

DCSF Number:

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IMAGINARY SCHOOL SCHOOL TRAVEL PLAN

Travel Plan completed 20/01/2014



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Section 1: School Details

School Description

Imaginary School is a Secondary Community School, it delivers an education to pupils between the ages of 11 and 18. The school has a total of 1,000 pupils, 30 of which have Special Educational Needs (SEN). A table detailing the specific needs can be seen in **Table 1** below. The school opens to staff at 0730am and to pupils at 0800am. The school day finishes at 1500pm and the site is officially closes to both staff and pupils at 1700pm. **Table 2** shows all after school clubs as well as their start and finish times. Although there are no formal policies regarding travel to and from the site the school is keen to promote sustainable travel to its staff and pupils. Imaginary School is part of the Governments '*Healthy Schools*' initiative.

Table 1 – Students with SEN

SEN	Number	Percentage (%)
ADD	15	50
ADHD	10	33
Downs Syndrome	2	7
Autism	3	10
Total	30	100

Table 2 – After School Clubs

Club	Time Start	Time Finish	Led By	M	T	W	T	F
Boys Football	1500	1630	Mr Reynolds	X	-	X	-	X
Girls Football	1500	1630	Mrs Cook	-	X	-	X	-
Boys Rugby	1500	1630	Mr Lee	-	X	-	X	X
Girls Netball	1500	1600	Ms Dann	X	-	X	-	X
Mixed Rounders	1500	1600	Mr Feldwick	X	-	X	-	-

School Location

The school site is located just off of Damson Parkway, on Made Up Lane. It is in close proximity to several bus stops and rail stations, see figures 3 and 4. The site is within 500m of the Solihull By-Pass (A41) which directly links with the M42. The schools postal address is as follows;

