

Project Title
Selwyn Primary School

Report Title
School Travel Plan

Document Reference:
4479/003/R02

Prepared For
Galliford Try Construction

Date
December 2015

Delta House
175 -177 Borough High Street
London
SE1 1HR

T +44 (0)207 939 9916
F +44 (0)207 939 9909
E london@robertwest.co.uk
W www.robertwest.co.uk



Consulting Engineers

Registered office: Delta House, 175-177 Borough High Street, London, SE1 1HR Registered in Cardiff No: 2901674
Robert West Consulting Limited (trading as Robert West) is a subsidiary of Robert West Group Limited

Status	Details of Amendments	Date	Checked	Approved
First Issue	School Travel Plan	07/112/205	ML	AMS

CONTENTS

CHAPTER		PAGE
1.0	INTRODUCTION AND BACKGROUND	1
2.0	BASIC INFORMATION	3
3.0	SITE CONTEXT AND ACCESSIBILITY	7
4.0	EXISTING SCHOOL OPERATION AND TRAVEL BEHAVIOUR	11
5.0	SCHOOL CONSULTATION	14
6.0	TRANSPORT AND TRAVEL ISSUES	15
7.0	OBJECTIVES AND TARGETS	17
8.0	MEASURES AND INITIATIVES	19
9.0	IMPLEMENTATION, MONITORING, REPORTING AND REVIEW	27
10.0	SCHOOL SIGN-OFF	28

APPENDICES

APPENDIX A – STARS ACCREDITED SCHOOL TRAVEL PLAN

1.0 INTRODUCTION AND BACKGROUND

1.1 Robert West were appointed by Galliford Try Construction in April 2015 to provide transport planning advice in relation to the development of Selwyn Primary School proposal. This School Travel Plan (STP) is submitted to support planning application of the proposed rebuild of the School buildings. The proposed works will not seek to increase the number of consented pupil places of 630 primary places and 90 nursery places (45FTE).

Existing School

1.2 Selwyn Primary School is a community primary school for pupils aged 2 – 11 years located at Cavendish Road, Highams Park, E4 9NG within the London Borough of Waltham Forest (LBWF). A total of 573 pupils currently attend the Primary School and 74 attend the on-site Nursery in two daily sessions. A total of 111 members of staff (Nursery, support and agency/contract staff) are currently working on site. This equates to 43 FTE staff.

Development Proposals

- 1.3 The development proposals for the site are for the existing school buildings to be demolished and a new modern purpose built school built in its place which will provide for the needs of the School and make the most of the available land.
- 1.4 No increase in the consented pupil places is proposed and the School will continue to operate as 3FE. The School is currently undersubscribed, and as such natural increase of 57 primary pupils and 16 nursery pupils (8FTE) will occur that is not related to the development proposal.

Scope of Work

- 1.5 The School currently has a STP dated 2013 / 2014 entered into the Transport for London (TfL) hosted database known as STARS. This STP is submitted to support a planning application for the proposed School rebuild as described above. It incorporates details forming part of the STARS version of the STP contained in Appendix A of this report for reference and provides additional details where it is not possible for these to be added to the database. This STP will remain in force permanently sitting alongside the STARS STP which is updated regularly.
- 1.6 Where relevant, instructions will be added to this document (in italics) to identify information that can be input by the School into the STARS database to ensure both versions of the STP are consistent.

Report content

- 1.7 Following this introduction, the remainder of this STP is structured as follows:
- i. The basic information about the School is contained in Section 2.0 of this report (this information will be loaded onto the STAR Track System in due course);

- ii. The site and conditions in the wider area, including the accessibility of the School by non-car modes of transport, are outlined in Section 3.0;
- iii. The survey results related to existing users (pupils and staff) are contained in Section 4.0 of this report as taken from the STARS STP;
- iv. The consultation exercises that have been undertaken by the School are contained in Section 5.0 of this report;
- v. The perceived transport and travel issues, as identified by the STARS STP and the Transport Statement are outlined in Section 6.0 of this report;
- vi. Objectives and Targets have been included in Section 7.0, demonstrating what the STP will seek to achieve;
- vii. The measures and initiatives that will be implemented to achieve the objectives of the STP are contained in Section 8.0; and
- viii. The process by which this STP will be implemented, monitored and reviewed is set out in Section 9.0 and the sign-off of the STP is provided in Section 10.0.

2.0 BASIC INFORMATION

2.1 The below tables replicate the content of the relevant section in the STARS Database pages for completeness.

(Note to School: Any new information should be updated in the STARS Database.)

Staff Contact Details	
Lead School Contact Name	Maureen Okoye
Lead School Contact Email	Maureen.Okoye@davieslane.waltham.sch.uk
Optional School Contact Name (1)	Loraine Conway
Optional School Contact Email (1)	Loraine.conway@selwyn.waltham.sch.uk
School details	
Name of School	Selwyn Primary School
Telephone Number	0208 527 3814
Email Address	primary@selwyn.waltham.sch.uk
Street	Cavendish Road
Ward	Hale End and Highams Park
Postcode	E4 9NG
Borough	London Borough of Waltham Forest
Website	http://www.selwynprimarywaltham.co.uk/
DFE Number	320/3310
Type of School	Primary
Category of School	Community School
Age Range	2-11 (including nursery)
Number of students including nursery	647
Number of staff full time and part time	43 full time staff and 48 part time staff
Catchment Area	2 mile radius

Please provide details of any expansion plans or changes to student School times	<p>The School is currently looking to obtain planning permission to demolish the existing school buildings and replace them with one larger modern block. The new facilities are designed to make the most of the land available and provide facilities tailored to the School.</p> <p>The number of staff and pupils is not proposed to change as part of the development proposals.</p>
School Opening Times	
School site opening time	07:00
School site closing time	18:00
Breakfast club start time (if applicable)	07:45
Student's official School start time	09:00
Student's official School finish time	15:25
Enrichment / extended School's finish time	<p>After School Activities : 16:30</p> <p>After School Club 18:00</p>
Nursery opening time	09:10
Nursery closing time	15:30
Cycle Parking Facilities	
"Covered Sheffield Stand" cycle parking spaces	40
"Sheffield Stand" cycle parking spaces	
"Cycle Racks" cycle parking spaces	
Cycle Parking Lockers	
"Cycle-pod" or "Mini-pod"	24
Scooter Parking spaces	24
Other cycle parking spaces	

