



The Heights Primary School Travel Plan
129, Upper Woodcote Road, Caversham, Reading



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1 Introduction

- 1.1 The Heights Primary School is a community led school, developed as part of the government Free Schools Initiative. The school opened in September 2014 on a temporary site at 82 Gosbrook Rd (the site of the previous Caversham Nursery).

The catchment area for the school was set in partnership with Reading Borough Council (RBC) to serve the community of Caversham Heights and Mapledurham.

A cornerstone of the Trust's vision was to create a community school for the West Caversham and Mapledurham area that children could walk to, with neighboring children being able to attend the same school, helping to promote active travel and enhance a shared sense of community. With 8 schools to the east and none to the west, this wasn't possible before. The pressure on school places meant that the majority of children were unable to secure a place at their nearest school, being distributed amongst schools to the east, crossing Caversham twice a day, often by car as a result of the distance.

- 1.2 This Travel Plan (TP) is a living document that sets out a number of practical ways to reduce the amount of car trips made to a school, to encourage more walking, cycling and to improve safety on the school journey, promoting the vision on which the school was founded.

The purpose of the TP is to raise awareness among pupils and parents of the harmful effects of increasing car use on everyone's health, safety and independence. It raises awareness of the implications of travel choice and the benefits of encouraging more sustainable travel to school.

- 1.3 The permanent school site is at 129 Upper Woodcote Road in the heart of the school's catchment area. The new buildings were moved into in August 2021.

- 1.4 The Heights Primary School is wholly committed to the promotion of sustainable and healthy ways to travel to school. To assist with the promotion of this ethos the school joined the ModeShift STARS initiative in 2017.

Modeshift STARS (Sustainable Travel Accreditation and Recognition for Schools) is a national schools awards scheme that has been established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel.

The school is currently a Bronze, Silver and Gold Star holder and is working towards the new Platinum Accreditation in the 2021 to 2022 academic year. The Heights Primary School has also been the Reading ModeShift STARS school of the year for the past three years. It is notable that the school has achieved huge success in the promotion of sustainable travel to school while being located at a considerable distance from its catchment. The move to the permanent school site inside the catchment area is helping us to increase opportunities to maximise sustainable transport modes to school.

- 1.5 The current pupil roll is 350pupils. There are 2 forms of entry from Reception to Year 6, with 25 pupils in each class. The school has grown organically since it opened in September 2014.
- 1.6 The current number of staff at the school is 75 full and part timestaff.
- 1.7 The school operates a breakfast club from 07:30am with up to 45 pupils attending. The school day starts at 08:40hrs and finishes at 15:15hrs. The school also has wraparound care in the afternoon running until 6pm with up to 45 pupils attending each day. In addition there are a large number of activity clubs that run at the school from 3.15pm to 4.15pm every day with approximately 30 to 40 children taking part in these.

The above-mentioned clubs help to alleviate congestion before and after the school day by removing pupil movements to/from the school at the busier start and end times of the formal school day.
- 1.8 The School has a 20 space staff car park which includes 2 disabled spaces. The school has 10 cycle parking spaces for staff and 80 cycle/scooterspaces for pupils.
- 1.9 The majority of pupils at The Heights Primary School are located within catchment (currently 86%) and so are within easy walking/cycling distance of the school site.

2 Policy Statement

- 2.1 The Heights Primary School actively promotes sustainable travel to and from school and parents are strongly encouraged to support the School's Travel Plan. This is clearly stated in the school's Admissions Policy 2021-22.
- 2.2 To support the development and implementation of the Travel Plan the school has appointed (following Mode Shift STARS best practice) two parent Travel Plan Champions who are supported by a proactive Travel Plan Working Group which meets regularly throughout each academic year. The purpose of the Travel Plan Champions and Travel Plan Working Group is to investigate and promote initiatives and opportunities to support the school's ongoing commitment to Sustainable and Healthy travel to school.
- 2.3 The School will take all reasonable steps to encourage positive relations between parents/carers bringing children to the School site and other members of the local community. It is recognised that the small percentage of families living outside the catchment area may find it difficult to use public transport for the school journey and may rely on private cars.
- 2.4 The School is a Health Promoting School with the priority to foster a safe and healthy environment for the whole school community, including pupils, parents/carers, governors and staff. It will be the School's policy to encourage means of transport, other than the car, for journeys to and from

school in order to improve the health, fitness and traffic awareness of our pupils. Further, as part of our Eco-School initiative it is important to make pupils and staff aware of the environmental impact of car travel and encourage all forms of sustainable transport.