Imaginary School
 Made Up Lane
 Solihull
 West Midlands
 B91 2TL

Figure 1: Site Plan

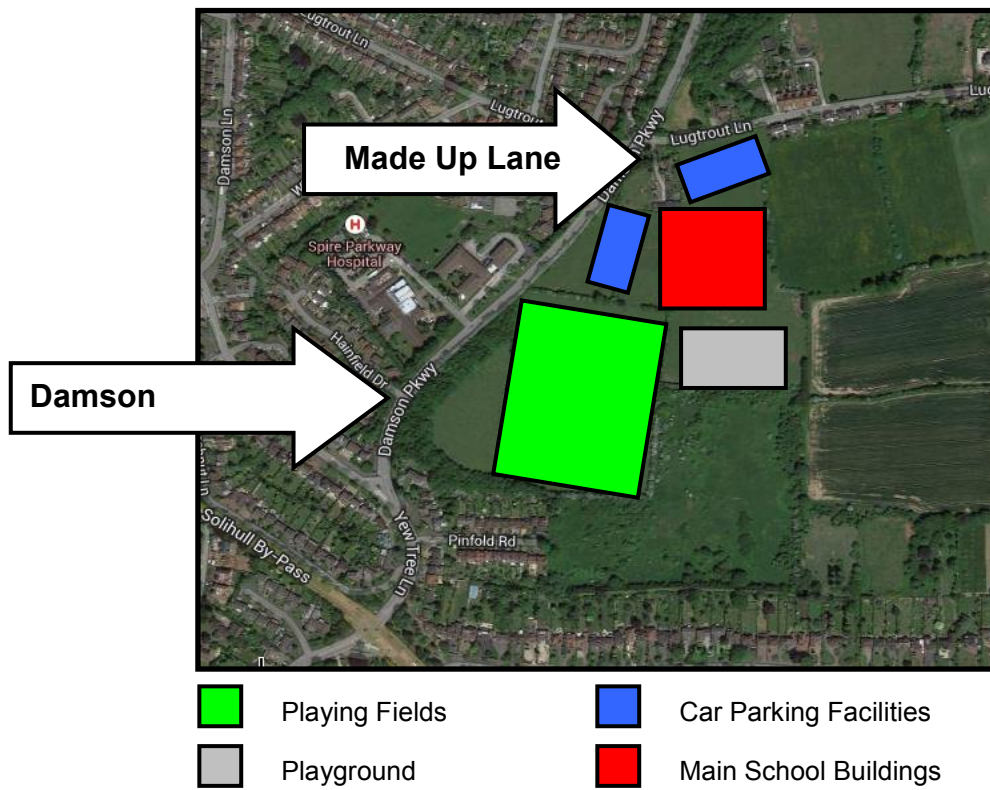


