 'travel in a car with another child/children also going to school, but who **do not live in the same house**'

How would pupils ideally like to travel to school?

Walk		Car with other siblings **attending St. Margaret's**	
Scooter		Car share* with other pupils	
Marlborough minibus Service		Car **on their own**	
Devizes minibus Service		Taxi	
Brinkworth minibus Service		Train	
		Other	
TOTAL			

*Car share means 'travel in a car with another child/children also going to school, but who **do not live in the same house**'

The next three questions require a short in-class discussion. Please summarise the findings in the spaces provided below.

What prevents you from walking, **car sharing** and using the bus to get to school?

Walking: _____

_____

Car
Sharing: _____

_____

Bus: _____

_____

What changes would help solve these problems to encourage you to walk, **car share** or use the bus to come to school?

Walk: _____

_____

Car
Sharing: _____
___

_____

Bus: _____

_____

Why would you like to walk, **car share** or travel by bus to school?

Walk: _____

_____

Car
sharing: _____
___

_____

Bus: _____

_____

Thank you for your help, these results and thoughts will contribute to the development of the school travel plan.

The following survey will only take a few minutes to complete and your assistance will therefore be appreciated. Please note that all information is treated as confidential.

1. Name

2. Date

Date / Time

Date

MM/DD/YYYY

3. Position

4. Please indicate your work status at the school:

☐ Full Time (those who have a 52 week contract)

☐ Part Time (those who have a 52 week contract)

☐ Term Time Only (Non Teaching Staff, ie, Housekeeping, Catering, some Admin incl. Term Time + some holidays)

5. Please tick in the table below the days that you usually work (if you work on a variable shift rota, and not the same days each week, please tick the last column):

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

6. What time do you normally arrive at work? (Please tick one only)

○ Before 08:00

○ Between 08:00 and 08:30

○ Between 08:30 and 09:00

○ After 09:00

7. What time do you normally leave work? (Please tick one only)

○ Before 15:00

○ Between 15:00 and 15:30

○ Between 15:30 and 16:00

○ Between 16:00 and 16:30

○ Between 16:30 and 17:00

○ After 17:00

8. Please indicate the distance you travel to school: (please tick one only)

○ Within 1 mile of the school

○ Between 1 – 2 miles of the school

○ Between 2 – 5 miles of the school

○ Between 5 – 10 miles of the school

○ Between 10 – 15 miles of the school

○ More than 15 miles of the school

9. How do you usually travel to and from school? (for the main part of the journey – please tick only one answer):

○ Walk

○ Cycle

○ Bus

○ Car as driver, on your own

○ Car as driver, with other(s)

○ Car as passenger

○ Motorcycle / Moped

○ Train

○ Taxi

If you answered 'car driver, on your own' as your main mode of travel please continue. If you answered any other way, no further input is required.

10. If you were unable to use your main mode of travel for getting to school, what would be your preferred available choice?

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Car as driver, on your own
- ☐ Car as driver, with other(s)
- ☐ Car as passenger
- ☐ Motorcycle / Moped
- ☐ Train
- ☐ Taxi

11. What are your main reasons for choosing to travel to and from school by car on your own? (please tick no more than three):

- ☐ Distance from school
- ☐ Quicker than other methods
- ☐ Personal comfort
- ☐ More reliable
- ☐ No alternatives available
- ☐ Not looked at alternatives
- ☐ More convenient
- ☐ Cheaper than other methods
- ☐ Personal safety
- ☐ Health reasons
- ☐ Transporting heavy items to/from school

12. Would you be prepared to car share?

- ○ Yes
- ○ No

13. If you answered no, please state why

[   ]

14. Would you consider using any of the following sustainable modes of transport to and from school?
Please do not select a mode that you currently use (please only select modes which are of interest to you)

- [ ] Walk

- [ ] Cycle

- [ ] Car sharing

- [ ] Motorcycle / Moped

- [ ] Train

- [ ] Bus

- [ ] None apply

15. What could be done to encourage you to change to a more sustainable mode of transport for travel to and from school?

Thank you for completing this Survey Deb German
School Logistics Manager and School Travel Plan Co-ordinator