2.5 In production of this TP the School has sought to:

- Actively promote walking, cycling and scooting
- Maintain cycling as an attractive means of transport
- Minimise its contribution to congestion and traffic within and around the School
- Raise awareness of health and environmental issues linked to travel.
- Help pupils improve road and personal safety skills and increase travel awareness
- Improve pupils' fitness through increased levels of walking and for older children, cycling
- Underpin the School's relationship with the wider community
- Actively discourage inconsiderate parking that may compromise the safety of pedestrians and cyclists
- Improve safety on the school journey
- Reduce the number of car trips made by parents/carers and pupils

3 Site Access & Travel Links

3.1 The site layout of the school and the wider playing fields car park and access road are illustrated at **Appendix 2**.

3.2 The playing fields site access junction with Upper Woodcote Road has been improved to provide a formal access junction with dedicated footways coming into the Site direct to the School. The access road has been widened to facilitate two-way vehicle flows and the internal Playing Fields car park has been reconfigured to improve vehicle and pedestrian circulation.

3.3 Two pedestrian refuge islands have been developed on Upper Woodcote Road. There is also a pedestrian crossing, with flashing lights just to the north of Woodcote Close. There are school keep clear markings. To facilitate this, the westbound bus stop originally outside the site access had to be relocated further to the west.

3.4 The staff car park is located at the northern end of the school Site with separate in and out accesses to the Playing Fields car park. A morning drop-off area around the pavillion car park for those parents who must drive and are happy to have their children quickly disembarked from parents' vehicles is in operation in the morning.

Parents who do not want to use the quick on-site drop-off facility are actively discouraged from driving to school.

It isn't possible to replicate this arrangement for the afternoon collection. Parents are encouraged to leave their car at home unless exceptional circumstances make this impossible.

3.5 The main pedestrian access to the School is located adjacent to the east side of the building with 2 other pedestrian accesses further south to the hard informal area and on the southern boundary of the Site onto the

playing fields.

Delivery & Service Vehicles

- 3.6 Delivery and refuse vehicles serve the school Site from the playing field car park area and will be able to enter and leave in forward gear. It is not expected that such vehicles will need to enter the staff car park area. Some special maintenance vehicles can enter the car park, but are likely to require arranged, supervised management should they need to reverse in, e.g. a large rigid lorry for furniture delivery. Waste collection and deliveries are expected to be restricted between 09:00 to 15:00 to avoid the beginning and end of the school day.

3.7 Visitors

All reasonable steps will be taken to discourage visitors from driving to the school site. Please refer to the school's Visitors Policy.

School Trips

- 3.8 School trip mini buses will be able to access the Playing Field car park. It is likely that any larger coaches will pick up children from the bus stop lay by on Upper Woodcote Road, with pupils being escorted between the school buildings and the coach by staff.

Walking & Cycling

- 3.9 Refer to accessibility plan at **Appendix 1**. All streets in this area are provided with footways, dropped kerb crossings and street lighting, whilst the general nature of the area is one of a network of streets within a mainly residential area. As a result, the permeability of the area for cyclists and pedestrians is good, reflecting the use of the area by all modes of transport and not just the private car. As stated in 3.3, there is also a dedicated pedestrian crossing on Upper Woodcote Road.

- 3.10 There are no designated cycle lane facilities in the vicinity of the site. Due to the nature of the surrounding highways some children cycle to/from the school using the pavements rather than the carriageways although more confident children and staff members do use this mode of transport. National Cycle Route 5 is the closest cycle route to the Site which runs along Hemdean Road about 1.5km to the east of the Site, beginning in Reading and following the northern half of the Thames Valley cycle route crossing the Chiltern Hills and passing through Wallingford, Didcot & Abingdon. The Reading Cycle network is signed throughout the town with routes converging in the central area. They are provided via a combination of routes on the carriageway or footways, either shared with or segregated from pedestrians or designated cycle paths. Refer to Reading Cycle Route Map at **Appendix 4**. The school has asked the LA to support the development of cycle paths and lanes in the Mapledurham area.

Public Transport

- 3.11 The nearest bus stops to the school are located on Upper Woodcote Road adjacent to the Site access and are annotated on the Accessibility Plan at **Appendix 1** with the bus frequency table and bus map in **Appendix 4**. Refer to Photos 9 and 10 below. These bus stops are served by bus numbers 145C, X39 and X40 which serves Woodcote, Henley, Reading Wallingford & Oxford. The X39 and X40 services provide a direct link to Reading town centre, approximately 2.5km to the south east where other bus services to numerous destinations are available.

Reading Railway Station also located about 2.5km to the south east

provides access to train services provided by Great Western Rail to London Paddington, Newbury, Ealing Broadway, Oxford and beyond. Refer to **Appendix 4** for a train network plan and train frequencies.

- 3.12 Most pupils are within walking distance of the site. However, buses and rail services do offer potential opportunities for some staff to travel to and from the school.

Travel by Electric Vehicle

- 3.13 Charging points for electric vehicles were considered during the project design phase, however the cost at the time of design was prohibitive within the budget available for the school project.