Other School Transport Facilities	
Staff parking spaces	12
Staff car share spaces	4 (including 1 disabled space)
Disabled parking spaces	1
Visitor car-parking spaces	0
Coach parking spaces	0
Student storage lockers	
Staff storage lockers	
Staff shower facilities	
Other School Transport Facilities (Contd.)	
Engineering measures in and around the School site	<p>Selwyn Primary School has access points for pedestrians along both Cavendish Road and Selwyn Avenue. The pedestrian accesses have guardrailing located outside of them.</p> <p>School keep clear lines are provided along lengths of the School frontages on either street. They prevent stopping between Monday to Friday 08:00-16:00 on the markings.</p> <p>There are 'Slow' markings on the carriageway outside of the site on both Selwyn Avenue and Cavendish Road.</p> <p>There is a one-way system to the east of the School which controls how vehicles approach the site from Winchester Road.</p> <p>There are traffic management measures in place to reduce rat running.</p>
Site Working Group Members	
Working Group Members	Executive Headteacher – Maureen Okoye
(The roles identified here are those recommended to be involved in the working group. The School should review and complete this list with the names of those involved as part of future updates to the STP.)	Head of School – Lisa Bogle
	Deputy Head Teacher – TBC
	Governor – TBC

	Pupil – TBC
Other Information	
<p>The School provides pedestrian accesses on both Cavendish Road and Selwyn Avenue. Vehicular access is proposed from Selwyn Avenue to access the car park.</p> <p>There are 76 cycle parking and 24 scooter parking spaces located within the boundary of the School.</p> <p>There are dedicated cycle facilities in the immediate area surrounding the school. The TfL Local Cycling Guide Volume 4 illustrates that there is a Green Off-road route (to the south west of the site) which traverses around the Peter May Sports Centre and Hale End Sportsground.</p> <p>Selwyn Avenue (to the north of the site), Tudor Road (to the north west of the site) and Larkshall Road (to the north east of the site) are designated as blue routes i.e. 'Routes signed for use by cyclists on a mixture of quiet and busier roads. Other roads in the immediate area such as Cavendish Road to the south of the site is designated as a yellow route i.e. 'Quieter roads that have been recommended by other cyclists'.</p> <p>Two bus routes are within walking distance of the School (W16 and 212), situated 325m away (approximately 4 minutes' walk) and a further 9 routes serve the site serve the School from bus stops in the wider area (approximately 8-9 minutes' walk away). It was observed that each bus stop has a shelter, a bus flag and timetables.</p> <p>Walthamstow Central (LU) station is situated 3.6km from the School. Highams Park is the nearest station, it is on the London Overground network and is located 600m away.</p> <p>The School has a public transport accessibility level of 2, which is considered relatively poor, as a result of the limited routes available and in particular the limited underground and train routes available within reasonable walking distance.</p>	

3.0 SITE CONTEXT AND ACCESSIBILITY

3.1 This section provides a description of the development Site and its accessibility by non-car modes, including walking, cycling and public transport.

Site Location

3.2 The Site is located in the centre of the LBWF administrative area and the streets surrounding the Site are primarily residential. Highams Park lies behind the residences directly opposite the School to the south of the Site on Cavendish Road.

3.3 There are some commercial units to the east of the Site on Winchester Road and in the wider area there are further commercial units, areas of parkland, a synagogue and sports fields. Highams Park Station, which is operated by Greater Anglia, is located to the north east of the School.

3.4 The area surrounding the Site is bordered by the North Circular Road (A406) to the south, the railway line terminating at Chingford to the east, the River Lea and several reservoirs to the west and parkland to the north.

3.5 There are other Schools in the area which would be expected to generate travel demand on the transport network surrounding Selwyn Primary School, however none of the schools is expected to generate impact on Selwyn Avenue or Cavendish Road directly. These schools are listed below:

- i. Chingford Hall Community Primary School;
- ii. Sir Winston Churchill Academy and College;
- iii. Oakhill Primary School;
- iv. Brookfield House School;
- v. Joseph Clarke School & Service
- vi. Handsworth Primary School; and
- vii. Ainslie Wood Primary School.

Site Accessibility*Walking*

- 3.6 The footway network in the vicinity of the School is comprehensive. Streets surrounding the School have footways on both sides of the road. Footways are 2 to 2.5m wide and of a moderate to good standard.
- 3.7 The area in the vicinity of the School has a number of uncontrolled crossings with dropped kerbs. At the eastern ends of Selwyn Avenue and Cavendish Road there are raised crossings at the junctions with Winchester Road. These crossings are level with the carriageway and have tactile paving.
- 3.8 There is a barrier consisting of bollards across the carriageway preventing through access for vehicles at the junction of Selwyn Avenue and Nelson Road. In addition there is a refuge island across this crossing with dropped kerbs.

Cycle Network

- 3.9 There are dedicated cycle facilities in the immediate area surrounding the school. The TfL Local Cycling Guide Volume 2 designates Cavendish Road to Empress Avenue (to the south west of the Site) which traverses around the Peter May Sports Centre and Hale End Sportsground as a green route i.e. 'Off-road routes: Either alongside roads, through parks, or along towpaths. Some routes may not be available or suitable for use at night. Routes may be shared with pedestrians.
- 3.10 Selwyn Avenue (to the north of the Site), Tudor Road (to the north west of the Site) and Larkshall Road (to the north east of the Site) are designated as blue routes i.e. 'Routes signed for use by cyclists on a mixture of quiet and busier roads. Other roads in the immediate area such as Cavendish Road to the south of the Site is designated as a yellow route i.e. 'Quieter roads that have been recommended by other cyclists'.

Public Transport

- 3.11 The closest bus routes are the 212 and W16 services; these can be accessed from the bus stops on Winchester Road, which are approximately 325m from the School (4 minute walk). Facilities at the bus stops include a bus shelter, flags and timetables.
- 3.12 Access to other bus routes (97, 158, 215, 357, 385, 397, 657, N26 and W11) is available from bus stops located on Chingford Road - A112, which are located approximately 770m from the School (9 minute walk). The bus stops facilities are of the same standards as on Winchester Road.
- 3.13 The 275 service can be accessed from bus stops found on Hale End Road approximately 8 minutes' walk from the School.