Appendix 3
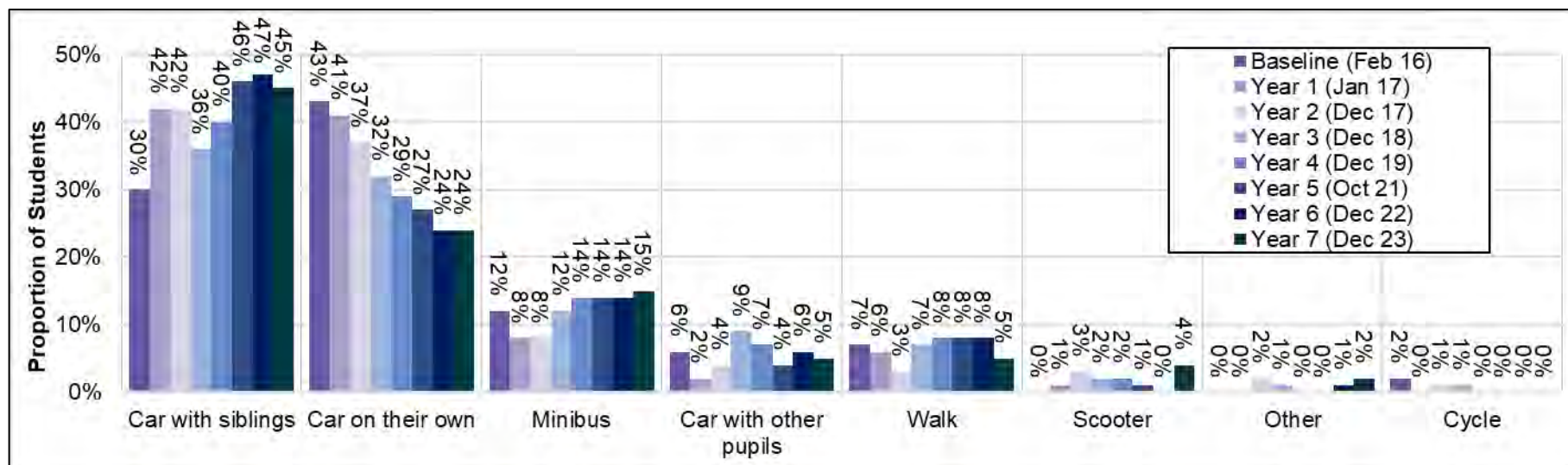
Chart 3.1: Travel to School by Mode
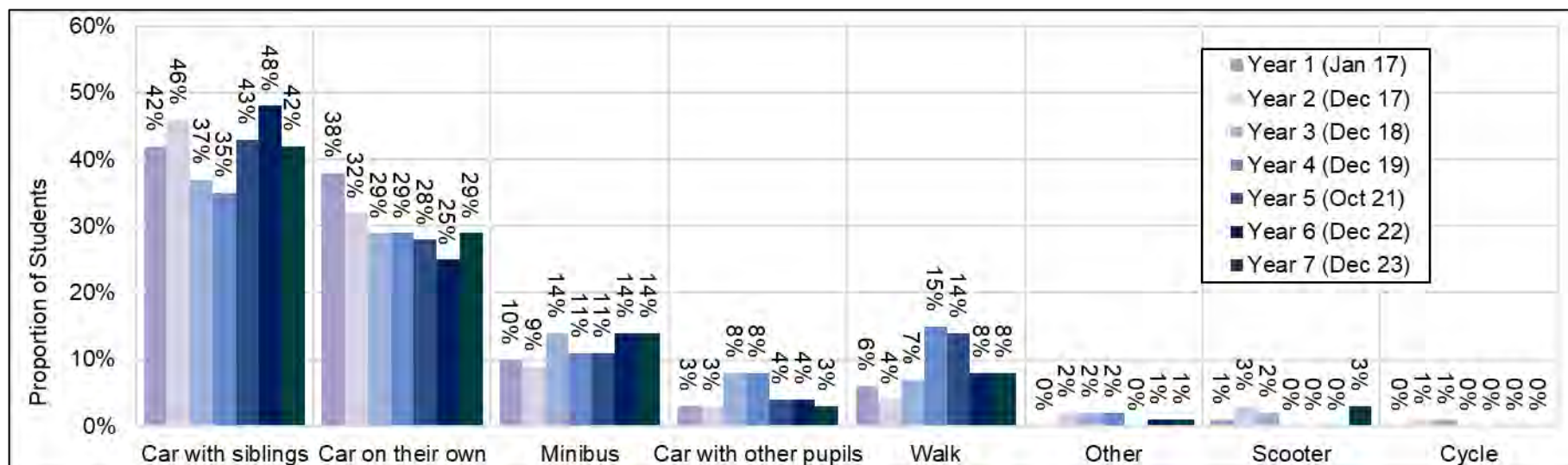
Chart 3.2: Travel from School by Mode
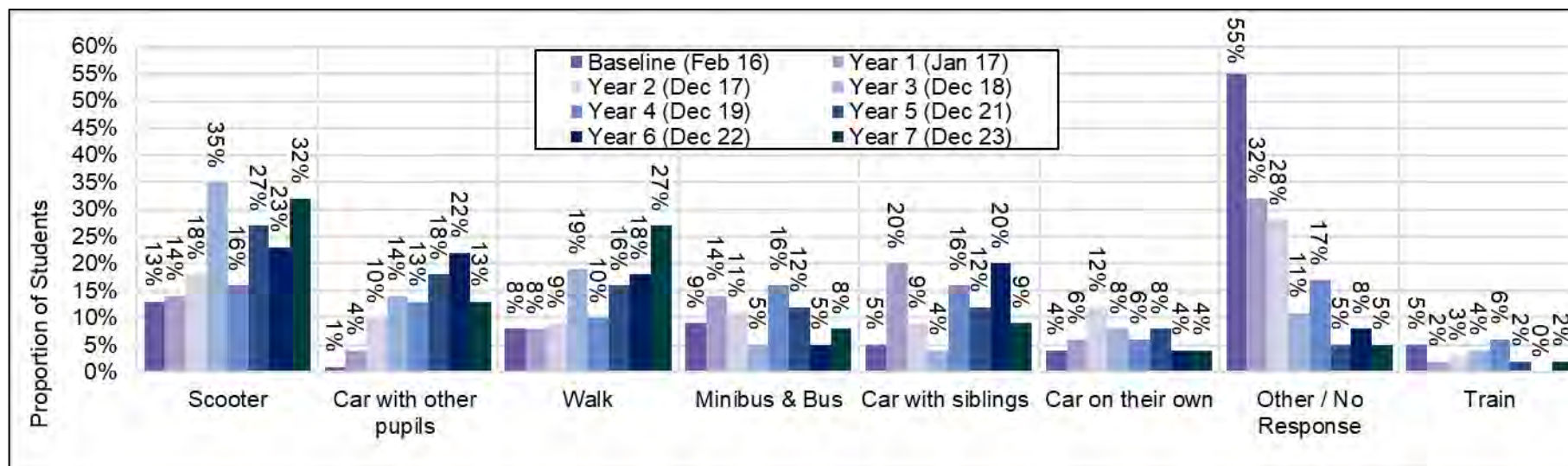
Chart 3.3: How Pupils Ideally Like to Travel to School by Mode
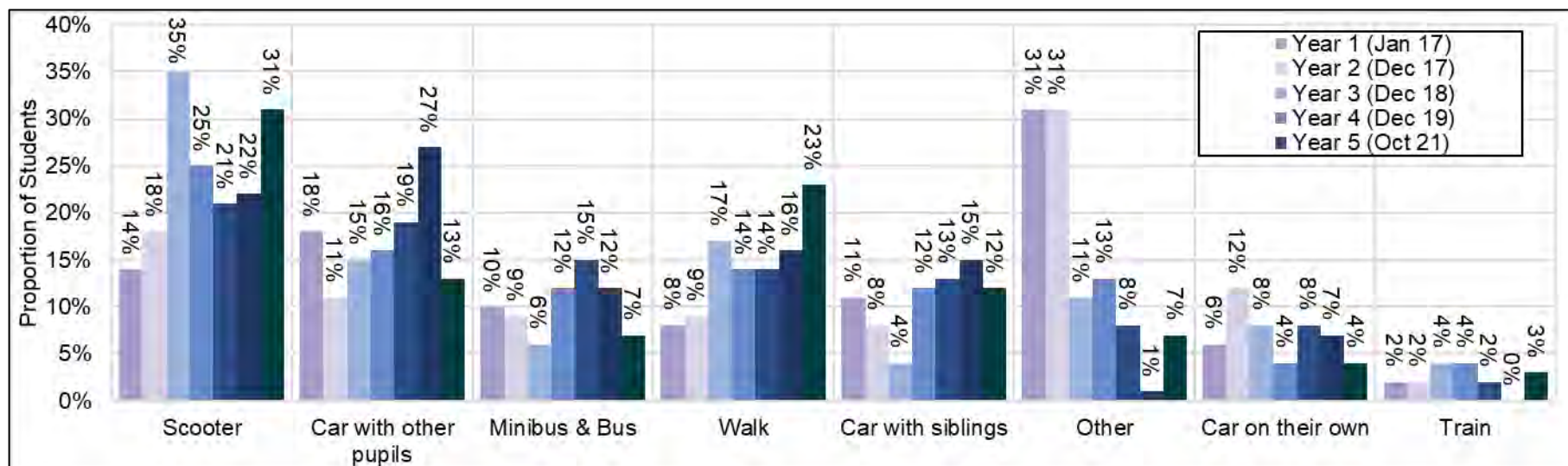
Chart 3.4: How Pupils Ideally Like to Travel from School by Mode