It is anticipated that over time, as electric vehicles become more common place, charging points will need to be considered again. It is hoped that in the future government funding will be available to assist the school with the cost of installing vehicle charging points.

Local Amenities

- 3.14 Approximately 327m North East of the school building (approx. 500m walking distance) there is a local news shop (Woodcote Way News) with a postbox.

4 Travel Survey Data

Table 4.1 – Pupil Travel Data for The Heights Primary School,

Main Mode of Transport	% of Pupils using mode
Car	8%
Car Share	0%
Cycle/Scoot	20.5%

Public Transport	0%
Walk	68%
Other (Park & Stride)	3.5%
Total	100%

Table 4. – Pupil Travel Data for the The Heights Primary School, Temporary to Permanent site

Main Mode of Transport	% of Pupils modalsplit	% of Pupils modalsplit	% Difference between transport modes Temporary & Permanent Sites
	Temporary site	Permanent site	
Car	24%	8%	-16%
Car Share	3%	0%	-3%
Cycle/Scoot	11%	20.5%	+9.5%
Public Transport	3%	0%	-3%
Walk	17%	68%	+51%
Other (Park & Walk)	42%	3.5%	-38.5%
Total	100%	100%	-

- 4.1 From the pupil travel tables above the key points are:-
- car mode (inc car share and park and stride) reducing heavily from 69% to 11.5% for the temporary and new school sites respectively.
 - significant increase in pupils walking/cycling or scooting to school: from 28% to 88.5 %.

Table 4.3 – Staff Travel Data for The Heights Primary School,

Main Mode of Transport	% of Staff using
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	mode
Car	42%
Car Share	14%
Cycle	14%
Public Transport	4%
Walk	26%
Other (Park & Walk)	-
Total	100%

Table 4.4 – Staff Travel Data for the The Heights Primary School, Mapledurham Playing Fields

Main Mode of Transport	% of Staff modalsplit Temporary site	% of Staff modalsplit Permanent site	Net % Difference between transport modes Temporary & Permanent Sites
Car	52%	42%	-10%
Car Share	8%	14%	+6%
Cycle	4%	14%	+10%
Public Transport	6%	4%	-2%
Walk	17%	26%	+9%
Other(Park & Walk)	13%	-	-13%
Total	100%	100%	-

4.2 From the staff travel tables above the key points are:-

- car mode has reduced from 52% to 42% since moving to the permanentschool site.
- There has been an increase in staff walking or cycling to school from 21% - 40%
- There has been an increase in staff car sharing, from 8% to 14%

5 Objectives & Targets

Objectives

5.1 The overarching objectives of this travel plan are to:

- Promote more sustainable transport choices for staff, parents, pupils and visitors;
- Promote accessibility to and from, work, the school and community facilities, by walking, cycling, passenger transport and car sharing;
- Make pupils and their parents, and staff and visitors aware of all the alternative travel modes open to them;
- Reduce the need to travel, especially single occupancy vehicles (SOV);
- Provide adequate bike & scooter storage at the new school location; and
- Increase pupils' safety and confidence by promoting greater road awareness and by arriving at school physically active, alert and independent.

5.2 The approach and measures set out in this Travel Plan will accord with national and local government objectives and seek to:

- Reduce road traffic, ease congestion and reduce carbon emissions, especially outside schools;
- Encourage people to look at safer, and more active and sustainable travel options as an alternative to using the car, particularly for short journeys;
- Contribute to children and young people's immediate and long-term health;
- Promote equal opportunities to staff, parents, pupils and visitors by offering wider travel choices; and
- Reduce air and noise pollution.

5.3 These objectives will be met by:

- Raising travel awareness amongst staff, parents, pupils and visitors;
- Exploring measures to promote the use of alternative modes of travel, such as walking, cycling, passenger transport and car sharing;
- Contributing to pupils' health and personal development by encouraging increased levels of walking, or cycling to school so that pupils carry such habits into adulthood;
- Investigating opportunities to reduce the use of single occupancy car travel;
- Equipping pupils with the knowledge and skills needed to walk, cycle and use public transport safely;
- Engendering a responsible attitude, in all members of the school community, towards the safety of themselves and others using the roads;
- Ensuring parking provision is sufficient and managed, having regard to overall transport policy; and
- Continually evaluating the transport needs of staff, pupils and visitors.

5.4 By achieving the objectives, the Travel Plan will:

- Reduce the impact of traffic on surrounding roads and local communities;
- Help ensure sufficient parking is provided within the school;
- Promote equal opportunities to staff, pupils and visitors by offering wider travel choices;
- Improve personal and wider community health;
- Reduce air and noise pollution; and
- Accord with national and local Government objectives.