Figure 2: Map of the catchment area

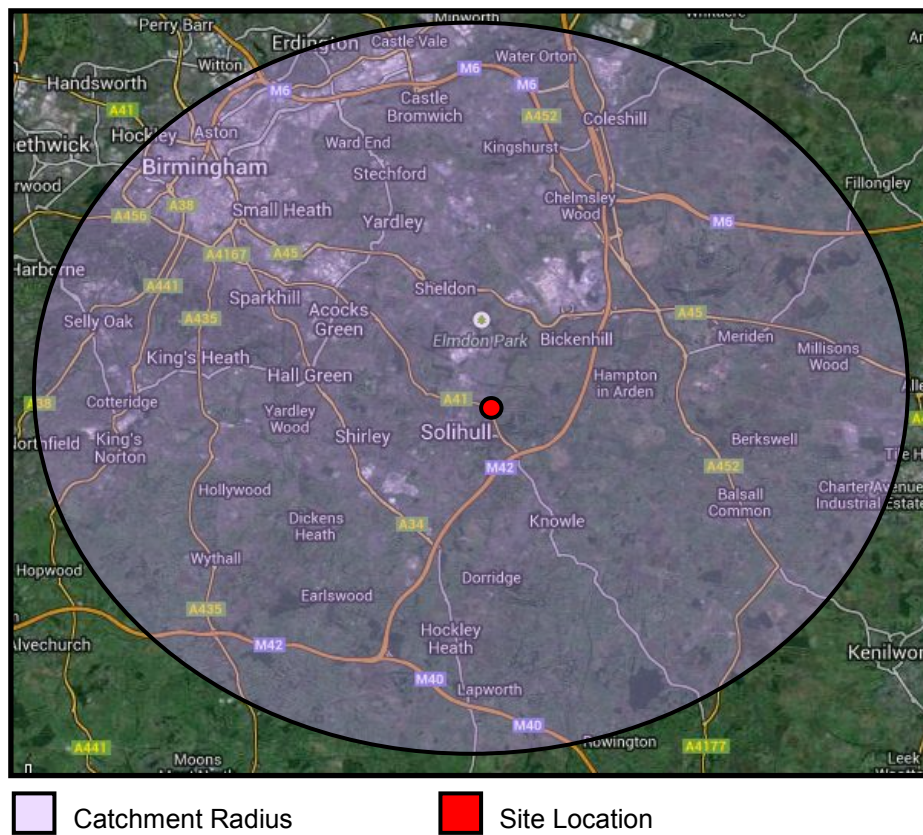
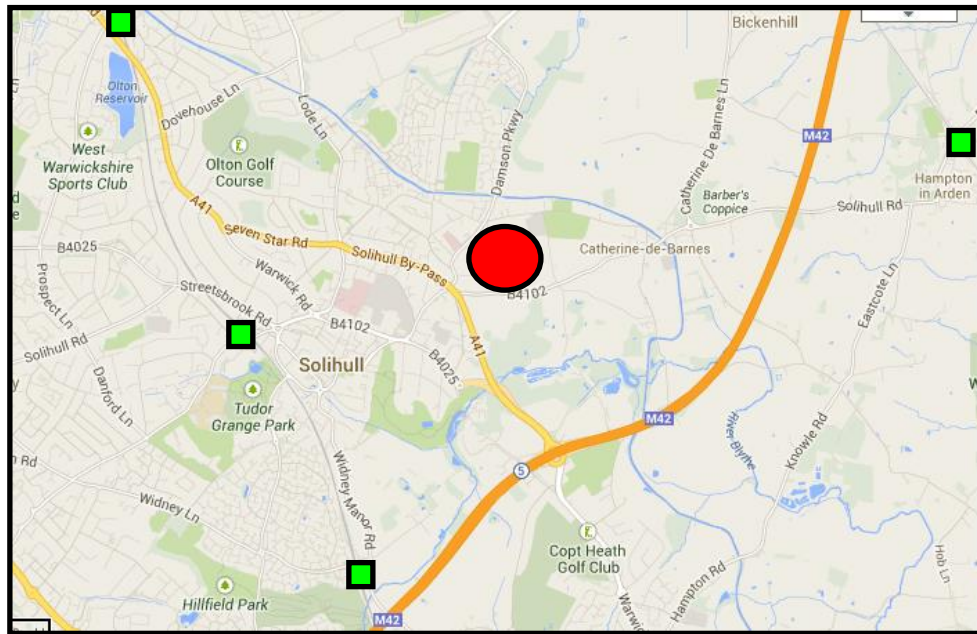
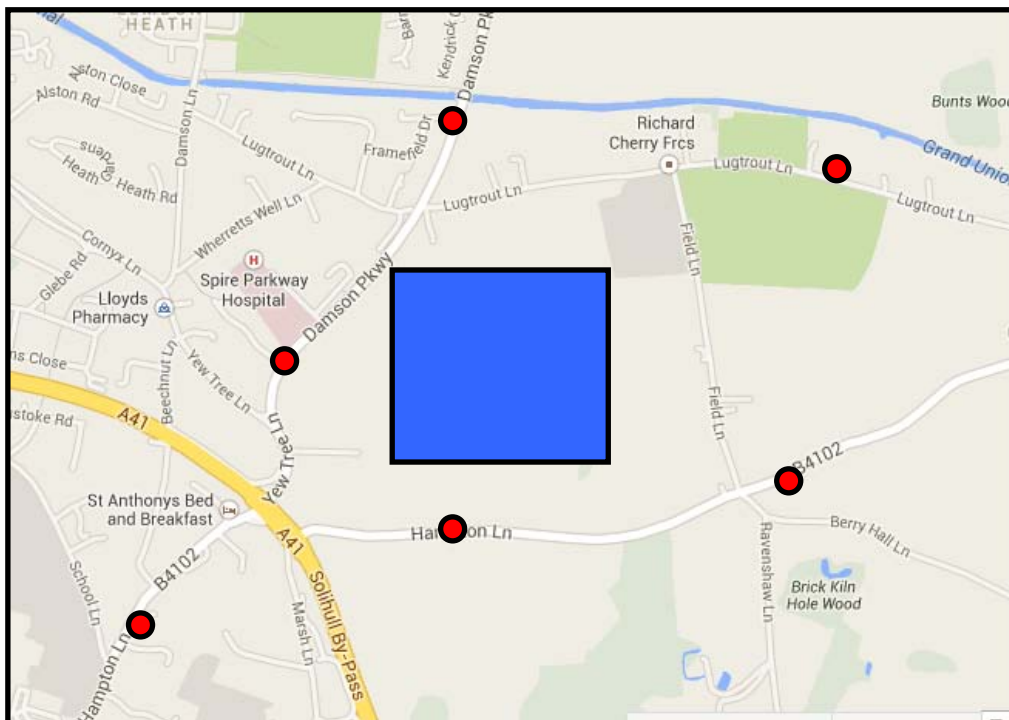