Chart 3.5: Reasons Preventing Pupils from Walking to School

Chart 3.6: Reasons Preventing Pupils from Car Sharing to School

Legend:
- Year 7 (Dec 23)
- Year 6 (Dec 22)
- Year 5 (Oct 21)
- Year 4 (Dec 19)
- Year 3 (Dec 18)

Other (including Covid-19)
- 17%
- 24%
- 18%
- 54%
- 32%

Sibling behaviour
- 0%
- 0%
- 0%
- 0%
- 15%

Child too shy / Lack of privacy
- 8%
- 0%
- 0%
- 15%
- 0%

Parent's refusing/working
- 0%
- 25%
- 9%
- 15%
- 0%

Takes too long
- 42%
- 8%
- 9%
- 38%
- 0%

Dropping off siblings at other schools
- 0%
- 8%
- 9%
- 8%
- 8%

Car not large enough
- 17%
- 17%
- 9%
- 31%
- 8%

Don't live near others
- 50%
- 75%
- 82%
- 69%
- 62%

Proportion of Classes / Year Groups

Chart 3.7: Reasons Preventing Pupils from Taking the Bus / Minibus to School

Categories (top to bottom): OTHER, Parent's refusing, Price, Need to stop off at more than one place, Vehicle too small / Too Busy, Younger siblings, Safety, Reliability, Distance or Speed, Too Boring, Time travelled / Earlier start, Lives too close to school, Convenience of Car, No or limited bus service

Legend:
- Year 7 (Dec 23)
- Year 6 (Dec 22)
- Year 5 (Oct 21)
- Year 4 (Dec 19)
- Year 3 (Dec 18)
- Year 2 (Dec 17)
- Year 1 (Jan 17)
- Baseline (Feb 16)

X-axis: Proportion of Classes / Year Group (0% to 80%)

OTHER: 8%, 8%, 9%, 15%, 23%, 14%, 7%, 21%

Parent's refusing: 17%, 8%, 0%, 23%, 0%, 7%, 0%, 0%

Price: 8%, 8%, 0%, 15%, 0%, 7%, 7%, 21%

Need to stop off at more than one place: 8%, 0%, 0%, 8%, 0%, 0%, 0%, 0%

Vehicle too small / Too Busy: 8%, 0%, 0%, 8%, 0%, 0%, 0%, 0%

Younger siblings: 0%, 0%, 0%, 8%, 0%, 0%, 0%, 14%

Safety: 0%, 0%, 0%, 8%, 7%, 0%, 14%

Reliability: 0%, 0%, 0%, 14%, 0%, 36%

Distance or Speed: 0%, 0%, 0%, 14%, 0%, 14%

Too Boring: 8%, 0%, 9%, 0%, 0%, 0%, 0%, 0%

Time travelled / Earlier start: 17%, 25%, 9%, 0%, 0%, 0%, 0%

Lives too close to school: 8%, 8%, 27%, 31%, 15%, 7%, 7%, 0%

Convenience of Car: 0%, 17%, 27%, 0%, 8%, 0%, 14%, 7%

No or limited bus service: 67%, 58%, 55%, 77%, 69%, 29%, 64%, 57%

Chart 3.8: Changes to Encourage Walking to School

Legend:
- Year 7 (Dec 23)
- Year 6 (Dec 22)
- Year 5 (Oct 21)
- Year 4 (Dec 19)
- Year 3 (Dec 18)
- Year 2 (Dec 17)
- Year 1 (Jan 17)
- Baseline (Feb 16)

Categories (y-axis):
- OTHER
- Help with luggage / less equipment to carry
- Reduced traffic speeds
- Longer Legs
- Improved pedestrian environment
- Reduced traffic
- If Different Parent Travelled
- Weather
- Walking with friends
- Later start at school
- Getting up earlier / Leave home earlier
- Living closer to school