Targets

- 5.5 A useful indicator of suitable targets that will achieve the Travel Plan objectives is the creation of SMART (specific, measurable, achievable, realistic and time- bound) targets.
- 5.6 Targets should also have an initial five-year timeframe, with interim targets at year three of implementation and ongoing targets beyond the five-year timeframe.
- 5.7 Targets will be reviewed annually and a full review of the targets and Travel Plan will be undertaken prior to occupation of the Site.
- 5.8 Set out within **Appendix 6** are the targets for this Travel Plan.

6 Travel Plan Initiatives

Administering the Travel Plan

- 6.1 The School Travel Plan will be managed by a nominated Travel Plan Coordinator (TPC), currently the Headteacher. The TPC will be supported by two nominated parent Travel Plan Champions and the Travel Plan Working Party.
- 6.2 Once the school has moved to its permanent site the ModeShift STARS online template will be used to update and monitor the Travel Plan. Currently the Travel Plan for the Gosbrook Rd site is available from the School's website.
- 6.3 All staff, visitors, parents and pupils will be made aware of the existence of the Travel Plan. The Travel Plan will be actively promoted to all parents at the school by the Travel Plan Champions.

Promotion of the Travel Plan will include an explanation of the details of the plan, its objectives and the roles of individuals in achieving its aims. Copies of the Travel Plan will be made available in a centrally accessible location to all staff, parents and pupils, and they in turn will be made aware of the existence and role of their TPC.

- 6.4 Essentially, the TPC will, where necessary:
- Provide the main travel plan contact for all staff, parents and pupils;
 - Provide a principal point of contact for RBC;
 - Promote liaison with RBC;
 - Keep up-to-date information on transport choices for display in communal areas;
 - Monitor travel patterns on a regular basis ensuring initiatives adopted are meeting requirements; and
 - Arrange first occupation travel surveys and subsequent travel surveys.
- 6.5 The TPC will be the first point of contact for staff, visitors, parents and pupils and RBC regarding travel to and from the school. They will establish and maintain all correspondence relating to the Travel Plan so far as is practicable or Data Protection permits.
- 6.6 The TPC will also be responsible for the distribution of the results to RBC, on request. In the interest of confidentiality, only postcode information, and not full address details will be supplied.
- 6.7 The TPC role will be undertaken by an existing member of staff at The Heights Primary School. The role may be shared between two or more members of staff depending on workload and resourcing.
- 6.8 The TPC will endeavour to establish and maintain all travel data, which will (so far as is practicable and subject to Data Protection) include the following information:
- Reasons for not walking or cycling or using public transport;
 - Willingness to car share; and
 - Names and addresses of pupils, parents and staff wishing to car share.

Improving Information and Awareness

- 6.9 It will be critical to provide staff, parents, pupils and visitors with accurate information on the range of available services and travel initiatives if the Travel Plan is to succeed. The provision of accurate and up to date information, together with wide ranging publicity, will form a fundamental component of the Travel Plan.
- 6.10 New initiatives that are developed as part of the Travel Plan will need to be widely publicised if they are to be effective. The Travel Plan Champions will be able to support this task within the parent body.
- 6.11 At a strategic point within the school, on its website and within admission documentation, transport information will be displayed. This will provide a medium to promote new initiatives and advertise forthcoming events. New initiatives and events will also be communicated in assemblies.
- 6.12 Promotional events will be organised on a regular basis, in relation to specific aspects of the Travel Plan or to promote the introduction of any new initiatives. This will allow travel awareness to be maintained at a high level among staff and pupils and be used to raise recognition levels for initiatives that may have become less popular with time. A good example of an existing annual event is 'Walk to School Week' or 'Walk Once a Week (WOW)'.

Walking

- 6.13 Walking is the most sustainable method of travel, has a number of proven health benefits and is an important source of personal freedom. Walking is important for the vast majority of people, including those using public transport or without access to a car.
- 6.14 Walking is free and offers predictable journeys. Furthermore, it does not cause negative impacts in the same manner as vehicular travel (e.g. emissions, pollutants, severance etc). As for cycling, walking is a form of active travel, which can offer a range of physical and psychological benefits to the individual.
- 6.15 The TPC will be responsible for raising awareness amongst staff and pupils of the health, financial, and practical benefits of undertaking journeys by foot.
- 6.16 The effective promotion of walking is a key part in encouraging people to move away from private car use. However, there are certain factors such as weather conditions and daylight / light levels, physical barriers to movement that affect the amount of users willing to use this mode.
- 6.17 To combat this issue, a plan will be provided showing routes around the school that are lit, accessible and suitable for the use of pedestrians during trips to The Heights Primary School and local communities. This plan will be displayed on the communal notice boards and website.
- 6.18 In order to encourage staff, parents and pupils to walk the school will:
- In conjunction with RBC, the school will promote National Walk to School Week and Walk Once a Week (WOW);
 - The school will encourage walking to school by offering road safety education, incentives and rewards;
 - Continue to teach pupils to recognise and manage risk and make safer choices about healthy lifestyles, different environments and travel;