Figure 3: Rail Station Locations



 Rail Station Locations  School Site Location

Figure 4: Bus Stop Locations



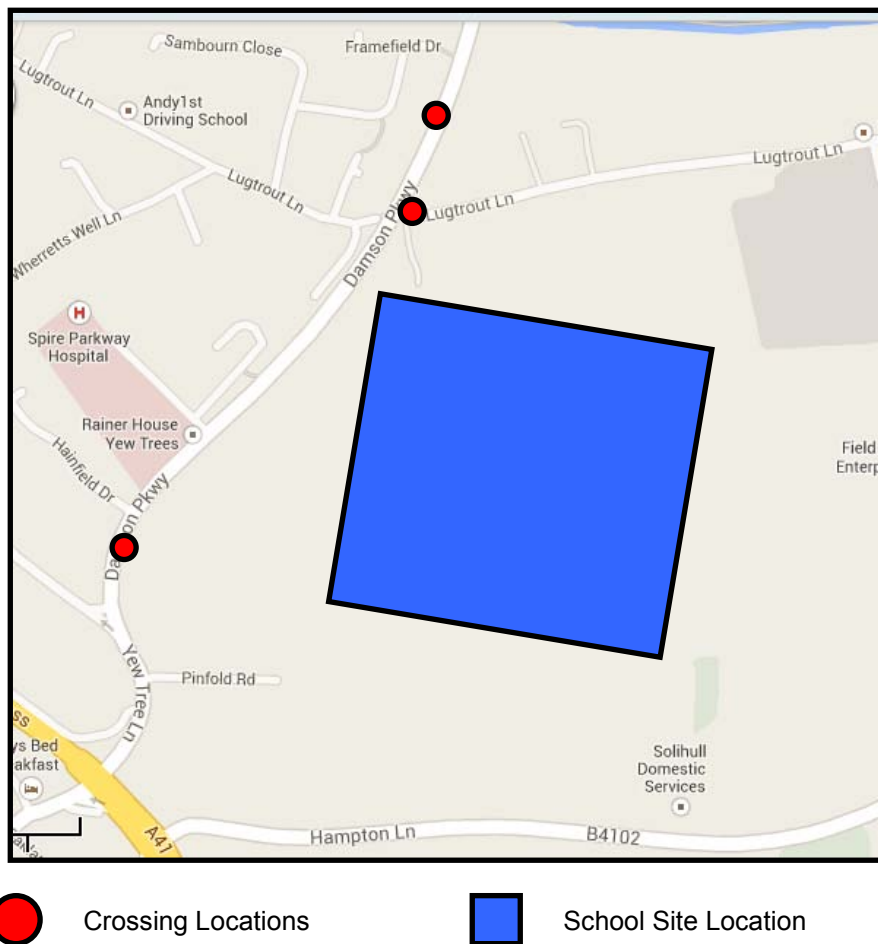
 School Site Location  Bus Stop Locations

Existing Site Facilities:

The school site has two main entrances, the primary entrance being on Made Up Lane which is for both vehicular and pedestrian use, the secondary entrance being just off of Damson Parkway, is solely a pedestrian and cycle entrance. The school has the car parking capacity to hold 100 cars, 80 of which are for staff use and 20 are for visitor only use. In addition to this there is the facility to house 10 motorcycle and a secure cycle storage unit which can hold up to 40 bicycles.

The school runs three crossing patrols, as shown on **Figure 5**. These run from 7am until 9am in the mornings, Monday to Friday, and 2:30pm until 5pm in the afternoons, Monday to Friday.

Figure 5: School Crossing Patrol Locations



At present Imaginary School does not provide cycle training to its pupils, however it is willing to entertain the idea of developing a cycle training scheme. The school does provide its pupils with information regarding road safety and the dangers associated with travelling to and from the site, but there is no formal cycle training. Every pupil and member of staff is allocated a locker, which could be used to store cycle helmets/ gear.

Section 2: Travel Issues

Travel Issues

There are several issues related to travel at this site. The first being the right hand turn from Damson Parkway onto Lugtrout Lane. The visibility is drastically reduced by overhanging, untamed vegetation, which produces a potential hazard when travelling to and from the site.

There is an issue caused by local residents of Lugtrout Lane, and the surrounding area, parking on Made Up Lane. This hinders access to the school site which reduces the efficiency of the flow up to and away from the school site.

Both of the issues above have been long term entities and the awareness of the issues has been raised by staff, parents and pupils voicing their concerns about them.

The local council has alerted the school that there will be a relatively large residential development to take place to the north of the school site, on a patch of land that is between Damson Parkway and Catherine De Barnes Lane, east of Barber's Coppice(see **Appendix A**). This poses the threat of increased traffic flow around the site, increasing the risk of a collision as well as increasing the levels of congestion on the road network surrounding the school site.

