



HIGHWOOD COPSE
PRIMARY SCHOOL



Highwood Copse Primary School

Monks Lane
Newbury
Berkshire
RG14 7TD

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SCHOOL TRAVEL PLAN

Date: July 2020 – July 2026

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The rationale behind travel plans

Travel Plans are the Government's recommended way forward to widen travel choice, to promote more sustainable travel choices and to reduce single occupancy car travel.

A Travel Plan is a package of measures to encourage building users to reduce car use and promote alternatives to single occupancy car-use. It aims to improve opportunities for, and encourage travel by, sustainable modes and to reduce unnecessary travel and to raise awareness of the Travel Plan for staff, parents, pupils and visitors.

Recognised benefits of Travel Plans include:

- ❖ children's increased awareness of the benefits of exercise and safe practices when travelling independently,
- ❖ reduced congestion at site entrance,
- ❖ increased awareness of alternatives to the private car,
- ❖ cost savings for staff by reducing their car journeys,
- ❖ quality of life improvements related to reduced congestion and stress as well as improved health and motivation,
- ❖ opportunities to build exercise into daily life,
- ❖ improved community relations as a result of demonstrating commitment to reducing congestion,
- ❖ demonstrating environmental commitment due to improved local air quality and reduction of global pollutants, as well as reducing the carbon footprint.

The overarching objectives of the Travel Plan are:

1. To improve opportunities for and to encourage travel to the school by sustainable modes
2. To demonstrate a commitment to sustainability and as part of this to Travel Plans
3. To improve the health and wellbeing of pupils, staff and visitors
4. To minimise the impact of the school on the road network and neighbours of the school

The context in which Highwood Copse School is set

Highwood Copse Primary School is a new 1FE (210 pupil) school scheduled to open in September 2021. It also has the potential for an integrated 26 place nursery. The school will admit a Foundation class in 2021 (30 pupils) and will fill from the bottom upwards taking 6 years to reach capacity. The children will range in age from 4 – 11 years.

The school day is from 08:45 – 15:10.

The school main gates will be locked during the school day, for security purposes. This will also prevent the school grounds being used as a public short-cut to and from the balancing pond nature walk which is located to the south of the school grounds.

On days when the breakfast club and after-school clubs are run, the school gates will open at 7.45am and after school stay open until 18.15.

The school is located to the south of Newbury College, which lies immediately west of the A339 to the south of Newbury and will initially be accessed via a temporary road through the college site extending south from the existing College access road. A permanent access road from the A339 will be constructed within 2 years of the school opening. There is potential for the road to be extended at a later date to the west to connect with the proposed Sandleford Park development.

There is no set catchment area for the school and it is being constructed to meet demand for pupil places from demographic growth in the Newbury area, however, preference will be given to children living closest.

Although there is no set catchment area for the school it is anticipated that the majority of pupils will come from the South Newbury and Greenham areas. The distances and mode of transport initially used by each pupil cannot be accurately determined at this stage. Nor is it possible to fully understand the issues that will need addressing and which are the appropriate schemes to introduce to encourage sustainable travel e.g. bus, park and stride, car-share etc. The work locations and patterns of parents will also need to be investigated to determine the most appropriate schemes to promote.

Highwood Copse School is located close to Park House Secondary School into which it feeds. It is located within walking distance of Highwood Copse and pupils will be encouraged to continue to use sustainable travel options when they move onto senior school.

Whilst there is presently no information available with regard to any specific accessibility requirements of the school staff and pupils, the building has been designed with level access throughout internally and its immediate external areas. The gradients of pathways within the wider, sloping site have been developed with wheelchair access in mind and avoiding steps. Dropped kerbs and tactile paving will be included where footpaths cross access and circulation roadways to aid those with physical and visual impairments.

Anticipated travel and transport patterns

Vehicle Trips

An assessment has been made of the likely level of traffic that will be generated by the school, recognising that the catchment area of the school is not prescribed. The greatest impact will be during the morning (am) peak when staff arrive and parents drop children off. There will be limited impact during the evening (pm) peak as most children will have left for the day, although some staff and pupils from the after school care club may leave during peak time.