- In conjunction with RBC, continue to review possible changes to the immediate vicinity of the school; and

Cycling

6.19 Cycling is cheap, offers reliable journey times and is environmentally friendly. Encouragement of cycling can help to improve people's health. The Travel Plan can offer substantial health benefits to individuals who are motivated to complete more journeys on foot or by cycle. In order to encourage staff and pupils to cycle the school will:

- Make cycle route information easily available in communal areas throughout the school;
- Provide safe, secure, lit cycle parking facilities for at least 10 staff cycles with an aspiration to increase this in line with demand;
- Continue to teach pupils to recognise and manage risk and make safer choices about healthy life styles, different environments and travel;
- Publicise local initiatives being offered to promote safe cycling;
- Take part in national events such as Sustrans' Big Pedal or Bike to School Week;
- Promote the accessibility of the school by bike;
- Continue to offer bikeability training annually to all pupils in Years 4,5 and 6.
- Investigate offering bikeability to pupils in other year groups.
- Investigate providing an after-school cycle club which could improve the image of cycling whilst teaching pupils vital lessons about bike safety and maintenance.
- campaign for cycle paths and lanes to be developed in the Mapledurham area.

Public Transport

6.20 The provision of good quality public transport alternatives is normally considered to be one of the most effective means of encouraging less use of the private car. It is recognised that the nearest bus stops and bus services are located at the Playing Fields Upper Woodcote Road access. An objective of the Travel Plan is to maximise the use of public transport services to and from the school.

6.21 The TPC will promote and encourage the use of bus and rail services. He/she will ensure all service information is prominently displayed within the site within easy access of all students, employees and visitors.

6.22 The TPC will work closely with RBC and the bus and rail companies to positively market and promote the use of bus and rail services in an effort to encourage the use of public transport.

6.23 In addition, the TPC will seek to maximise the use of public transport in the following ways:

- Regularly seek information from all staff and pupils using public transport on ways in which services may be improved;
- Regularly update public transport information displayed and available to all staff and pupils; and
- Provide information on bus services to new parents, pupils and staff as part of the admissions / staff induction process.

Promotion of Alternative Modes

6.24 The School will produce and distribute a range of marketing materials

(leaflets, timetables, route maps, car share information etc.) to encourage pupils, staff and visitors to use alternative modes of transport.

6.25 As mentioned above the Travel Plan will be available via the School’s website. Information on how to access the school via various modes of transport will also be displayed on the website to encourage pupils, parents and staff to choose the appropriate mode of travel.

Car Sharing

6.26 For any staff who must drive, car sharing offers significant potential to reduce overall private mileage.

6.27 The TPC will actively promote car-sharing (COVID permitting) by any other means.

6.28 The TPC will monitor the take up of the car-sharing scheme and will also monitor the use of the car park within the site.

7 Action Plan – Implementation, Monitoring Review Implementation

6.9 It is proposed that the Travel Plan (TP) for The Heights Primary School will be implemented in accordance with Table 7.1, which sets out specific timescales.

Table 7.1 - Implementation programme of Travel Plan

Timescale	Measures / Tasks to be Implemented
1-3 months following occupation	<ul style="list-style-type: none"> ● Produce and display cycle route information; ● Produce and display public transport information; and ● Communicate with parents, pupils and staff regarding the new school layout and outline the possible transport options.
3 months following occupation	<ul style="list-style-type: none"> ● Issue TP to RBC for approval
3 - 12 months following occupation	<ul style="list-style-type: none"> ● Fully implement all measures outlined in TP; and ● Provide RBC with details of measures as they are implemented.
12 months following occupation	<ul style="list-style-type: none"> ● First monitoring of TP (introduce further measures as appropriate).
18 months following occupation	<ul style="list-style-type: none"> ● Subsequent monitoring of TP (introduce further measures as appropriate).

Monitoring

7.2 Travel Plan Review Reports will be produced as set out in Table 7.2, which will be relative to the initial date of implementation of the Agreed Travel Plan.