3.14 A summary of the bus services and approximate frequencies available in the locality is provided in Table 3.1.

Bus Route	Destination	Morning Frequency (08:00 - 09:00)	Afternoon Frequency (15:00 - 16:00)
97	Chingford Station - Stratford City Bus Station	6 - 10 Minutes	6 - 10 minutes
158	Stratford Bus Station - Chingford Mount	6 - 10 minutes	6 - 10 minutes
212	Chingford Station - St James Street Station	9 - 10 minutes	9 - 10 minutes
215	Lee Valley Campsite - Walthamstow Bus Station	18 - minutes	19 - minutes
275	St James Street Station - Barkingside Tesco	9 - 13 minutes	10 - 14 minutes
357	Chingdale Road - Whipps Cross	15 - minutes	15 - minutes
385	Chingford Station - Salisbury Hall Sainsbury's	-	60 - minutes
397	Salisbury Hall Sainsbury's - Burton Road	10 - 29 minutes	30 - minutes
657	Salisbury Hall Sainsbury's - Bancroft's School	-	-
N26	Trafalgar Square / Charing Cross Station - Chingford Station	-	-
W11	Chingford Hall Estate - Walthamstow Bus Station	10 - minutes	10 - minutes
W16	Chingford Mount - Leytonstone Station / Grove Green Road	11 - 13 minutes	11 - 13 minutes

Table 3.1 Bus Services from Bus Stops, close to the School

London Underground and National Rail

- 3.15 The closest London Underground station to the Site is Walthamstow Central, which is located 3.4km to the south (approximately 42 minutes' walk away). Walthamstow Central is served by the Victoria Line.
- 3.16 Highams Park railway station and is located 600m (7 minute walk) to the north east of the Site. The station is located on the Chingford Branch Line and is part of the London Overground network. The station is managed by London Overground and offers services to London Liverpool Street, Walthamstow Central and Chingford.

Public Transport Accessibility Level (PTAL)

- 3.17 A Site specific public transport accessibility level (PTAL) assessment has been undertaken using the TfL database www.webptals.org. The output is contained in Appendix B of this report. This identifies that the School has a PTAL of 2, which is classified as 'Poor' public transport accessibility.

Summary

- 3.18 The Site is situated within a residential area and the pedestrian network is comprehensive and of a good quality with wide footways and frequent uncontrolled crossing points.
- 3.19 While the Site is classified as having poor public transport accessibility level it is recognised that there are frequent bus routes and a London Overground Station in close proximity. It is anticipated that majority of pupils will live within a reasonable walk, cycle or scooter distance to the School, thus capacity constraints are not a specific concern.

4.0 EXISTING SCHOOL OPERATION AND TRAVEL BEHAVIOUR

4.1 This section considers how pupils and staff currently travel to and from Selwyn School. The last School Travel Plan was written in 2013 and is in the TfL STARS Accreditation format, which is standard in London.

4.2 The results of the surveys undertaken for the 2013/14 School Travel Plan are summarized in Table 4.1 and Table 4.2 below for pupils and staff respectively. The surveys were undertaken on the 1st September 2013 for pupils and staff. 96% of pupils responded and 100% of full and part time staff responded.

Mode	To/ From School		Existing Pupils	Consented Pupils
	Surveyed	Mode Share (%)		
Car alone	144	24.6%	159	177
Car share	11	1.9%	12	14
Park & Stride	36	6.1%	39	44
School Bus	1	0.2%	1	1
Walk	300	51.2%	331	369
Bus	58	9.9%	64	71
Train/Tube	0	0.0%	0	0
Bicycle	17	2.9%	19	21
Other	19	3.2%	21	23
Total	586	100%	647	720

Table 4.1: Pupil Travel Behaviour (September 2013)

4.3 It is demonstrated that the mode share of pupils travelling by non-car modes in September 2013 was 75.4% with 24.6% travelling by car. Car sharing and park & stride took place which limits the number of vehicle trips made. High proportions of pupils walked to school, which is consistent with observations from site visits.

Mode	To / From School		Existing School Staff Travel Mode
	Survey	Mode Share (%)	
Car alone	41	50.0%	56

Car Share	0	0.0%	0
Park & Stride	3	3.7%	4
School Bus	1	1.2%	1
Walk	26	31.7%	35
Bus	6	7.3%	8
Train/Tube	0	0.0%	0
Bicycle	2	2.4%	3
Other	3	3.7%	4
Total	82	100%	111

Table 4.2: Staff Travel Behaviour (September 2013)

- 4.4 Table 4.2 demonstrates that half of staff drove to School in September 2013 with low use of public transport reflecting the relative remoteness of the Site from rail and tube services.
- 4.5 If the percentage mode share of staff travelling in a car alone is applied to the total number of staff including all Nursery, support and agency/contract staff then the demand for parking would be *circa* 56 vehicles per day.
- 4.6 The 2013/14 School Travel Plan has identified the following issues or problems that were of concern to the School Community in relation to travel/ transport:
- i. Visitors have difficulty in finding parking spaces; and
 - ii. Parking by parents/carers at the beginning and end of School day.
- 4.7 This suggests there are capacity and availability constraints in relation to parking. This is consistent with Site visit observations.

Summary

- 4.1 The following points summarize this review of the School Travel Plan for Selwyn Primary School:
- i. The review of the School Travel Plan has demonstrated that the School has a very high number of sustainable trips undertaken by pupils. The majority of pupils and half of staff travel by non-car modes. Walking, cycling and use of scooters is popular.

- ii. Given that there is no proposed expansion to staff or pupil numbers it is considered unlikely that the rebuilding of the school would have a detrimental effect on the local highway network in terms of increased parking stress; and
- iii. The School Travel Plan should continue to be reviewed annually in accordance with the TfL STAR Accreditation methodology and incorporate details of the development when and where it is relevant. Measures that seek to reduce car trips amongst pupils and staff along with manage demand for travel should be implemented.

5.0 SCHOOL CONSULTATION

Completed Consultations

5.1 The School undertook a consultation in April 2013, which formed part of the 2013 / 2014 STARS STP. The consultation was that the travel plan was included as an item on the Governors' annual general meeting details of the consultation can be found in the document contained in Appendix A of this report. There were further consultations planned for 2013, however it is not known at the time of writing this report whether they were completed. The planned consultations at that time were as follows;

- i. Set up of a working group;
- ii. Meeting with Governors, staff, senior management team and School council; and
- iii. Make residents and neighbours aware of the school's plans.