X-axis: Proportion of Classes / Year Groups (0% to 90%)

OTHER: 0%, 17%, 0%, 8%, 8%, 0%, 0%, 14%
Help with luggage / less equipment to carry: 8%, 17%, 0%, 23%, 0%, 7%, 0%, 8%
Reduced traffic speeds: 0%, 0%, 0%, 15%, 0%, 0%, 0%, 0%
Longer Legs: 0%, 0%, 0%, 15%, 0%, 0%, 0%, 0%
Improved pedestrian environment: 0%, 8%, 0%, 8%, 14%, 23%, 0%, 0%
Reduced traffic: 0%, 8%, 0%, 8%, 8%, 14%, 7%, 0%
If Different Parent Travelled: 8%
Weather: 8%, 8%, 7%
Walking with friends: 0%, 0%, 18%, 8%, 0%, 0%
Later start at school: 8%
Getting up earlier / Leave home earlier: 0%, 17%, 27%, 8%, 8%, 14%, 0%, 0%
Living closer to school: 67%, 75%, 64%, 54%, 62%, 50%, 79%, 86%

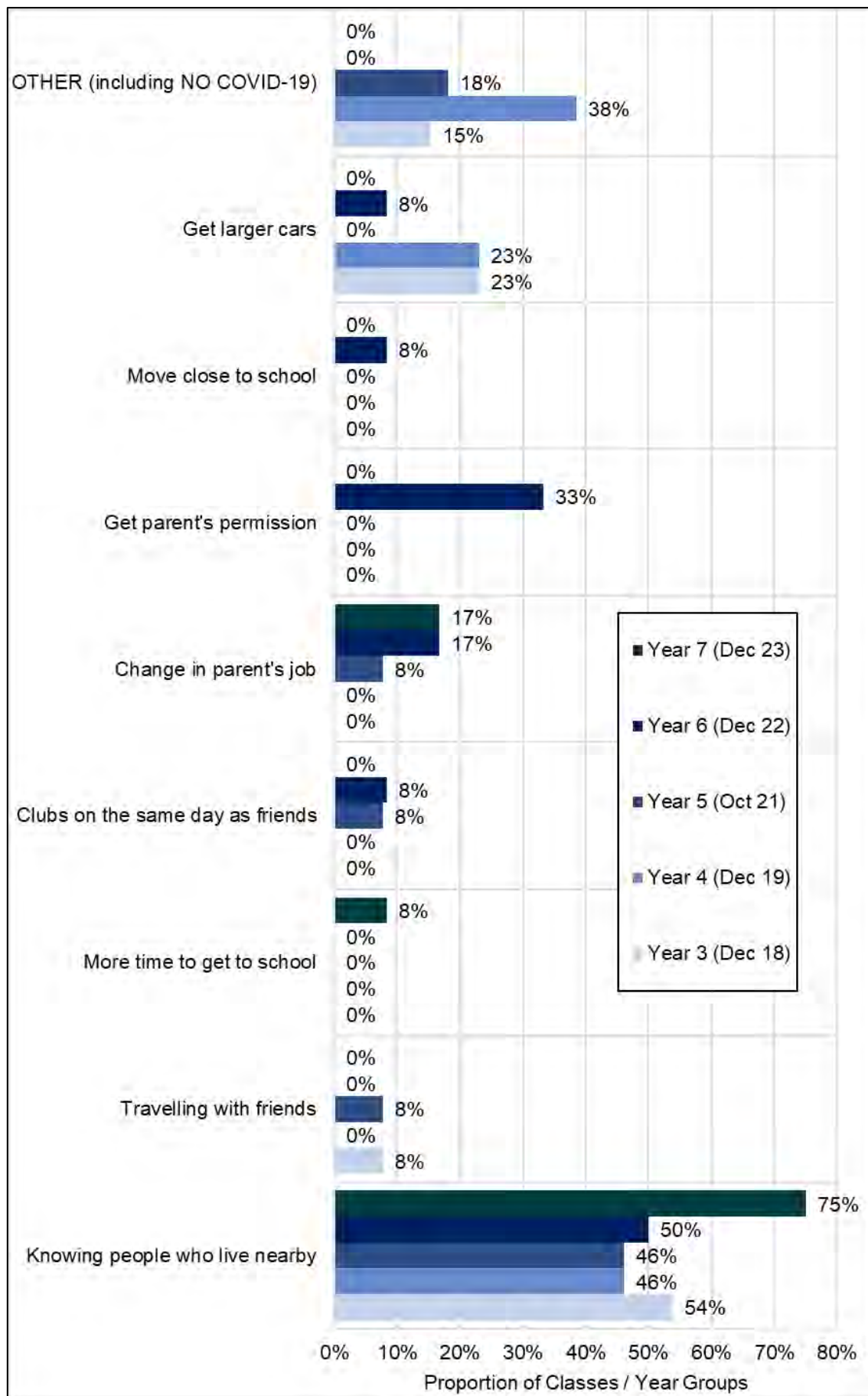**Chart 3.9: Changes to Encourage Car Sharing to School**