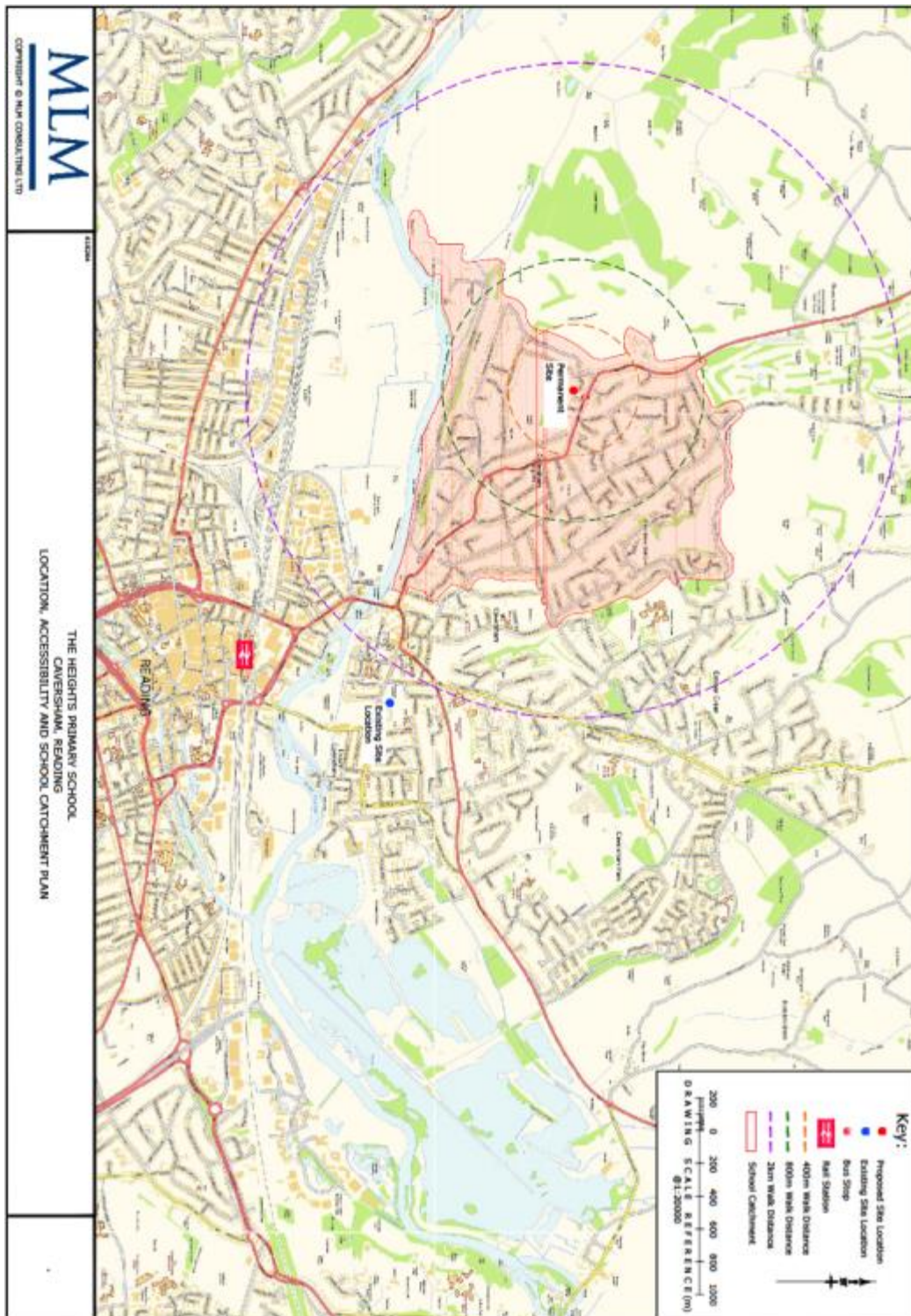
Table 7.2 - Monitoring programme of Travel Plan

Timescale	Monitoring Tasks to be Undertaken
1 year	<ul style="list-style-type: none"> • Undertake Staff and Pupil Travel Survey; • Produce Travel Plan Review Report; • Issue Review Report to RBC; and • Implement additional measures if required.
2 years	<ul style="list-style-type: none"> • Undertake Monitoring Staff, Pupil and Parent Travel Survey; • Produce Travel Plan Review Report; • Issue Review Report to RBC; and • Implement additional measures if required.

7.3 It will be the responsibility of The Heights Primary School and/or the Travel Plan Coordinator to inform RBC of the Travel Plan when the initial travel survey is undertaken. Once this date is confirmed to RBC, the Travel Plan will be implemented and monitored as set out in Tables 7.1 and 7.2. **Appendix 7** outlines the initiatives, the people responsible and the monitoring of each possible travel plan initiative.