Section 3: Travel Plan Roles

Travel plan Roles and Responsibilities

Travel Plan Coordinator:

Mr. N. Scantlebury
Head of Sixth Form
T: 0121 744 8359
M: 07870753546

n.scantlebury@imaginaryschool.sch.uk

Mr. Scantlebury will be the Travel Plan Coordinator for Imaginary School's travel plan. This position will require him to supervise the introduction of the travel plan into school life and to make sure that it is implemented effectively and efficiently. The travel plan will be split into three areas that will be managed by three other teachers. The three areas are;

- Staff Relations
- Pupil Relations
- Parent Relations

The Travel Plan Co-ordinator will also be responsible producing all questionnaires, promotional and informative material.

Assistant Travel Plan Co-ordinator:

Name: Mr. A. Killeya
Title: Head of Personal Development
Telephone: 0121 744 8359
Email: a.killeya@imaginaryschool.sch.uk

Mr. Killeya is one of the assistant travel plan co-ordinators for the Imaginary School's travel plan. He will manage aspects of the travel plan that relate to Staff Relations. This entails setting up a Staff Travel Database, setting up a Car Share Database and setting up and managing an intranet based travel plan site. He will also be seeking an ongoing commitment from staff and will constantly circulate travel promotional material, from the Travel Plan Co-ordinator, amongst the staff population.

Assistant Travel Plan Co-ordinator:

Name: Ms. S. Willis
Title: Head of Sociology
Telephone: 0121 744 8359
Email: s.willis@imaginaryschool.sch.uk

Ms. Willis is another assistant travel plan co-ordinator for the Imaginary School's travel plan. She will manage all areas of the travel plan that relate to pupil relations. This entails circulating promotional and informative material produced by the Travel Plan Co-ordinator and consistently promoting sustainable travel modes amongst the student population.

Assistant Travel Plan Co-ordinator:

Name: Mr. S. Weir
Title: Head of English Language and Media
Telephone: 0121 744 8359
Email: s.weir@imaginaryschool.sch.uk

Mr. Weir is the final assistant travel plan co-ordinator for the Imaginary School's travel plan. He will manage sections of the travel plan that relate to parent relations. This means that he will be responsible for the circulation of promotional and informative material amongst parents. He will also be in charge of preparing a business case in order to secure a budget for Travel Plan development and ensuring its efficient and effective use.

It is important to note that the Travel Plan has been broken down into smaller sections and split between several people, to insure that the travel plan will have a greater uptake and to mitigate against a single person being appointed the entirety of the additional workload.

Section 4: Survey Results

As part of the travel plan travel surveys were sent out to all staff and all pupils to gain an insight into what travel modes are currently used and what travel modes might people consider using in the future. Although the surveys were sent out to all staff and all pupils not everyone replied, the response rate was as follows;

Staff: 60 out of 80 responded (75%)

Pupils: 830 out of 1000 responded (83%)

These are relatively high response rates, and we are pleased to have been able to achieve these. The results of the questionnaire are shown in tables 3,4,5 and 6 below.

Table 3 – Staffs current travel methods

Method	Number	Percentage (%)
Walk	10	17
Cycle	2	3
Bus	3	5
Train	0	0
Taxi	0	0
Motorcycle	3	5
Drive car alone	36	60
Car share as driver	3	5
Car share as passenger	3	5
Other	0	0
Total	60	100

Table 4 – Travel modes staff would consider

Method	Number	Percentage (%)
Walk	20	33
Cycle	10	17
Bus	3	5
Train	0	0
Taxi	0	0
Motorcycle	3	5
Drive car alone	18	30
Car share as driver	3	5
Car share as passenger	3	5
Other	0	0
Total	60	100

Table 5 – Pupils current travel modes

Method	Number	Percentage (%)
Walk	450	54
Cycle	30	4
Bus	275	33
Train	10	1
Taxi	15	2
Motorcycle	10	1
Drive car alone	10	1
Car share as driver	15	2
Car share as passenger	15	2
Other	0	0
Total	830	100

Table 6 – Travel methods pupils would prefer

Method	Number	Percentage (%)
Walk	475	57
Cycle	40	5
Bus	290	34
Train	10	1
Taxi	5	1
Motorcycle	5	1
Drive car alone	5	1
Car share as driver	0	
Car share as passenger	0	
Other	0	
Total	830	100