5.2 Some further examples of consultation which the school could undertake are as follows:

- i. The team involves pupils in the travel plan process;
- ii. In-depth research and consultation;
- iii. Consult parents / guardians on travel and transport issues; and
- iv. Include safer and active travel in the School improvement plan.

Planned Consultations

5.3 In accordance with the STARS approach, consultations are valid for three years and count towards achievement of higher levels of accreditation.

5.4 Many of the above consultations are undertaken regularly on an on-going basis rather than every three years.

5.5 The consultation exercises undertaken in the past three years will be reviewed prior to June 2016 at the end of the current three year period and new consultation measures included for the period June 2016 – 2019.

(Note to School: Please confirm the above)

6.0 TRANSPORT AND TRAVEL ISSUES

6.1 This section describes the existing transport and travel issues at the School and those that may occur in the future as a result of the construction of the replacement School, following the occupation of the new school buildings.

Note to the School: Existing and Resolved Issues should be entered into the STARS Database. New issues should be added where they are identified as the School expands.

Existing Issues

6.2 The existing transport and travel issues at the School were recorded in the STARS STP. These are as follows:

- i. A disabled bay is required within the staff car park as a visitor to the site found difficulty in finding a parking space; and
- ii. Concerns regarding restricted parking occurring on school keep clear lines outside of the site by parents during the school peak periods. This concern was made known by parents and carers complaining and an incident in which a child was almost run over by a reversing vehicle which was parked on the school keep clear lines.

6.3 It should be noted that as a consequences of the development it has been possible to provide on-site car parking including one disabled space which would address the associated historic issue.

6.4 Additionally the following existing issues were identified in the Transport Statement that will accompany the planning application for the redevelopment of the School:

- i. High parking demand generated by the School heavily focus on Cavendish Road and Selwyn Avenue;
- ii. Inappropriate parking by parents occurs on school keep clear lines, in front of dropped kerbs and stop in the middle of the carriageway to conduct pick-ups;
- iii. U-turn conducted outside of the Site result in restriction of traffic flows and cause congestion; and
- iv. The accident analysis identified that there were School related accidents in the area, therefore the School is expected to take precautionary measures to encourage road safety awareness amongst pupils. In particular this would educate pupils regarding

highway conditions in the area and promote considerate parking to parents to address any residual risk of injury associated with the vision of road users being affected by parked vehicles; and

7.0 OBJECTIVES AND TARGETS

7.1 This section of the report outlines objectives and targets of this STP. These respond to the transport and travel issues of the School.

Objectives

7.2 The objectives of this STP are as follows:

- i. To reduce the number of car journeys made to the School through encouraging staff, pupils and parents to travel using sustainable modes (including car share). Promotion techniques should be used to illustrate the health, safety, environmental and financial benefits of doing so;
- ii. Increase opportunities for active travel and public transport use to the site by pupils, parents and staff by removing barriers. This can be achieved through training, provision of information, hosting events and introducing initiatives such as park & stride;
- iii. Increase the awareness of the impact of travel choices and the resultant effects on health, safety and the environment; and
- iv. The School will take ownership of its STP and work in partnership with other stakeholders with the aim of identifying transport issues and proposing effective solutions and deterrents which will succeed in reducing private car use.
- v. To monitor travel behaviour annually on an on-going basis from first occupation and aim to sustain Bronze accreditation status or aim to achieved Silver accreditation status through the STARS system and continue to implement best practice in School Travel Planning.

Targets

- 7.3 It is recommended that targets are set in order to steer the STP towards meeting the above objectives and noting that achieving mode shift targets is one of the criteria in relation to obtaining Silver Accreditation through STARS.
- 7.4 Targeting mode shift is considered reasonable on the basis that pupils and staff show a preference for using non-car modes in surveys (Appendix A). 75% of pupils currently use sustainable modes such as walking, cycling and use of scooters. 25% currently travel to school by car, but 23% shows preference to car.
- 7.5 50% of staff uses car or car share as a mode of travel to work. There is some uptake of active modes with 34.1% walking or cycling to the site and a further 3.7% choosing to park & stride. 54% of staff show preference to use non-car mode.
- 7.6 It is recommended that targets are set in order to steer the STP towards meeting the above objectives and noting that achieving mode shift targets is one of the criteria in relation to obtaining Silver Accreditation through STARS. Based on the above, the surveyed preference of staff and pupils following targets are recommended:
- i. Target 1 - reduction in use of the car (including park and stride) by 2% for pupils and associated shift to walking, cycling, use of scooters or car sharing. This would result in the School having a nil detriment impact in relation to traffic and parking conditions following it reaching its full permitted occupancy; and
 - ii. Target 2 - reduction in use of the car (including park and stride) by 4% for staff and shift to walking, cycling, or public transport.

Note to the School: These targets should be included in the STARS Database

8.0 MEASURES AND INITIATIVES

8.1 The measures and initiatives that should be implemented in order to achieve the objectives and targets identified in Section 7.0 of this STP are outlined here.

Completed Measures

8.2 A list and details of the measures previously implemented at the School is contained in the STARS STP contained in Appendix A of this report. The remainder of this section sets out the proposed measures that will be continued as part of the rebuilding of the School.

Proposed Measures

8.3 A set of new measures were listed for consideration by the School to select in order to achieve the STARTS Silver level of the STP. This should comprise a total of 30 initiatives from the following categories;

- i. 20 different initiatives, from Walking, Cycling and Road Safety, Smarter Driving and Public Transport;
- ii. 4 from Promotion;
- iii. 4 from Curriculum; and
- iv. 2 from Partnerships.

Walking, Cycling and Road Safety

8.4 These measures are aimed at encouraging those who do not use walking or cycling as regular modes to gain experience and confidence and address concerns over road safety when using these modes.

8.5 With greater confidence and experience and less concern over road safety it is anticipated that these measures would encourage pupils and staff to use these modes for regular journeys to /from School, in preference to the car, thus contributing to reducing the use of private vehicle.