Highways Development and Transport Policy colleagues have estimated that the following routes will be used to access the school in the am peak:

Monks Lane	24%
Newtown Road	20%
Pinchington Lane	26%
A339 from the North	29%
A339 from the South	1%

There will also be a significant number of departures from the school in the am peak as parents return home or journey onto employment. It is expected that the majority of these will be to the north, northeast and west of the site.

From reviewing travel plans of other schools within West Berkshire, colleagues in Transport Policy estimate the anticipated modal share will be as follows:

Walking, cycling and scooting	28%
Car	67%
Public transport	5%

The high proportion of arrivals by car will have an impact locally, in particular on the A339/Pinchington Lane/Monks Lane roundabout. Traffic levels will however take some years to build up and the impact may be lessened by a combination of routes.

Both Newbury College and the nearby secondary school have earlier opening times in an effort to alleviate some of the congestion.

Park House opening times are 8:35am to 3:25pm

Newbury College opening times are 8am to 9:15pm Monday to Thursday and 8am – 4:30 pm on Fridays and outside of term time.

Pedestrians, Cyclists and Scooters

As noted above it is anticipated that 28% of journeys will be via walking, cycling and scooting. Initially all pedestrians will travel north to Monks Lane where there is a network of good quality pedestrian and cycle routes linking to areas west, north and north east of the site. Once the link road to the A339 has been constructed pedestrians will be able to walk eastwards to the A339 and cross the A339 via a signal-controlled junction.

Public Transport

There are regular bus services via the Andover Road, Newtown Road and from Greenham to Monks Lane and the College site. There is also a regular bus service between Newbury train and bus stations and the Newbury College site. The following public bus services normally (Covid 19 has led and is leading to changes on a frequent basis) operate from the bus station to Newbury College in the am peak:

Service	Times
3	0803
4	08.15 and 08.41
6	08.27
107	08.18

Newbury College provides its students with free bus shuttle services from Newbury Train Station and Thatcham.

The free service from Newbury train station is via the 103 service at 0845 and 0850. The Thatcham service departs at 0750.

The initial estimates suggest limited (5%) use of public transport to access the school site.

Design approaches to travel and associated aspects

Access to the school grounds	Pupils will initially access the school via the Newbury College site until a link road to the A339 is constructed (estimated by 2022).
Congestion with and around the school grounds	A 'Kiss and Drop' facility has been designed at the front of the school to encourage parents to drop children off at the start of the school day. There is the potential for the introduction of a 'Grab and Go' pick up system at the end of the school day. These initiatives will help the flow of traffic through the school site and discourage parents from parking up. Four visitor parking spaces have been provided at the front of the school for parents who need to go into the building.
Pedestrian access	Pedestrian access will be along the footpath adjacent to the temporary road that runs through the Newbury College grounds. A pedestrian crossing point will be constructed where the temporary road meets the future A339 link road. The access link to the A339 will provide pedestrian crossing points for both the A339 and link road.

Any congestion	From traffic surveys undertaken in November 2014 congestion and queuing traffic occurs at the Monks Lane/Pinchington Lane/A339 roundabout on Monks Lane, Pinchington Lane and the A339 north bound at peak times. The school will add to the congestion, however it will take some years to build up and the impact of the school may be lessened with a combination of routes to spread traffic.
After School and Breakfast clubs	<p>Extra curricula after school clubs will be introduced at the school throughout the week as school number grow and demand permits. These clubs will end by 4.15pm.</p> <p>The school intends to offer a Breakfast Club if there is sufficient demand with families are arriving from 08:00.</p> <p>The school intends to offer after school care if there is sufficient demand likely to close at 6pm.</p>
Private car parking	<p>Highwood Copse Primary has its own car park for staff and visitors together with a dedicated Kiss and Drop facility to encourage a good flow of traffic at peak times and discourage parents from parking near the school.</p> <p>There will be 23 parking spaces for staff and 2 disabled parking spaces plus an additional 4 visitor spaces to the front of the school for parents who need to enter the school building. The car parking will be increased to 39 spaces if the school is expanded to 2FE.</p> <p>For whole school events we will liaise with Newbury College to utilise the college parking and follow the pedestrian route to the school.</p>
Recharging points	Four car recharging bays are being incorporated in the staff and visitors parking area.
Public car parking	There is no public parking close to the school
Inclusive Access	Careful consideration has been given to access and associated inclusion. The building design was carefully audited against the requirements of Building Regulations Part M, to ensure compliant access was provided to and around the building, including the external education environment. Accessible parking spaces and appropriate sanitary provision has been provided.
Cycle storage	A cycle storage and scooter park facility will be installed for the opening in 2021 providing space for 30 cycles and 20 scooters.
The surrounding environment bus travel	There is a bus stop on the Newbury College site and further bus stops on Monks Lane and Pinchington Lane.
Future development likely to increase traffic levels.	The nearby Sandford Park residential development is under planning consideration at present. If approved this would provide additional road traffic and pedestrian access routes to Monks Lane and the A343 via the site. We could see an increase in traffic movement around the school site and an increase in access routes.