Section 5: Aims of the Travel Plan

Travel Plan Aims

The aims of the travel plan are;

- To increase the number of staff and pupils walking to the site
- To increase the number of staff and pupils cycling to the site
- To raise awareness of environmental issues
- To reduce the amount of travel to and from the site in single occupancy cars

Section 6: Action Plan and Targets

Travel Plan Targets

The travel plan aims to facilitate an increased modal shift to non-car travel modes, amongst staff and pupils. It is proposed to achieve a 10% reduction in car use as a travel mode to and from the site, within a five year period.

It is targeted to accomplish a 5% increase in the amount of staff and student walking to the site within a 5 year period. It is also targeted to achieve a 5% increase in the number of staff and students cycling to and from the site.

The travel plan also aims to raise awareness of environmental issues on a local, national and global scale. It is said that there will be a bi-monthly newsletter to be created and circulated amongst the staff and student population, within one academic year starting the September after the submission date of the travel plan.

Action Plan

This travel plan is designed to be a working document, which will evolve through time. The following plan gives a summary of actions for the implementation of the travel plan for the site. The action plan will be reviewed following annual surveys as appropriate to meet specific needs identified in the survey.

Short (S) = within 6 months

Medium (M) = within 12-18 months

Long (L) = within 2 years

Ongoing (O) = ongoing

To be completed by = [*Initials*]

General

- Development of a marketing plan in order to promote the travel plan and assure continuous development. (S) [*NS*]
- Development of a staff car sharing scheme. (M) [*AK*]
- Development of a parent's car sharing scheme. (M) [*SW*]
- Investigation into, and the development of a school cycling group. (M) [*NS*]

Promotion/Information

- Creation and installation of a 'Travel Plan Noticeboard'. (S) [*NS*]
- Participate in Bike Week, Travel Wise Week and Walk to Schools Week. (O) [*NS*]
- Development of promotional days and specific cycle/ car share days. (S/O) [*NS*]

- Development of website and intranet content to advertise the travel plan. (M/O) [AK] [NS]
- Production and distribution of advertising leaflets and posters. (M/O) [NS] [AK] [SW] [SW]
- Development of education on the health benefits associated with certain sustainable transport modes. (S/O) [NS]

Infrastructure

- Retrofitting existing cycle storage to improve security. (M) [NS]
- Development of improved shower and changing facilities for both staff and students. (L) [AK] [SW]
- Provision of pool bicycles for staff. (S) [AK]
- Identify car parking spaces nearest to the buildings entrance as car share only spaces. (S) [NS]
- Set up a guaranteed ride home scheme for car sharers and cyclists. (S) [AK]

Monitoring

- Undertaking of staff, pupil and parent travel surveys and collate the data to form an annual report. (L/O) [AK] [SW] [SW]
- Submit the annual report to Solihull Metropolitan Borough Council. (L/O) [NS] [AK] [SW] [SW]

Section 7: Curriculum Work and Raising Awareness

Imaginary school currently provides a low level of education on topics such as climate change and road safety, as to adhere to the national guidelines. Climate change is discussed briefly in Geography lessons and personal responsibility in relation to travel options and our own personal impact on climate change is discussed in Social Education lessons. The school also provides a short cycling proficiency course to Year 7 pupils.

The school intends to increase the emphasis on the matters discussed by increasing coverage within curriculum based lessons, be it Geography or Social Education lessons. The school is also looking to take part in short road safety courses to help really embed the ethos of the travel plan in the school.

Parents and pupils will initially be informed about the travel plan by information letters being sent home. This contact will be maintained through a bi-annual newsletter to inform how the travel plan is going and what is still to occur as part of the travel plan. Staff will be informed through the intranet and through departmental meetings. Again this will be consistently re-enforced by the bi-annual newsletter.