Initiative	Owner	Description	Planned Date
Big Walk	Jamie Parker	Children to walk around the outside of the school. Looking at markings. Staff to tell children what they mean.	On going
Walk on Wednesday	School Staff / TBC	Pupils are encouraged to walk to School once a week on Wednesday throughout the year.	2017
Walk to School Week	Class Teachers and Pieter Labruschagne	Year 3 to visit local park – looking at the environment and material distributed to parents regarding WTSW	On going
Other Walking Events	School Staff / TBC	The School runs the “Set up” and “Free your Feet” walking initiatives.	2017
Other Walking Events and Competitions	School Staff / TBC	All children from Reception to Y6 to be involved in the Sport Relief Fun Run.	2017
Other reward schemes	School Staff / TBC	Staff members to be informed through distribution of leaflets to allow to register for reward scheme for walking to School.	2017
Walking trips	Class teachers to submit plans and local Lawrence	Children to visit local shops and look at environment. Year 6 Saturday booster children walked around local park doing a survey. Children made leaflet of information to be given to a visitor about local bus and train network and cab hire.	On going Commencing June 2013
Pedestrian skill training	School Staff / TBC	The School to organise a road safety walk in the School local area for EYFS & KS1 pupils.	2017
Improved Accessibility	School Staff / TBC	The School will promote accessibility through the promotion of use the accesses from Selwyn Avenue and from Cavendish Road.	2017
Junior Road Safety Officer (JRSO) now Junior Travel Ambassador (JTA)	JRSOs	JRSOs have to be appointed. JRSOs will led an assembly, which highlighted the importance of road safety and the green cross code.	May 2016

Junior Travel Ambassador (JTA)	JTA	The School to organise a special assembly by Road Safety to Y5 children. Ambassador is responsible for making plans to promote road safety.	2017
Road safety talks	School Staff / TBC	Talks are given to children about road safety.	2017
Cycle Club	School Staff / TBC	The School to organise a cycle club and pupils are encourage to participate.	2017
Children's Traffic Club for Nursery	School Staff / TBC	Leaflets to be distributed to all nursery parents regarding the Children's Traffic Club.	2017
Scooter Storage Provision	School Staff / TBC	The School will provide generous scooter storages. The demand for scooter storages to be monitored and provision address as required.	2017
Cycle Parking Provision	School Staff / TBC	The School will provide generous cycle parking. The demand for cycle spaces to be monitored and provision met as required.	2017
Scooter Training	School Staff / TBC	Bikeability / scooter training for pupils.	2017
Scooter Training	School Staff / TBC	The School invites children to participate in Cycle Awareness Day.	2017
Cycle training for pupils	School Staff / TBC	Pupils Yeas 5&6 have the opportunity to receive cycle training annually from Bikeability.	2017
Cycle training for adults	School Staff / TBC	The School to inform parents through the distribution of letters to promote free cycle training in Havering.	2017
Cycling at break times	School Staff / TBC	The School encourage pupils to cycle to School and use the School facilities. Promotes cycling through "cycling at break times", "Bicker Breakfast", "Bike week",	2017
Other walking, cycling or road safety initiative	lcial Lawrence And Caroline Miles	Bike Week – organise for children to bring their bikes to school, stagger the days over the Key stages. NSL contacted to patrol around school ensuring parents do not park on restrictions during school peaks.	On going

TfL Scooter & Bike Scheme	School Staff / TBC	This scheme aims to provide opportunities for pupils without access to bikes and scooters to try these modes of travel.	2017
Bike week	Clal Lawrence	Organise for children to bring their bikes to school Stagger the days over the Key stages.	On going

Table 8.1: Walking, Cycling and Road Safety Measures

Smarter Driving

- 8.6 These measures are aimed at reducing the number of vehicle trips and / or effect of any residual vehicle trips on the streets surrounding the School.

Initiative	Owner	Description	Planned Date
Car free days	School Staff / TBC	The School to organise a car free days and encourage parents to walk to School.	2017
Promote car sharing / pool	Caroline Miles	Newsletter and website suggesting parents/staff that car sharing is better and will reduce traffic around the school	On going
Park and stride / no car zone	School Staff / TBC	Promotion to take place during classroom talks and assemblies.	2017
Promote the Highway Code	School Staff / TBC	Parents to be regularly reminded of the need to practice smarter driving and parking in the vicinity of the School.	2017
Promote the Highway Code	School Staff / TBC	The Highway Code to be promoted to pupils, staff and parents. Promotion of highway codes for all trips and educational visits are organised	2017
Zig Zag and Park and Walk Toolkit	School Staff / TBC	The School to use TfL campaign tool to raise awareness of the zig zag markings at the School gates, driving behaviour outside the School and the need to keep this area congestion free.	2017

Other driving initiative	Caroline Miles	To reduce the carbon footprint - inform parents in newsletter and website. Children to do a design for the newsletter telling parents that it is better to walk/cycle and not use a car.	On going
--------------------------	----------------	--	----------

Table 8.2: Smarter Driving Measures

Public Transport

8.7 These measures have been introduced to encourage use of public transport rather than the private vehicle and help pupils to gain experience in using public transport.

Initiative	Owner	Description	Planned Date
Use public transport for School trips	Year 5	Year 5 children visiting Science Museum - using PT children to be briefed on safe travel	On going
Use private coaches for School trips	Maureen Okoye	The School operates coach transport for School trips.	On going
Promote public transport for staff	Maureen Okoye	All new staff to be provided with information regarding public transport routes to School.	On going
Use transition resources	School Staff / TBC	Transition resources to be organised by the School and are given out to Year 6 pupils in preparation for their transition to secondary School.	2017
Safety and Citizenship talk	School Staff / TBC	A TfL presentation that promotes safe, responsible and respectful behaviour on and around London's transport network.	2017
Promote responsible behaviour on public transport	School Staff / TBC	The School to organize police talks and have attended a Junior Citizen event to promote responsible behaviour on public transport. We also talk about this in assemblies.	2017
Promote responsible behaviour on public transport	School Staff / TBC	Responsible behaviour is emphasised prior to any School trips and this is reinforced in assembly.	2017

Table 8.3: Public Transport Measures

Promotion

- 8.8 These measures are aimed at promoting the STP to the School Community, and in particular communicating what the School is doing to address specific issues and to achieve the objectives of the STP.