Travel schemes

Highwood Copse Primary is committed to improving the health and safety of our children, and our environment. We will take part in national and regional initiatives that are relevant and being promoted at the time.

We will look to introduce sustainable travel schemes such as a walking bus, park and stride etc. once pupil travel modes are identified. We will work with West Berkshire Council to support the implementation of the Sustainable Modes of Travel Strategy for Schools (SMoTS), which states:

“The Council will work towards reducing car use through increasing the use of walking, cycling and public transport to school for staff and pupils. This will improve accessibility to education and training, reduce congestion and carbon emissions, and improve the health and wellbeing of the school community.”

We will also be offering cycling proficiency training (Bikeability) to all children before they leave us in Year 6.

Travel surveys

In accordance with West Berkshire guidelines, Highwood Copse Primary will conduct an Annual School Travel Survey to find out how children travel to and from school, and how they would choose to travel.

The first survey will be carried out within the first term of the school opening.

The survey results will:

- ❖ quantify how staff and pupils travel to the school (baseline modal split),
- ❖ enable us to use the baseline data to set targets and monitor progress,
- ❖ provide information on the barriers preventing staff and pupils from travelling by more sustainable means,
- ❖ provide information on staff and pupil travel distances.

Once the baseline modal split has been established it will be possible to set quantifiable targets for travel to school by more sustainable modes. The modal split will be reviewed annually following the Travel Survey to assess the effectiveness of the measures employed to encourage travel by more sustainable modes.

Aims of the school's travel plan

The aims of the travel plan are to:

- ❖ inform the school community about school travel issues,
- ❖ encourage support from pupils, staff, parents, governors and the community for School Travel Planning,
- ❖ identify school travel problems affecting the pupils and parents,
- ❖ produce and promote the School Travel Plan within the school community,
- ❖ produce an Action Plan which is realistic and achievable and will help to achieve the targets and objectives of the School Travel Plan,
- ❖ take ownership of the School Travel Issues with its Action Plan and be responsible for its monitoring and review, and update as changes occur,
- ❖ include the School Travel Plan in the School Development Plan,
- ❖ promote realistic alternatives to the car, where appropriate,
- ❖ continue to improve road and personal safety skills for the pupils,
- ❖ increase opportunities for pupil's social interaction whilst they are walking to and from school,
- ❖ increase awareness of travel issues for both pupils and parents.

The Travel Plan will evolve over time and achievement against the targets in terms of changes in modal share and progress in the implementation of the proposed measures will be reviewed following each annual survey and the Travel Plan adjusted as appropriate. This may result in changes in measures to be employed; including new initiatives where progress has been poor or adjustments to measures implemented that have not been successful. The following tables identify the initial Targets and Measures and the associated Action Plan required.

The Travel Plan

Objectives	Targets 2021 to 2027	Measures
To ease congestion on the roads around the school.	To manage the Kiss and Drop and Grab and Go drop-off zone.	<p>Introduce the Kiss and Drop scheme to parents and look at offering a Grab and Go scheme for after school pick up.</p> <p>Car sharing: To encourage car sharing especially for staff, where possible, again to ease congestion.</p>
To improve the health of our pupils and promote sustainable modes of travel to school	To increase the number of pupils walking to school.	<p>To share information on safe pedestrian routes with the school community</p> <p>To establish a 10 mph speed limit around the school in line with the college speed limit</p>
	To increase the number of pupils cycling to school.	Establish bike ability training for all children during their time at school.
	To increase the number of staff and pupils using public transport to school.	Provide information on bus routes / times / bus stops convenient to the school.
To support the development of pupils as responsible, caring members of society	To promote road safety awareness.	<p>Engage with Community Police Officers to talk to the children about road safety.</p> <p>To forge closer links with the community and instil a sense of responsibility.</p> <p>To ensure that proposals made by this Plan are appropriate for the whole community.</p>
To reinforce the aims of the school travel plan through the curriculum.	To maintain links between the curriculum and the Travel Plan.	<p>To increase the sporting opportunities for pupils at the school.</p> <p>To take part in an annual 'Walk to School Week'.</p> <p>To take part in the annual 'Hands up Travel Survey'.</p>