Section 8: Monitoring and Reviewing

The school will be responsible for all monitoring and reviewing tasks. These responsibilities will fall to the Travel Plan Co-ordinator and his team (contact details are below). The travel plan will be reviewed on years 1, 3 and 5 meaning that they will be reviewed on the following dates;

- Year 1 – January 2015
- Year 3 – January 2017
- Year 5 – January 2019

The travel plan will also be updated with each review, to accommodate and react to the results gathered as part of the review. This will be the responsibility of the Travel Plan Co-ordinator and his team (contact details below).

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Head of Sixth Form
T: 0121 744 8359
M: 07870753546
n.scantlebury@imaginaryschool.sch.uk

Assistant Travel Plan Co-ordinators:

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Name: Ms. S. Willis
Title: Head of Sociology
Telephone: 0121 744 8359
Email: s.willis@imaginaryschool.sch.uk

Name: Mr. S. Weir
Title: Head of English Language and Media
Telephone: 0121 744 8359
Email: s.weir@imaginaryschool.sch.uk

Section 9: Signatures

Headteacher:

Travel Plan Co-ordinator:

Assistant Travel Plan Co-ordinator:

Assistant Travel Plan Co-ordinator:

Assistant Travel Plan Co-ordinator:

Local Authority Representative:

School Council Representative:

School Governors Representative:

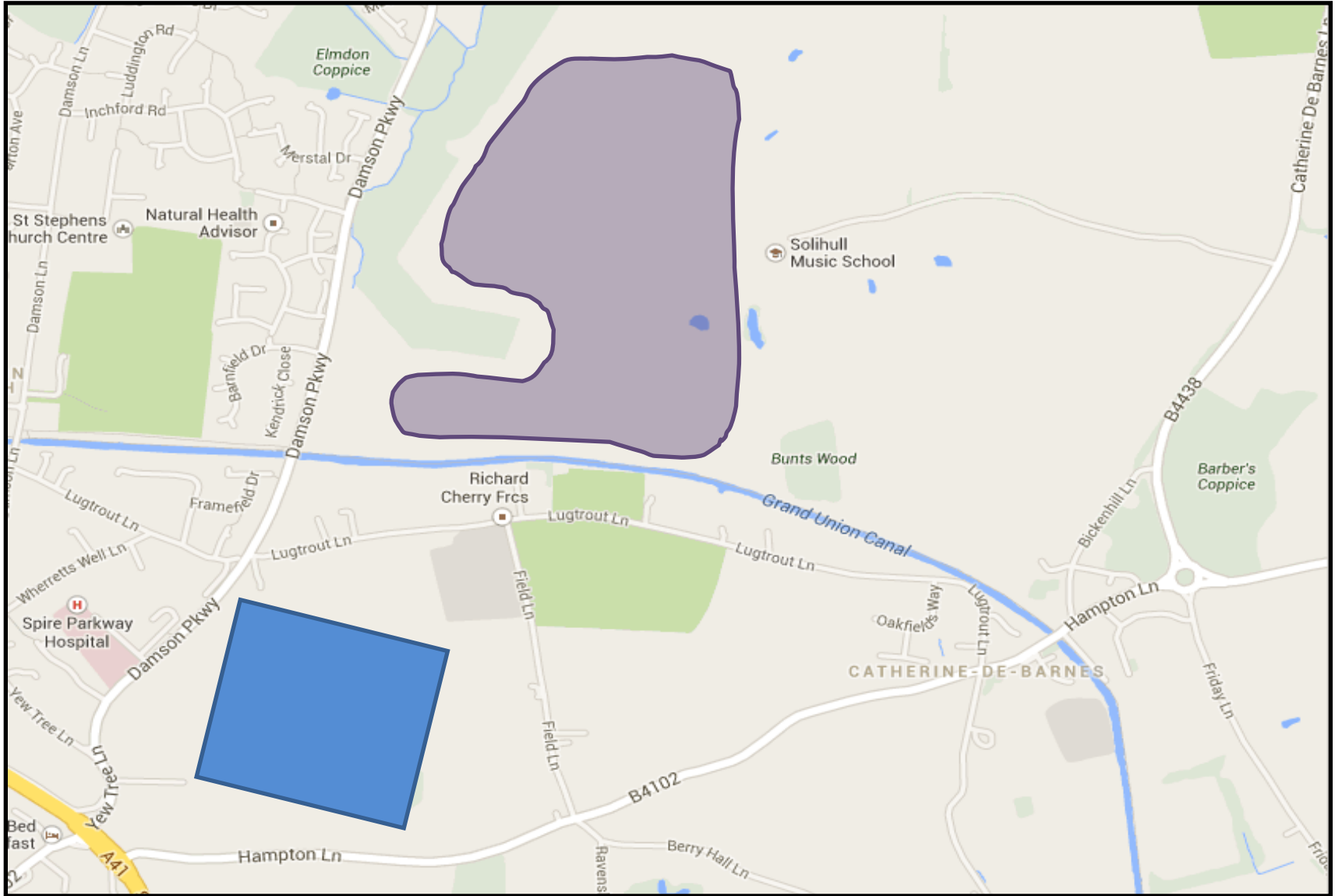
Disclaimer:


