School Travel Plan

St Vincent's Catholic Primary School





Information about the school

School address:	Hammersmith Gardens Houghton Regis Bedfordshire	
	LU5 5RG	
	203 5110	
Existing school type (lower, middle, upper, primary, secondary etc.):	Primary	
Existing number of pupils:	210	
Maximum number of pupils:	210	
Existing age range of pupils:	3-11	
Existing number of full-time staff:	23	
Existing number of part-time staff:	5	
Does the school have a catchment area or 'nearest school' policy? If so, where does it cover?	No	

School opening hours

School site opening time:	7.00	
Breakfast club start time:	7:50	
School hours:	8.45-15.30	
Nursery or pre-school hours:	8:45-11:45	
After school club finish time:	17:30	
Regular community use outside of school hours:	Car park is sometimes used by St. Vincent's social club in the evenings and at weekends.	

Description of the school site, its location, and the surrounding road network

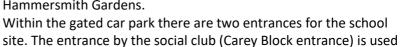


Is there more than one vehicular entrance into the school site? Where are these? Which is used the most?

There is one vehicle entrance from Hammersmith Gardens. Since gates have been installed at the entrance on Hammersmith Gardens, parents are no longer allowed to park in the school car park. This has improved site safety, but has resulted in an increase in parking issues for local residents in the surrounding area.

Is there more than one pedestrian and cycle entrance into the school site? Where are these? Which is used the most?

There is one pedestrian/cycle entrance from A Hammersmith Gardens.



What are the pavements surrounding the school like? Are there dropped kerbs or crossing points?

There are dropped kerbs in front of houses on Hammersmith Gardens.

There are no crossing points on Hammersmith Gardens.

by Years 1, 2, 5 & 6.

	There are crossing points on Sundon Road and Parkside Drive.
Does the main road outside of the school have any traffic calming, a school crossing patrol, or a controlled crossing such as a zebra, toucan, or pelican?	There are no measures in place on Hammersmith Gardens as it is a closed residential road.
What is the speed limit on the roads surrounding the school?	The speed limit on Hammersmith Drive and the surrounding roads is 30mph.
Is there a speed limit within the school grounds?	5mph
Is there a cycle route nearby that connects into the school site?	There are suitable routes around the school for cycling.
Are there any other schools nearby?	Our next nearest school is Limetree Academy, which is 0.5miles away on Parkside Drive.

Existing travel patterns - pupils

Data should be taken from the most recent 'Hands Up' travel survey (completed in September each year).

How do pupils usually travel to school for the main part of their journey?

Number of pupils present:	201
Number of pupils absent:	11
Date data collected:	19/9/24
Walk:	29.35%
Cycle:	3.48%
Scoot / skate:	6.47%
Car:	51.24%
Car share*:	0.50%
Park and stride:	7.96%
School bus:	0.0%
Public bus:	1.0%
Train:	0.0%

^{*} Car share is defined as travel in a car with someone from another household.

Compare the data above to that collected in the last couple of years. Has there been an increase or reduction in a particular mode of travel? Is there a known reason for this? How does this relate to the number of pupils that live within 1 mile of the school? Could more pupils be encouraged to travel sustainably?

There is a slight reduction on traveling by car since last year (Car 2023: 59%) with more choosing to scoot/skate. and park & stride (park & stride 2023: 1%).

In 2023, we had 153 pupils living within 1 mile of the school.



Existing travel patterns - staff

Data should be taken from the most recent 'Hands Up' travel survey (completed in September each year).

How do staff members usually travel to school for the main part of their journey?

Number of staff present:	26
Number of staff absent (who would usually be expected at school on the day the data was collected):	0
Date data collected:	19/9/2024
Walk:	23%
Cycle:	
Car:	73%
Car share*:	
Park and stride:	
Public bus:	4%
Train:	

^{*} Car share is defined as travel in a car with someone from another household.

Compare the data above to that collected in the past couple of years. Has there been an increase or reduction in a particular mode of travel? Is there a known reason for this? Are there any barriers to increasing the use of sustainable travel?

The is an increase in staff traveling by car since last year – from 65% to 73%.

Some staff choose to walk when the weather is good but most of our staff have a car and require a parking space due to the distance from their home to the school.