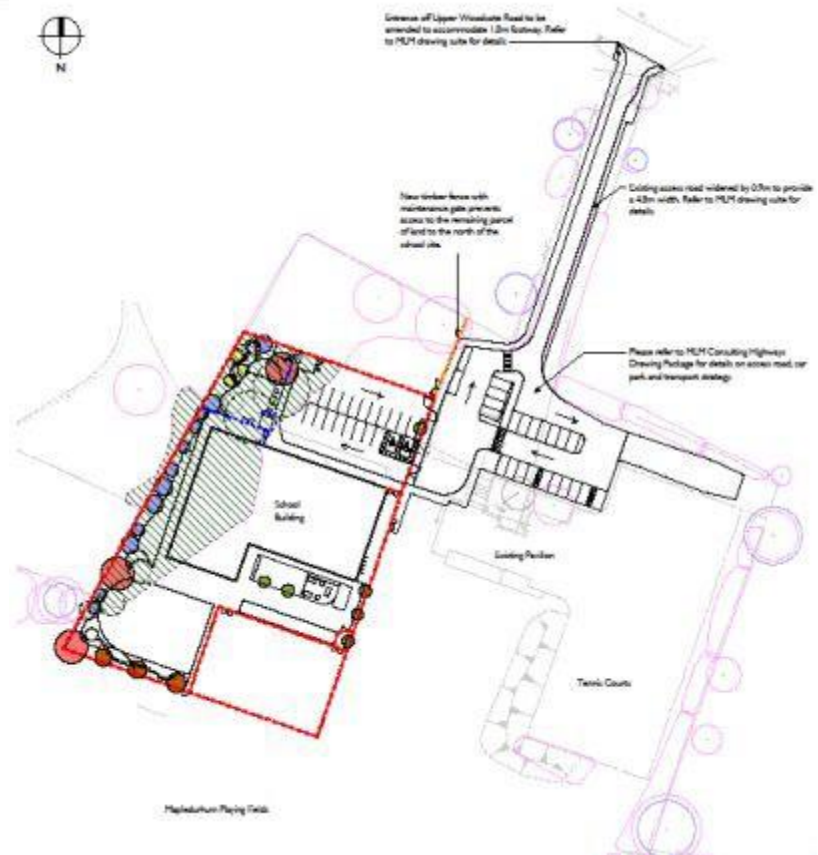
Appendix 1

Location, Accessibility Plan & School Catchment Plan



Appendix

Proposed School Site and Wider Playing Fields Car Park Layouts



Appendix
Proposed Highway Improvements – Upper Woodcote Road

Appendix 4

Sustainable Transport

Reading Cycling Map:

<http://www.reading-travelinfo.co.uk/media/116790/promotional-6pp-dl.pdf>

Reading Bus Routes:

<https://images.reading-buses.co.uk/2020-02/Reading%20network%20map%20Feb%202020.pdf>

Reading Rail Links:

<https://www.gwr.com/plan-journey/stations-and-routes>

<https://www.southwesternrailway.com/plan-my-journey/our-network>

Appendix 5 Travel Plan Targets

Monitor and Control Car Parking on and offsite	
Specific	Parking at The Heights will be monitored by the school. Any observed or reported overspill from the car park will be closely monitored and discussed with Reading Borough Council (RBC). Any inappropriate use of the spaces or drop off / pick up area will be closely monitored.
Measurable	The monitoring and control of on-site car parking is recorded by the school and then verified by an officer of RBC.
Achievable	School to action.
Realistic	Yes. Any persistent overspill of on-site parking resulting in on-street parking issues requires The Heights to reconcile, for example through supporting staff & parents with alternative modes of travel or parking.
Time bound	Ongoing monitoring and control, with annual verification by RBC Planning.
Provision of Car Sharing Spaces for Staff and reviewed annually	
Specific	The Heights will investigate the possibility of converting some of the staff car parking spaces for car sharers only. The provision would then be reviewed to ascertain if additional car share spaces are required.
Measurable	The success of this target will be reviewed.
Achievable	The Heights to action. This target is subject to operational constraints, which if necessary will require agreement from RBC.
Realistic	Yes. The number of spaces converted for car sharer use each year will be controlled by demand. If there is existing spare capacity, with vacant car spaces, then there will be no requirement to provide car sharer spaces at that time.
Time bound	The number of car-sharer allocated spaces is reviewed annually for the duration that the school is based at the site.
Monitor and Review Cycle Parking Provision	
Specific	Cycle parking at The Heights will be monitored and the use of the spaces will be reviewed. If the cycle parking is regularly at 90% occupancy then the need for additional spaces will be investigated.
Measurable	The monitoring and review of on-site cycle parking is recorded by the school and then verified by officers at RBC.
Achievable	School to action.
Realistic	Yes. If more provision is needed then the school will provide additional spaces.
Time bound	Ongoing monitoring and review.
Provision of Current Travel Information to all Pupils, Staff and Visitors	
Specific	The Heights will maintain notice boards with current information on travel options and to assist in the co-ordination of car sharing.
Measurable	This will be verified annually by RBC.
Achievable	The Heights to action. The travel information provided on the notice boards will be the responsibility of the TPC.
Realistic	Yes. The notice boards will be placed in a common space frequently used by all pupils and staff and in areas frequented by visitors.