Please note that the entire contents of this travel plan is fictional and the plan itself should only be used as a representation of the style and presentation of a travel plan, as suggested by Solihull MBC


Appendices

Appendix A

Proposed Housing Development Site



 School Site

 Proposed Housing Development Site

Appendix B

Staff Survey

Staff Survey

Please take the time to fill in this survey; the results will be used to form part of the schools Travel Plan. The results will be confidential and will not be used for anything other than developing the Travel Plan. Thank you in advance for taking the time to fill in this survey.

Which mode of transport do you use to travel to work, for the majority of your journey? (Please tick)

Walk	<input type="checkbox"/>	Drive car alone	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	Car share as driver	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Car share as passenger	<input type="checkbox"/>
Train	<input type="checkbox"/>	Other (Please state)
Taxi	<input type="checkbox"/>	
Motorcycle	<input type="checkbox"/>		

Why do you use your chosen mode of transport? (Please tick)

Convenience	<input type="checkbox"/>	Availability	<input type="checkbox"/>
Cost	<input type="checkbox"/>	Personal safety	<input type="checkbox"/>
Essential for work	<input type="checkbox"/>	Health – Disability reasons	<input type="checkbox"/>
Time savings	<input type="checkbox"/>	Health – Fitness reasons	<input type="checkbox"/>

Other (Please state)

Would you consider using a more sustainable mode of transport? (Please tick)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, which of the following would you consider using? (Please tick)

Walk	<input type="checkbox"/>	Drive car alone	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	Car share as driver	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Car share as passenger	<input type="checkbox"/>
Train	<input type="checkbox"/>	Other (Please state)
Taxi	<input type="checkbox"/>	
Motorcycle	<input type="checkbox"/>		

Appendix C

Pupil Survey

Pupil Survey

Please take the time to fill in this survey; the results will be used to form part of the schools Travel Plan. The results will be confidential and will not be used for anything other than developing the Travel Plan. Thank you in advance for taking the time to fill in this survey.

Which mode of transport do you use to travel to school, for the majority of your journey? (Please tick)

Walk	<input type="checkbox"/>	Drive car alone	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	Car share as driver	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Car share as passenger	<input type="checkbox"/>
Train	<input type="checkbox"/>	Other (Please state)
Taxi	<input type="checkbox"/>	
Motorcycle	<input type="checkbox"/>		

Why do you use your chosen mode of transport? (Please tick)

Convenience	<input type="checkbox"/>	Availability	<input type="checkbox"/>
Cost	<input type="checkbox"/>	Personal safety	<input type="checkbox"/>
Essential for work	<input type="checkbox"/>	Health – Disability reasons	<input type="checkbox"/>
Time savings	<input type="checkbox"/>	Health – Fitness reasons	<input type="checkbox"/>

Other (Please state)

.....

Would you consider using a more sustainable mode of transport? (Please tick)

Yes No

If yes, which of the following would you consider using? (Please tick)

Walk	<input type="checkbox"/>	Drive car alone	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	Car share as driver	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Car share as passenger	<input type="checkbox"/>
Train	<input type="checkbox"/>	Other (Please state)
Taxi	<input type="checkbox"/>	
Motorcycle	<input type="checkbox"/>		