Existing parking arrangements

Total number of existing parking spaces within the school site:	36
Are there any disabled parking spaces? If yes, how many?	1
Are there any electric vehicle charging points? If yes, how many?	0
Are any of the parking spaces allocated to another specific group such as visitors, parents, students, or anybody else? If yes, how many?	0
Are any arrangements in place to allow additional parking at a location outside of the school site? If yes, where is this and how many parking spaces are permitted? Are there any restrictions on when these parking spaces can be used? Is permission in place?	None
On an average day, do any staff have to park on the road. If yes, how many?	None
Are those attending the school for community use outside of usual school hours able to use the school car park?	Car park is sometimes used by St. Vincent's social club in the evenings and at weekends.
Who are the car parking arrangements managed by?	Site manager/office
Are there any bus or coach parking spaces within the school site? If yes, how many?	No

Existing cycle and scooter parking facilities

Refer to Parking Standards for New Developments SPD.

Are there any existing cycle stands installed at the school? Are these covered? Where are these located? How many bikes can be parked?	18 uncovered cycle stands to be installed this year. There is currently uncovered cycle/scooter parking behind Cary block.
Are there any existing scooter parking facilities at the school? Are these covered? Where are these located? How many scooters can be parked?	There is currently uncovered cycle/scooter parking behind Cary block.
Is the cycle and scooter parking area(s) easily accessible for those with bikes and scooters? Are there any improvements that could be made?	Yes
Does the school have any locker facilities or a safe place where cycle helmets can be stored for both pupils and staff?	No. Cycle helmets can be hung on pegs.

Summary of existing sustainable travel initiatives

Are there any sustainable travel initiatives already in place? For example, is car sharing promoted? Is there a park and stride location? Have Junior Road Safety Officers been appointed? Is Bikeability and scooter training in place? Do the school take part in Walk to School Week / Month, Big Walk and Wheel, Bike Week, Santa Challenge? Is travel information provided on the school's website? How are these initiatives communicated to pupils, parents, and staff – newsletters, website, emails, noticeboards?

Road safety assemblies by CBC

Bikeability course run annually for Year 5 students

Dr Bike visit to improve bicycle safety

Cycle/scooter parking area

Hands up survey

Letter sent to parents from the CBC Road Safety Education team regarding parking.

These initiatives are communicated to parents via newsletters/ website.

Summary of travel practices at the start and end of the school day In relation to travel at the start and end of the school day, what currently works well? For example, a high proportion of pupils walk, scoot or cycle, good parking etiquette by those collecting pupils, good compliance with waiting restrictions, a School Crossing Patrol, a controlled crossing that is well used etc. The school site is much safer at the beginning and the end of the day following the installation of new gates at the entrance of the site. Pedestrian and vehicle gates open at designated times of the day. In relation to travel at the start and end of the school day, what could be improved? For example, parking that causes congestion, parking on pavements, poor compliance with waiting restrictions, parked vehicles restricting visibility at junctions, narrow pavements, no dropped kerbs at junctions etc. How are parents contacted when issues occur - newsletters, website, email? Non-compliance regarding parking on the surrounding roads, leading to an increase in complaints from local residents. The Head teacher sends regular requests to parents on Class Dojo to be considerate of the local community when parking. Too many cars arriving at school over short periods of time.

Aim of the School Travel Plan

Some ideas are as follows:

- To understand the existing travel patterns for journeys to and from school.
- To increase the number of journeys to and from school using a sustainable mode of travel.
- To reduce the volume of congestion around the school at start and end of the day.
- Increase the number of pupils and staff walking/cycling/scooting/using public transport.
- Decrease pollution levels around the school.

Objectives of the School Travel Plan

The objectives identified should address the travel improvements identified. Some ideas are as follows (there should be a minimum of 5 objectives):

- To reduce the number of cars parked on surrounding roads at the start and end of the school day.
- To increase the number of pupils walking, cycling and scooting to school.
- To promote the existing bus routes.
- To promote park and stride.
- To encourage car sharing.
- To establish a working group.
- To reduce the number of cars parked on Hammersmith Gardens and surrounding roads at the start and end of the day.
- To increase the number of families walking, cycling and scooting to school.
- To promote more sustainable travel awareness to the school community via the school website.
- To encourage car sharing.
- To promote safety of pupils on their journey to and from school.
- Speak with CBC highways regarding parking restrictions on Hammersmith Gardens.

How will the objectives be achieved?