Chart 3.10: Changes to Encourage Taking the Bus to School

Chart 3.11: Reasons to Like Walking to School
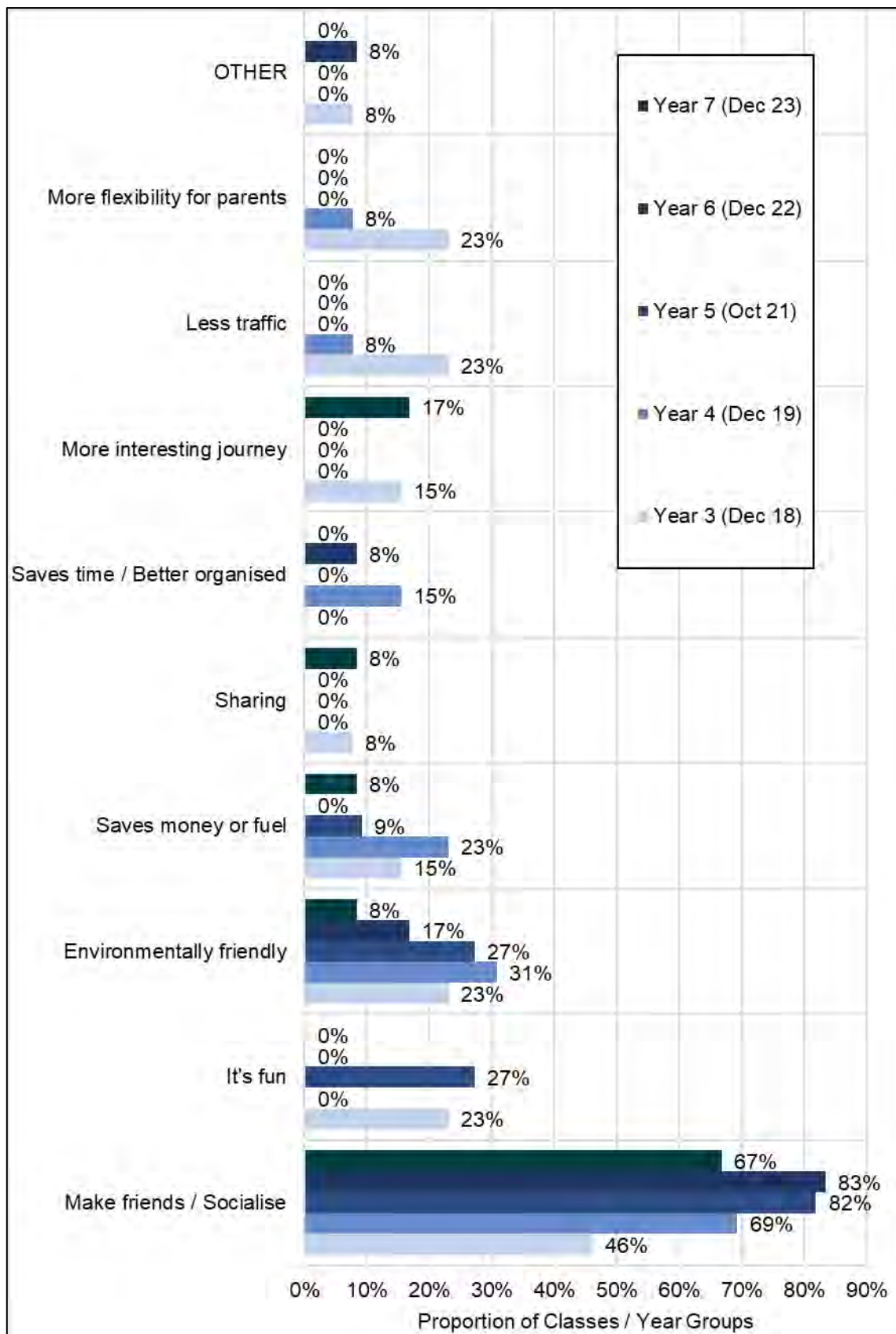
Legend:
- Year 7 (Dec 23)
- Year 6 (Dec 22)
- Year 5 (Oct 21)
- Year 4 (Dec 19)
- Year 3 (Dec 18)
- Year 2 (Dec 17)
- Year 1 (Jan 17)
- Baseline (Feb 16)