Initiative	Owner	Description	Planned Date
Newsletter	Caroline Miles	Bring your Bike to School Week. July 2013 Advertise in newsletter – children to bring bikes to school during a week in July	On going
Distributing cycling maps	Year 5	The School pupils to be are involved in producing cycling maps and distributing in the School.	On going
Distributing public transport maps	Year 5	The School pupils to be involved in producing public transport maps and distributing in the School.	2017
Competitions	School Staff / TBC	Poster design competitions are run regularly to encourage safety on the streets such as “no parking”, “safety on the street.	2017
Assembly	School Staff / TBC	Include matters related to the STP for discussion at assembly and mainly on safety when traveling to the School.	2017
Parent induction evenings	School Staff / TBC	Discuss transport issues and the STP with parents at meetings with focus on encouraging walking to School.	2017
Information on the Website	School Staff / TBC	Information on the availability of public transport to be displayed on the School website	2017
Information on the Website	School Staff / TBC	Information on the availability of pedestrian accessed to the School including the accesses via Selwyn Avenue and Cavendish Road to be displayed to promote better accessibility and walking.	2017
Information on the Website	School Staff / TBC	Information on the availability of cycle routes to the School to be displayed to promote accessibility and walking.	2017
Notice Board	School Staff / TBC	Promotion of information on the availability mode of travel to the School	2017

		will be displayed to promote accessibility and walking through the local media.	
Letter sent to residents	School Staff / TBC	Letter to local residents to be send to inform that any feedback on any issues that they have with the children arriving or leaving School is appreciated as a way of finding out how this affects local neighbourhood. Residents do contact the school. When this happens information/reminders are always added to the school newsletter.	2017
Parent coffee mornings	Jamie Parker	Road safety and awareness coffee morning. Leaflets and information to be given to parents re reducing carbon footprint by car sharing and cycling, hi-vis jackets for children to wear when the mornings and evenings are darker.	On going

Table 8.4: Measures aimed at Promoting the STP

Curriculum

- 8.9 These measures are aimed at ensuring that the STP is part of the curriculum and in particular that pupils are educated as to the broader context to the measures and initiatives it contains.

Initiative	Owner	Description	Planned Date
School does competitions (linked to active travel)	Pieter Labruschan ge	Design posters for road safety	On going
Focus on the Environment	School Staff / TBC	Science Lessons and Healthy Schools constantly refer to Eco and School Travel Plan issues regarding pollution and ways to help protect the environment.	2017
Active Travel and Health	Jamie Parker	Year 4 Children visit local swimming pool 3 classes weekly	On going
Theatre in Education	Caroline Miles	Liaise with Road Safety to deliver road safety awareness plays in school	On going
Other curriculum work	School Staff / TBC	The School to run workshops on skateboarding and / or roller blading	2017

Table 8.5: Measures Aimed at Curriculum Intervention

Partnerships

8.10 These measures demonstrate how the School is developing partnerships with other organisations in order to support the STP and achieve its aims and objectives.

Initiative	Owner	Actions	Planned Date
Work with Police / Safer Neighbourhood Team (SNT)	Jamie Parker	Local police invited into school to take children for walk to look at local environment issues.	On going
Healthy Schools status	School Staff / TBC	The School to working towards achieving the Healthy Schools Status and work constantly to promote being a Healthy School.	2017
Assembly	School Staff / TBC	The School to organises a week of assemblies on safer travel during the dark months.	2017

Table 8.6: Measures Aimed at Developing Partnerships

9.0 IMPLEMENTATION, MONITORING, REPORTING AND REVIEW

9.1 The STP is a live document which requires regular implementation of measures. In accordance with STARS, measures and initiatives are implemented annually.

9.2 The following summarises the strategy for monitoring, reporting and review of the STP:

9.3 Surveys of pupil and staff travel behavior are undertaken annually in the month of July;

- i. Pupils analyse the data and produce graphs in Maths and ICT classes;
- ii. The STP Champion prepares a report including a comparison between the results and the STP Targets;
- iii. The results and progress in relation to the targets are discussed at a meeting of the STP Working Group and additional measures that should be introduced to support achievement of targets identified;
- iv. The results and additional measures are uploaded onto the STARS database;
- v. A copy of the STP output from the STARS database and the report prepared by the STP Champion is submitted to the Local Planning Authority and STP officers at LBWF for review annually; and
- vi. If necessary a meeting is held between the STP officers to discuss the report and new measures.

9.4 In relation to the timetable for the above, it is anticipated that the review is undertaken in May/June and new measures / initiatives implemented in the proceeding School year. The first renew would therefore take place in 2016 and additional measures implemented in September 2017.

10.0 SCHOOL SIGN-OFF

10.1 The School has been consulted in relation to the content of this STP. Signatures are provided below to confirm that this STP will be implemented in accordance with the strategy outlined.

Signature

(First name, Surname - STP Champion)

Signature

(First name, Surname - Head Teacher)

Appendix A – STARS Accredited School Travel Plan

2013/14 School travel and accreditation plan for Selwyn Primary School

London Borough of Waltham Forest

Accreditation record

2012 Not Accredited
2011 Bronze Level
2010 Bronze Level
2009 Not Accredited
2008 Not Accredited
2007 Not Accredited

Basic Information

Staff Contact Details

Lead school contact name	Maureen Okoye
Lead school contact email	Maureen.Okoye@davieslane.waltham.sch.uk
Optional school contact name (1)	Loraine Conway
Optional school contact email (1)	Loraine.conway@selwyn.waltham.sch.uk
Optional school contact name (2)	
Optional school contact email (2)	

School Details

Name of school	Selwyn Primary School
Telephone number	020 8527 3814
E-mail address	primary@selwyn.waltham.sch.uk
Street	Cavendish Road
Town	London
County	
Postcode	E4 9NG
Borough	Waltham Forest
Website	www.selwynprimaryschool.co.uk
DFE Number	320/3310
Type of school	Primary
Category of school	LEA Maintained
Age range	3 - 11
Number of students including nursery	612
Number of staff full time and part time	82
Catchment area	2 mile radius
Please provide details of any expansion plans or changes to student school times	Possible rebuild in 2015
Bus routes	212 W16

School Opening Times

School site opening time	05.30
School site closing time	18.00
Breakfast club start time (if applicable)	07.45
Student's official school start time	08.55
Student's official school finish time	15.25
Enrichment / Extended school's finish time	16.30