Some ideas include:

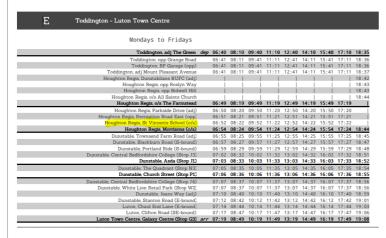
- Consider whether additional waiting restrictions may be required.
- Prepare a travel information leaflet or webpage on the school's website that is shared with pupils, parents, and staff. Add this to noticeboards.
- Include bus routes and timetables in the published travel information (refer to <u>Traveline</u>).
- Set up a park and stride scheme investigate whether there is a local car park that could be used by parents at the start and end of the school day (permission will need to be agreed).
- Encourage staff to lift share (either organise between themselves or via Liftshare).
- Set up a system to encourage parents to car share.
- Encourage staff to take advantage of Cyclescheme.
- Set up a School Travel Plan working group (to include school staff, parents, governors, and representatives from the community).

We are working on a travel section on the school website to share information regarding:

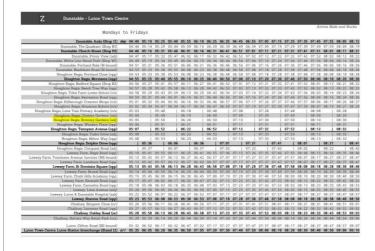
- Cycle routes
- Bus routes
- Travel schemes, e.g. car share

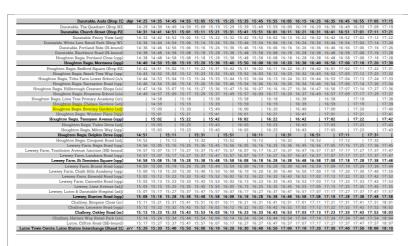
Promote bus routes and link to Plan Your Journey | Traveline:

Service E



Service Z





Raise more travel awareness using Class dojo/Parentmail – our parental communication apps.

Improve bike/scooter storage areas on site.

School council starting the Junior Road Safety Officers training.

Holding events e.g. treat your feet, Walk to School Week, Big Walk and Wheel, Santa challenge.

Look at suitable park and stride locations.

Encourage staff to lift share (either organise between themselves or via Liftshare).

Set up a School Travel Plan working group (to include school staff, parents, governors, and representatives from the community).

Liaison with CBC highways team.

Action plan

Each school is required to complete an action plan which will include short, medium, and long-term initiatives that are intended to be completed or worked towards, to achieve the aims and objectives of the School Travel Plan. The action plan should be reviewed and updated annually and sent to the CBC Travel Plan Officer.

Proposed action	Description of the action	Action to be completed by (name)	Proposed completion date
Travel Plan Co- ordinator	Appoint a Travel Plan Coordinator. Include contact details.	A.Dowling	18/11/24
School Travel Survey	Complete 'Hands Up' school travel survey and send to CBC.	J. O'Regan	September each year
Marketing / publicity	Complete the School Travel Information webpage.	J. O'Regan	1/2/24
Modeshift STARS	Sign up to Modeshift STARS. Fill in details of any sustainable travel initiatives that have already been completed (refer to Modeshift STARS Education Initiatives).	J. O'Regan	November 2024
Modeshift STARS	List Modeshift STARS initiative number 1 (refer to Modeshift STARS Education Initiatives). Walk to School Week	A.Dowling	May 2025
Modeshift STARS	List Modeshift STARS initiative number 2. Big Walk and Wheel	A.Dowling	March 2025
Modeshift STARS	List Modeshift STARS initiative number 3. Santa Challenge	A.Dowling	December 2025
Modeshift STARS	List Modeshift STARS initiative number 4. Road safety initiatives	A.Dowling	February 2025
Modeshift STARS	List Modeshift STARS initiative number 5. Bikeability	A.Dowling	March 2025
Highway issues	Liaise with CBC Highways regarding possible parking restrictions.	A.Dowling	January 2025
School Travel Plan Review	Agree the date for an annual School Travel Plan review.	A.Dowling	Annually

School Travel Plan approval

School Travel Plan Co-ordinator:	Signature:	Julie O'Regan
	Print name:	Julie O'Regan
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School Head Teacher:	Signature:	Amanda Dowling
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Chair of Governors:	Signature:	Collette Donohue
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