X-axis: Proportion of Classes / Year Groups

OTHER
- 0%
- 17%
- 0%
- 0%
- 15%
- 14%
- 0%
- 7%

Save money or fuel
- 0%
- 0%
- 8%
- 0%
- 0%
- 7%
- 14%

Convenient
- 0%
- 17%
- 0%
- 0%
- 8%
- 0%
- 0%
- 14%

Environmentally friendly
- 33%
- 42%
- 9%
- 46%
- 38%
- 7%
- 21%
- 29%

Fun or exciting
- 8%
- 33%
- 9%
- 23%
- 15%
- 14%
- 21%
- 43%

Fresh air
- 42%
- 33%
- 9%
- 15%
- 31%
- 7%
- 36%
- 14%

Sociable
- 8%
- 8%
- 9%
- 15%
- 8%
- 0%
- 7%
- 7%

Like walking / Scenic
- 0%
- 8%
- 9%
- 0%
- 8%
- 14%
- 21%
- 29%

Exercise or health
- 58%
- 33%
- 82%
- 62%
- 62%
- 50%
- 64%
- 64%

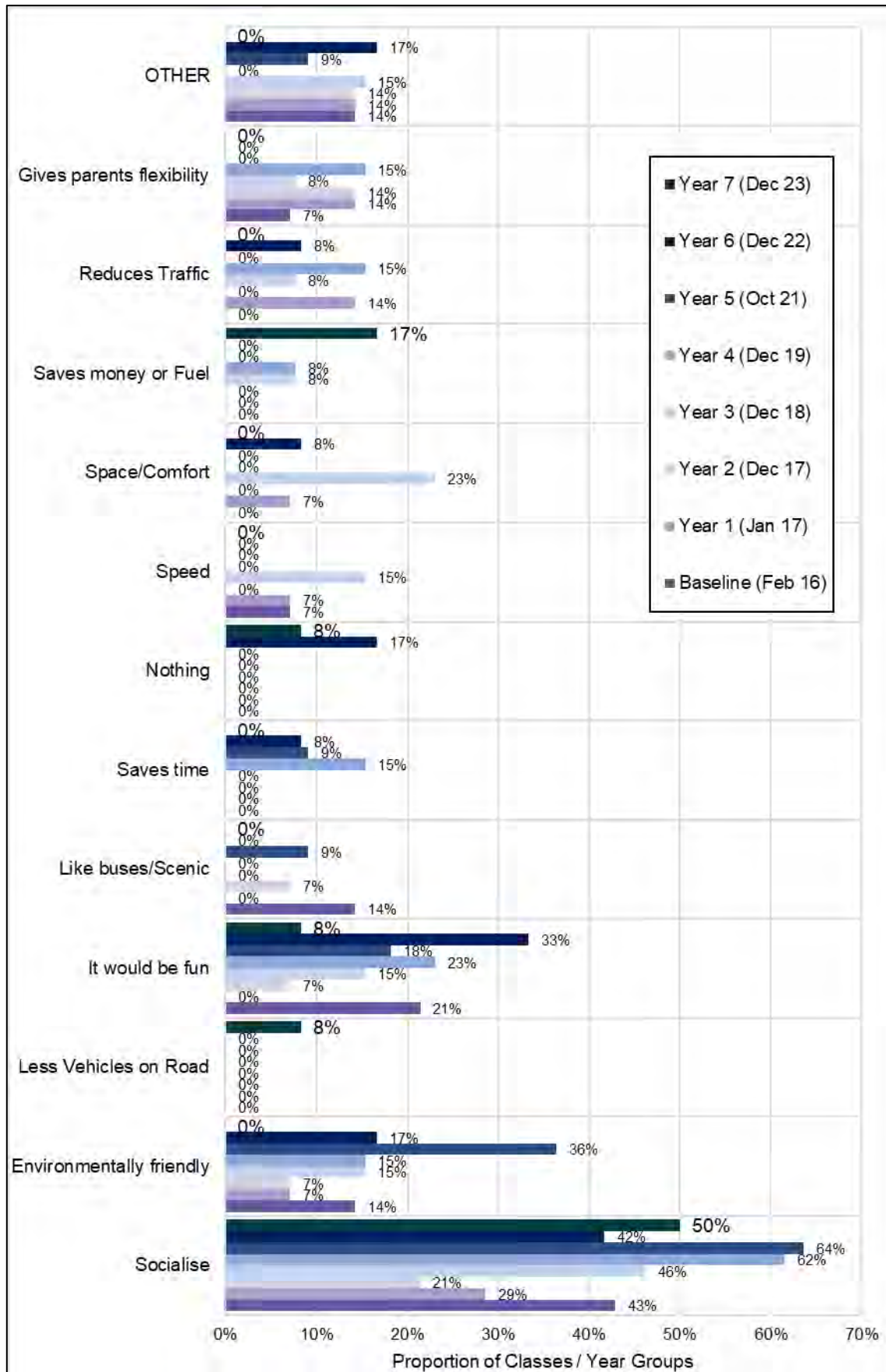**Chart 3.12: Reasons to Like Car Sharing to School**

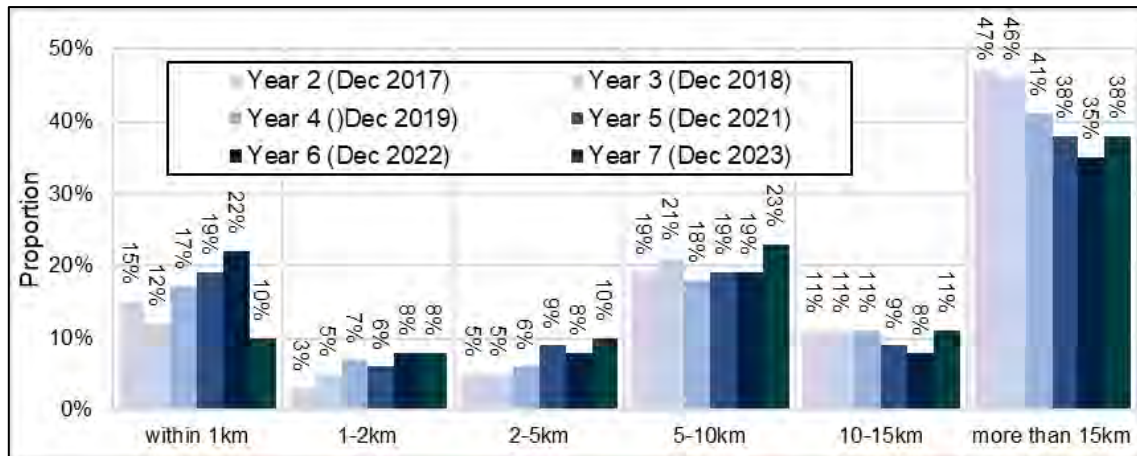**Chart 3.13: Reasons to Like Taking the Bus to School**
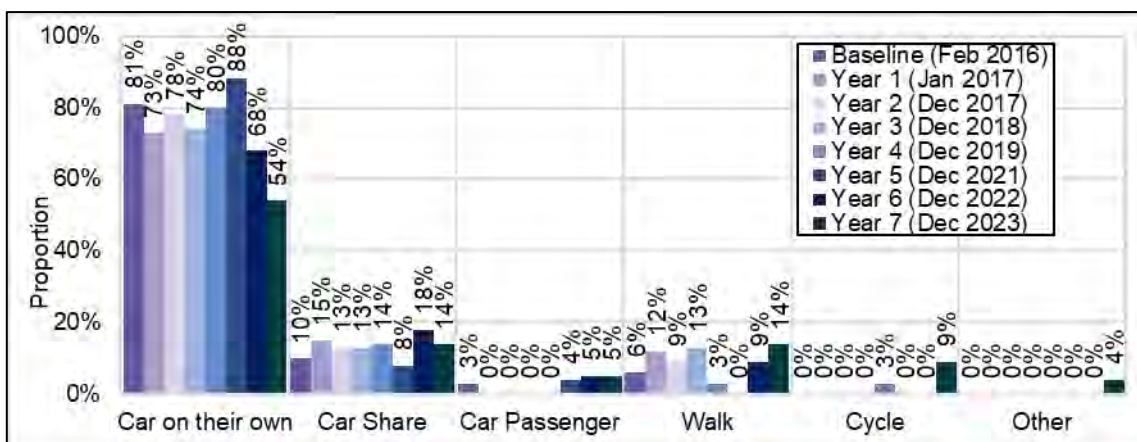
Chart 4.1: Distance Travelled to School