Cycle Parking Facilities

"Covered Sheffield Stand" cycle parking spaces	1
"Sheffield Stand" cycle parking spaces	4
"Cycle Racks" cycle parking spaces	0
Cycle parking lockers	0
"Cycle-pod" or "Mini-pod"	
Scooter parking spaces	0
Other cycle parking spaces	0

Other School Transport Facilities

Staff parking spaces	8
Staff car share spaces	8
Disabled parking spaces	0
Visitor car-parking spaces	0
Coach parking spaces	No
Student storage lockers	0
Staff storage lockers	30
Staff shower facilities	Yes
Engineering measures in and around the school site	Speed humps in roads leading to school site Zig Zag lines Double yellow lines at gate entrances

Site Working Group Members

Working group members Maureen Okoye Head Teacher

Other Information

Any other relevant information



STAR-Track
Accredited and Recognised



Survey Results

Pupil Survey Results

Responses: 586

Response Rate: 96

Date: 01-SEP-13

Survey completed by ASPEN/JUNIPER/MAPLE, HAZEL/BEECH, OAK/HOLLY/WILLOW, ELM PM, ASH/BIRCH/SYCAMORE, ELDER/HORNBEAM/ROWAN, CYPRUS, ELM AM, HORNBEAM/CHESHNUT/PALM, TEAK, CEDAR

	Car	Car Share	Park and Stride	DLR	Rail	Tram	Tube	Public Bus	School Bus	River	Cycle	Buggy	Scoter	Walking
Actual 2013/14	144	11	36	0	11	0	0	58	1	0	17	1	7	300
	(25%)	(2%)	(6%)	(0%)	(2%)	(0%)	(0%)	(10%)	(0%)	(0%)	(3%)	(0%)	(1%)	(51%)
Actual 2012/13	137	7	0	0	7	0	0	57	0	0	5	0	0	332
	(25%)	(1%)	(0%)	(0%)	(1%)	(0%)	(0%)	(10%)	(0%)	(0%)	(1%)	(0%)	(0%)	(61%)
Preferred 2013/14	136	16	3	0	8	0	1	21	14	1	144	0	45	197
	(23%)	(3%)	(1%)	(0%)	(1%)	(0%)	(0%)	(4%)	(2%)	(0%)	(25%)	(0%)	(8%)	(34%)
Preferred 2012/13	93	6	0	0	29	0	0	38	0	0	126	0	48	157
	(19%)	(1%)	(0%)	(0%)	(6%)	(0%)	(0%)	(8%)	(0%)	(0%)	(25%)	(0%)	(10%)	(32%)

Commentary on results: CYCLE TRAINING PLANNED TO ENCOURAGE PUPILS TO USE BIKES INSTEAD OF CARS



STAR-Track
Accredited and Recognised



Survey Results

Staff Survey Results

Responses: 82

Response Rate: 100

Date: 01-SEP-13

Survey completed by Staff ()

	Car	Car Share	Park and Stride	DLR	Rail	Tram	Tube	Public Bus	School Bus	River	Cycle	Buggy	Scoter	Walking
Actual 2013/14	41	0	3	0	3	0	0	6	1	0	2	0	0	26
	(50%)	(0%)	(4%)	(0%)	(4%)	(0%)	(0%)	(7%)	(1%)	(0%)	(2%)	(0%)	(0%)	(32%)
Actual 2012/13	31	0	0	0	0	0	0	6	0	0	2	0	0	44
	(37%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(7%)	(0%)	(0%)	(2%)	(0%)	(0%)	(53%)
Preferred 2013/14	38	1	2	0	1	0	0	4	0	0	5	0	0	31
	(46%)	(1%)	(2%)	(0%)	(1%)	(0%)	(0%)	(5%)	(0%)	(0%)	(6%)	(0%)	(0%)	(38%)
Preferred 2012/13	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)	(0%)

Commentary on results:



STAR-Track
Accredited and Recognised



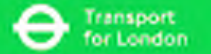
School Consultation

Planned Consultations

Category	Details	Planned Date	Documents
HS1. Set up a school working group	Consult with parents re parking on zig zag lines - Steve Billett Parents Council to lead	MARCH 2013	
HS3. Meetings with governors, staff, senior management team and school council	Severe parking problems - parking on zig zag lines	MARCH 2013	
O3. Make residents and neighbours aware of the school's plans	School to propose one way system around the school	MAY 2013	



STAR-Track
Accredited and Recognised



School Consultation

Completed Consultations

Category	Details	Completion Date	Documents
O5. The travel plan to be an item on the governors' annual general meeting	IEB to be informed re consultation with Waltham Forest re making the surrounding streets one way	APRIL 2013	



STAR-Track
Accredited and Recognised



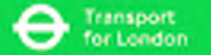
Issues

Current Issues

Category	Date identified	Details	How identified	Solutions	Documents
Parking	MARCH 2013	Disabled bay in staff car park	Visitor to school - difficulty in finding parking space		
Parking	FEBRUARY 2013	Concerns re parking on zig zag lines by parents/carers at the beginning and the end of the school day	Parents/Carers complaining. There was a recent incident where a car reversed very close to a child. The vehicle was parked on the zig zag line.	NSL to attend more frequently SLT to patrol outside at beginning and end of session Possibly to take photographs of offending vehicles	



STAR-Track
Accredited and Recognised



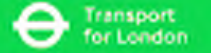
Issues

Resolved Issues

There are no resolved issues entered for this school



STAR-Track
Accredited and Recognised



Targets

Survey Data

	Car	Car Share	Park and Stride	DLR	Rail	Tram	Tube	Public Bus	School Bus	River	Cycle	Buggy	Scooter	Walking
Actual 2013/14	144	11	36	0	11	0	0	58	1	0	17	1	7	300
	(25%)	(2%)	(6%)	(0%)	(2%)	(0%)	(0%)	(10%)	(0%)	(0%)	(3%)	(0%)	(1%)	(51%)

Current Targets

There are no current targets entered for this school



STAR-Track
Accredited and Recognised



Targets

Completed Targets

There are no completed targets entered for this school



STAR-Track
Accredited and Recognised



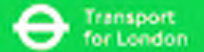
Initiatives

Current Initiatives - Walking, Cycling & Road Safety

Initiative	Owner	Actions	Planned date
A1. Big Walk	Jamie Parker - Assistant Headteacher	Children to walk around the outside of the school. Looking at markings. Staff to tell children what they mean	JULY 2013
A8. Walking trip	Children to visit local shops and look at environment	Class teachers to submit plans	JUNE 2013
A25. Bike week	Iclal Lawrence - head of school	Organise for children to bring their bikes to school Stagger the days over the Key stages.	JULY 2013