Time bound	Ongoing from first operation.
Full Travel Plan Availability to all Pupils, Staff and Visitors	
Specific	This Travel Plan will be communicated to all new pupils, parents and staff as part of the prospectus / induction / training process. An up to date copy of the Travel Plan will always be available at reception and on the school website.
Measurable	This will be verified annually by an officer at RBC.
Achievable	The Heights to action. It will be the responsibility of the TPC to ensure that all staff are provided with and have constant access to the Travel Plan.
Realistic	Yes.
Time bound	Ongoing from first operation.
Achieve the Target Modal Share	
Specific	Reduce trips by private car by 5% from when the school moves to the permanent site
Measurable	This will be verified through the annual travel survey.
Achievable	The Heights to action. All staff and students will be informed of the Travel Plan and its targets.
Realistic	Yes.
Time bound	Revised targets will be agreed with the RBC upon a review of the first travel survey and subsequent surveys.

Appendix 6
Travel Plan Initiatives

Monitoring	Review	Responsibility
Increase travel awareness amongst parents, staff and school community		
Carry out 'Travel to School survey' and analyse results	3 months after occupation of new site	TPC
Publish the results of the 'Travel to School survey' on the school website or newsletter	Ongoing	TPC / Headteacher
Use the results of the 'Travel to School survey' to identify where improvements to the school journey can be made	Annually	TPC
Have a clearer picture of pupils' routes to school	After Travel Survey	TPC
Consult on the Draft Travel Plan	After Travel Survey	TPC / Headteacher / RBC
Formally adopt the Travel Plan	3- 4 months after occupation of new site	TPC / Headteacher / RBC
Include Travel Plan in the school prospectus	Annually	TPC / Headteacher
Include Travel information in new starter's packs	Ongoing	TPC / Headteacher
Use the results of the Travel to School survey to ensure targets are achieved and to set new targets	Annually	TPC
Annual feedback to pupils, parents and staff of results of the Travel to School Survey	Annually	TPC
School Travel Display/notice board	Updated Regularly	TPC
Increase travel awareness amongst pupils		
Assembly/class talks on Travel Plan progress	Ongoing	TPC
Plan sustainable travel activities and road safety education into relevant curriculum	Ongoing	TPC / Teachers
Include the school governors in the Travel Plan process	Ongoing	TPC / Headteacher
Use the results of the Travel to School survey to ensure targets are achieved and to set new targets	Annually	TPC
Encourage walking		
Participate in Walk to School weeks and other 'green travel' campaigns	Annually	TPC
Introduce WOW initiatives with 'Walk on Wednesday' or 'Walk once a week', where all the school is actively encouraged to walk	0-6 months after occupation of the new site.	TPC

Review storage arrangements and facilities	Ongoing	TPC / Headteacher
Encourage Cycling		
Assess adequacy of cycle storage facilities	Ongoing	TPC
Investigate need for a further cycle & Scooter parking facilities	Annually	TPC / Headteacher
Continue to offer cycle training schemes	Ongoing	TPC / Headteacher
Participation in Bike week	Annually	TPC
Promote cycle to work scheme for staff	Ongoing	TPC
Run a cycle bus initiative	Ongoing	DR
Continue to campaign for cycle paths	Ongoing	TPC
Encourage sensible and safe car use		
Promote car sharing	Ongoing	TPC
Promote and encourage safe parking	Ongoing	TPC
Monitor the use of parking	Ongoing	TPC
Investigate possible driveway lending	Ongoing	TPC / Headteacher
Investigate converting some of the staff car parking spaces for car sharers	Ongoing	TPC
Regular reminders to pupils, parents and staff regarding the parking restrictions at the school and on the surrounding highway network and outline the alternatives available to them	Ongoing	Headteacher
Improve safety on the school journey		
Teach pupils to recognise and manage risk and make safer choices about healthy lifestyles, different environments and travel	Ongoing	TPC / Teachers
Involve pupils in road safety campaigns e.g. designing signs at school entrances with appropriate messages, letters to parents and residents, bus operators	Ongoing	TPC / Teachers
Encourage bus use		
Provide information on bus services	Ongoing	TPC
Encourage parents to use a bus to go on to work after drop off	Ongoing	TPC
Monitoring		
Communicate with bus operator as required	Ongoing	TPC

Seek feedback from staff and pupils that use public transport	Ongoing	TPC / Teachers
Develop independent travel awareness and skills in the curriculum	Ongoing	TPC / Teachers
Other measures		
Update the School Travel Plan every year, and send a copy to RBC School Travel Plan Adviser	Annually	TPC
Set new targets and objectives when current ones have been achieved	Annually	TPC
Ensure the school travel group meets regularly	Monthly	TPC / Headteacher