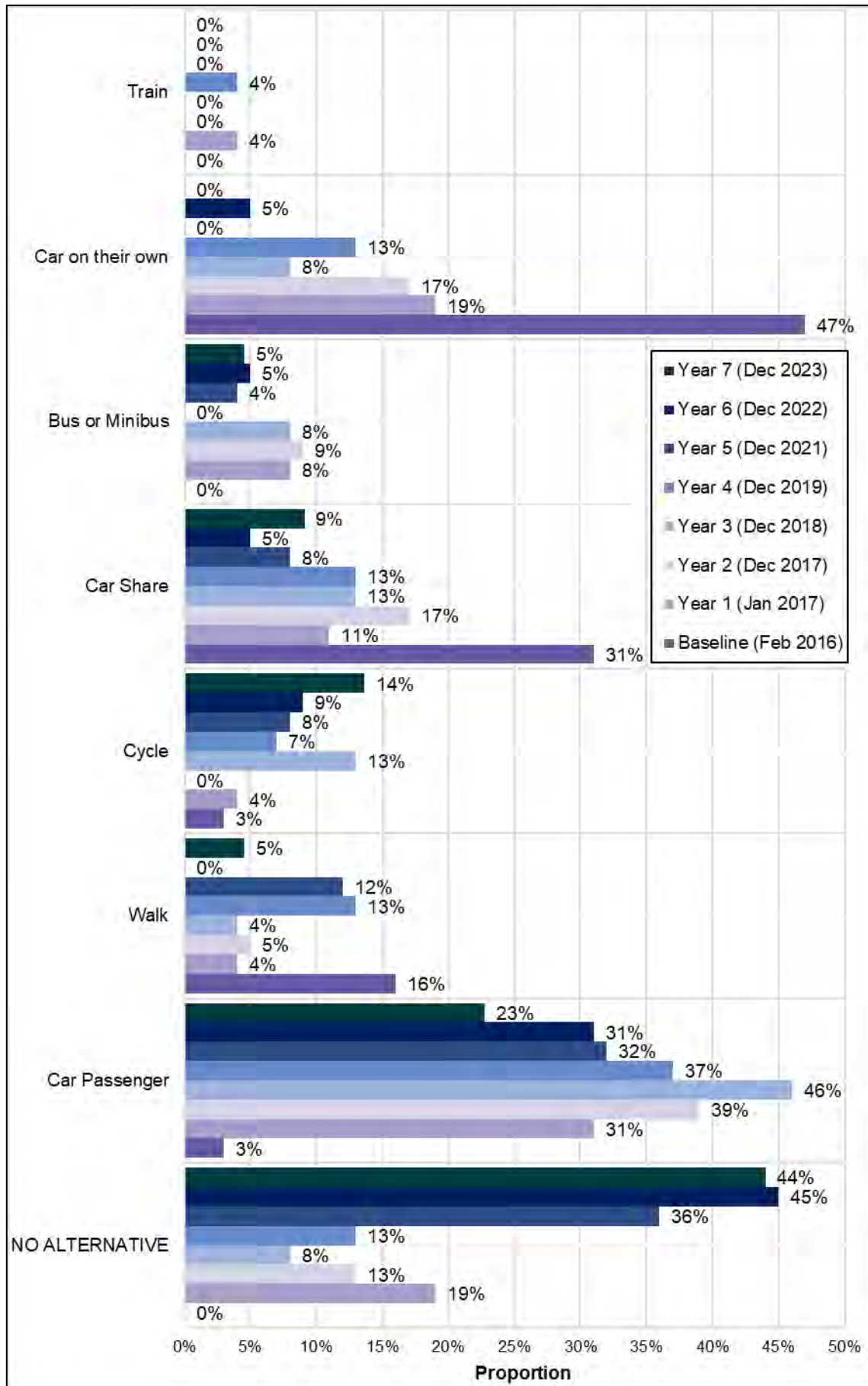*Chart 4.2: Staff Travel to and from School (By Mode)*

Chart 4.3: Preferred Mode of Travel if Main Mode Unavailable

Legend:
- Year 7 (Dec 2023)
- Year 6 (Dec 2022)
- Year 5 (Dec 2021)
- Year 4 (Dec 2019)
- Year 3 (Dec 2018)
- Year 2 (Dec 2017)
- Year 1 (Jan 2017)
- Baseline (Feb 2016)