STAR-Track
Accredited and Recognised



Initiatives

Current Initiatives - Smarter Driving

Initiative	Owner	Actions	Planned date
A34. Promote car sharing/pool	Caroline Miles	Newsletter and website suggesting parents/staff that car sharing is better and will reduce traffic around the school	APRIL 2013
A40. Other driving initiative	Caroline Miles	To reduce the carbon footprint - inform parents in newsletter and website. children to do a design for the newsletter telling parents that it is better to walk/cycle and not use a car.	APRIL 2013



STAR-Track
Accredited and Recognised



Initiatives

Current Initiatives - Public Transport

Initiative	Owner	Actions	Planned date
A42. Use PT for school trips	Year 5	Year 5 children visiting Science Museum - using PT children to be briefed on safe travel	MARCH 2013



STAR-Track
Accredited and Recognised



Initiatives

Current Initiatives - Promotion

Initiative	Owner	Actions	Planned date
PR1. Newsletter	Caroline Miles	Bring your Bike to School Week! July 2013 Advertise in newsletter - children to bring bikes to school during a week in July.	JUNE 2013
PR12. Parent coffee mornings	Jamie Parker	Road Safety and Awareness Coffee morning. Leaflets and information to be given to parents re reducing carbon footprint by car sharing and cycling High viz jackets for children to wear when the mornings and evenings are darker.	OCTOBER 2013



STAR-Track
Accredited and Recognised



Initiatives

Current Initiatives - Curriculum

Initiative	Owner	Actions	Planned date
C1. School does competitions	Pieter Labruschange	Design posters for road safety	SEPTEMBER2013
C4. Active travel and health	Jamie Parker -	Year 4 Children visit local swimming pool 3 classes weekly	JANUARY 2013
C6. Theatre in Education	Caroline Miles	Liaise with Road Safety to deliver road safety awareness plays in school	JULY 2013



STAR-Track
Accredited and Recognised



Initiatives

Current Initiatives - Partnerships

Initiative	Owner	Actions	Planned date
PT1. Work with Police/SNT	Jamie Parker	Local police invited into school to take children for walk to look at local environment issues	NOVEMBER 2013



STAR-Track
Accredited and Recognised



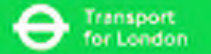
Initiatives

Completed Initiatives - Walking, Cycling & Road Safety

Initiative	Owner	Actions	Completed date	Comments / results	Documents
A3. WTSW	Class teachers		NOVEMBER 2012	Year 3 to visit local park - looking at the environment	
A3. WTSW	Pieter Labruschagne		MAY 2012	Material distributed to parents re walk to school week	
A8. Walking trip	Class Teachers		OCTOBER 2012	Classes have visited the local shops - lookin at the environment	
A8. Walking trip	Iclal Lawrence		MARCH 2013	Year 6 Saturday booster children walked around highams park doing a local survey. The children made a leaflet of information to be given to a visitor about the local bus and train network and cab hire.	
A29. Other initiative	Caroline Miles		FEBRUARY 2013	NSL contacted to patrol around school ensuring parents are not parking on zig zag lines at the beginning and the end of the school day	



STAR-Track
Accredited and Recognised



Initiatives

Completed Initiatives - Public Transport

Initiative	Owner	Actions	Completed date	Comments / results	Documents
A42. Use PT for school trips	Natural History Museum		MARCH 2013	Children briefed on how to be safe during a school trip using public transport	

STAR

Outstanding Level Accreditation

To achieve **Outstanding** standard your school should demonstrate exceptional results in at least one of the following categories : **walking/scooter,cycling,road safety,public transport** or **student lead project**. Please state the category, what your school has achieved and how.

No statement has been submitted (only required for Outstanding standard).

Sign Off

Current Accreditation Level: Engaged

Working Group Sign-off

Name	Role	Date
Maureen Okoye	Head Teacher	

Additional comments:

Accreditation Criteria

Survey

Please note that to be accredited your school needs to have a 90% response rate from the pupils. If there is good reason why your school has not been able to achieve this please state your reasons in **Additional information**.

Modal shift away from the car must be achieved within the last three years for the **Silver level**.

Modal shift away from the car of at least 6% within the last three years is required for **Gold level**. Alternatively 90% must travel by non-car modes.

Consultation

Note: all consultation is valid for 3 years apart from the hands up surveys, which need to be carried out yearly. Only consultations that have been completed can be counted towards accreditation.

- **Bronze level** - Hands up surveys for pupils and staff only
 - **silver level** - Completed categories HS1 - HS6
 - **Gold level** - Completed all categories
-

Initiatives

Note: initiatives carried out in the previous academic year count towards **bronze** level, the last 2 years for **silver** and 3 years for **gold**. Only initiatives that have been completed are valid.

Bronze accreditation standard requirements:

10 different initiatives, from Walking, Cycling and Road Safety, Smarter Driving and Public Transport
6 different initiatives in total; at least 2 from Promotion, 3 from Curriculum and 1 from Partnerships or Funding
No evidence required

Silver accreditation standard requirements:

20 different initiatives, from Walking, Cycling and Road Safety, Smarter Driving and Public Transport
10 different initiatives in total with a minimum of 4 from Promotion, 4 from Curriculum and 2 from Partnerships or Funding
Provide a brief summary of work done and upload evidence for each initiative, such as a photo, letter, e-mail, poster or results that show the activity was done.

Gold accreditation standard requirements:

25 different initiatives in total, with a minimum of 15 from Walking, Cycling and Road Safety and the remaining from Smarter Driving and Public Transport
15 different initiatives from Promotion, Curriculum, Partnerships and Funding, with essential criteria highlighted by an asterix (*) Upload evidence for each initiative.
Upload evidence for each initiative.
Additionally, you must demonstrate an outstanding level of participation in Walking/Scooting, Cycling, Road Safety, Smarter Driving or Public Transport. Provide as much information as possible to explain how your school has gone above and beyond in one of the travel modes and displayed an innovative and creative approach with excellent results. Go to the **STAR** tab at the top of the page choose the **Category**, type in the requested information and then upload further evidence.