Train
- 0%
- 0%
- 0%
- 4%
- 0%
- 0%
- 4%
- 0%

Car on their own
- 0%
- 5%
- 0%
- 13%
- 8%
- 17%
- 19%
- 47%

Bus or Minibus
- 5%
- 5%
- 4%
- 0%
- 8%
- 9%
- 8%
- 0%

Car Share
- 9%
- 5%
- 8%
- 13%
- 13%
- 17%
- 11%
- 31%

Cycle
- 14%
- 9%
- 8%
- 7%
- 13%
- 0%
- 4%
- 3%

Walk
- 5%
- 0%
- 12%
- 13%
- 4%
- 5%
- 4%
- 16%

Car Passenger
- 23%
- 31%
- 32%
- 37%
- 46%
- 39%
- 31%
- 3%

NO ALTERNATIVE
- 44%
- 45%
- 36%
- 13%
- 8%
- 13%
- 19%
- 0%
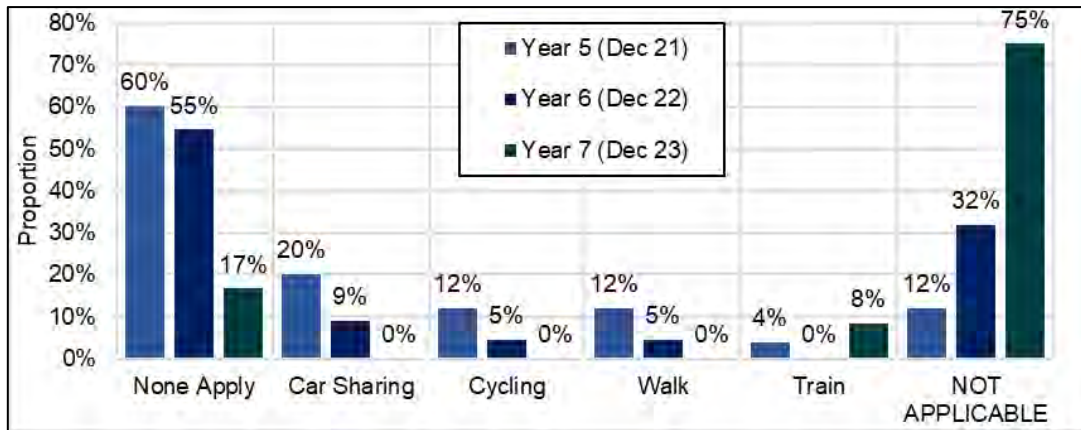
X-axis: Proportion (0% to 50%)

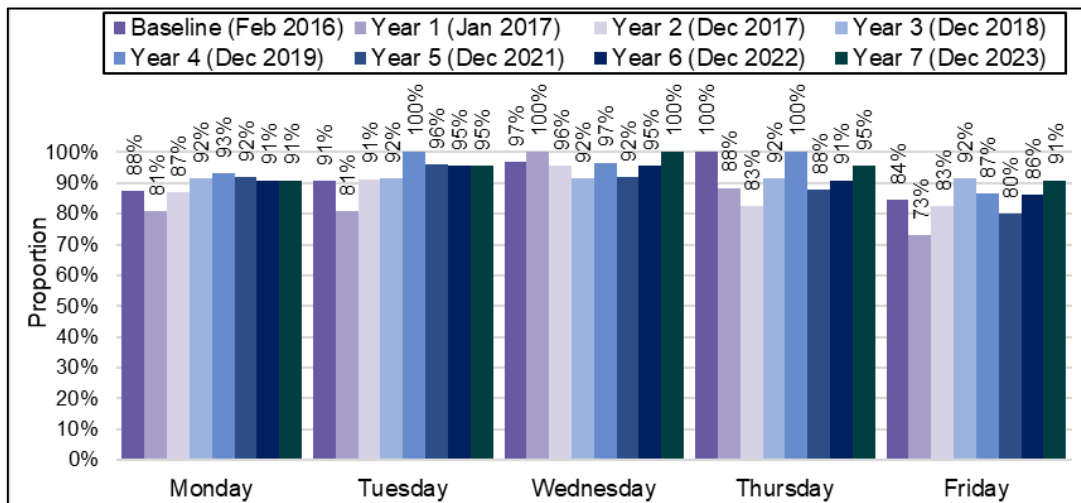*Chart 4.5: Sustainable Modes that Staff Would Consider*

Chart 4.6: Working Patterns: St. Margaret's Staff
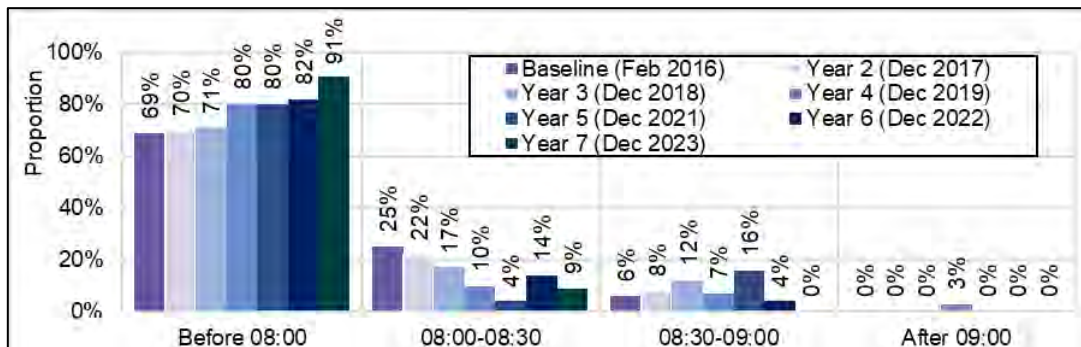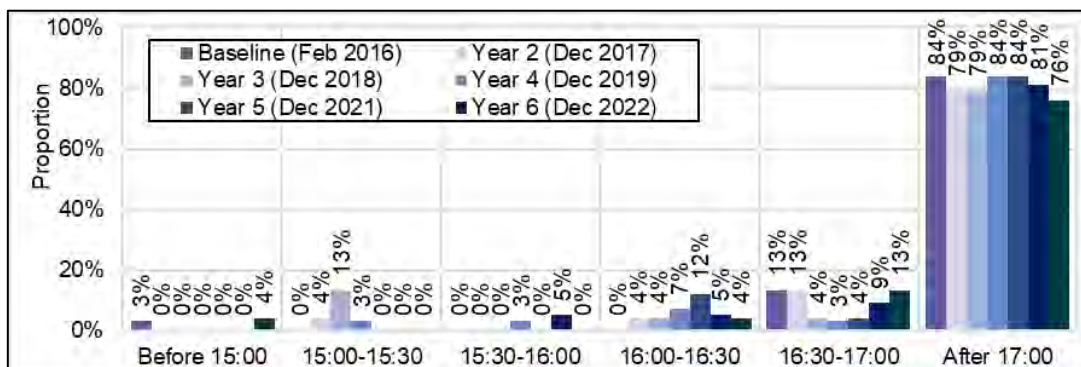

Chart 4.7: Arrival Times: St. Margaret's Staff

Chart 4.8: Departure Times: St. Margaret's Staff