Curriculum links

Road safety and school travel features strongly in the curriculum throughout the school in many areas of the curriculum. It is particularly relevant to our new life skills programme where children are encouraged to learn about citizenship and keeping themselves safe. Objectives drawn from the Travel Plan will be taught in assemblies, lessons and sometimes in small groups as appropriate.

Action plans

Action		Responsible person(s)	Timescale	Success criteria	Monitoring and evaluation			Resources required	
Number	Description				Method	Timescales	Responsible persons	Requirement	Funding
1	Develop a walk to school initiative.	Healthy School's Co-ordinator	Start in summer 2023	To see an incremental rise year on year.	Reward system to motivate children.	Reassess annually	Head of School	None	None
2	Establish a voluntary 'No Drive' zone: To encourage more parents who have to drive to school to park further away to ease congestion and encourage additional exercise.	Parent Governor	Start Easter 2022	Effective use of no-drive zone	Letters home and assemblies in school to promote project.	Reassess annually	Head of School	None	None
3	Car sharing: To encourage car sharing, where possible, again to ease congestion.	Head of School	September 2022	Fewer cars travelling to school	Meetings with staff. Newsletter to parents.	Reassess annually	Head of School	None	None
4	To ensure consistency of approach.	Healthy School's Co-ordinator	January 2024	Children making healthy choices	PE/Life skills lessons	Reassess annually	Head of School	None	None
5	Encourage more children to undertake cycle training (Y6).	PE teachers	September 2027	All children in Y6 to be offered 'Bikeability' training.	Number taking up the training and pass rate.	Review annually	Head of School	Contact at WBC	To be confirmed.
6	To ensure that proposals made by this Plan are appropriate for the whole community.	Governing Body	Summer 2023	Positive feedback	Through consultation	Reassess annually	Governing Body	To be confirmed	To be confirmed

Action		Responsible person(s)	Timescale	Success criteria	Monitoring and evaluation			Resources required	
Number	Description				Method	Timescales	Responsible persons	Requirement	Funding
7	To take part in the annual Walk to School Week	Healthy Schools' Co-ordinator	Summer 2023	All children engaged in Walk to School Activities	Participation numbers	Review annually	All staff	Resources as required for staff	£50 per class
8	To take part in the annual Hands Up travel survey	Head of School	Every year	Completed and positive return.	Participation numbers	Review annually	All staff	None	None
9	Sign up to the Modeshift Stars Portal to monitor STP and meet with School Transport Policy Team from West Berks Council.	Governor	As appropriate	Obtain Bronze accreditation by Summer 2025	Through annual review	Review annually	Governor	None	None

Monitoring and review action plan

Highwood Copse Primary School is committed to the aims of the Travel Plan, and to keeping its actions and inputs updated. To this end, a full review of the Travel Plan will take place in April of each year, or as required. The review will be undertaken by the Travel Plan Working Group.

The school will continue to promote the Travel Plan to the whole school community and to raise awareness of travel issues to all. This will be carried out by:

- ❖ Communication to parents, pupils and staff through regular school channels such as the staff meetings, assemblies, school newsletters, letters and notice boards.
- ❖ A copy of the School Travel Plan and updates posted on the school website.
- ❖ Incentives for pupils with special awards based around the School Travel Plan.
- ❖ Inclusion of the School Travel plan within teaching and learning. Links made to life skills programme, PE, numeracy, literacy, geography, science and PSHE.

Action	Responsibility	Review date each year
To ensure that proposals made by this plan are appropriate for the whole community.	Governing Body	July
To repeat the West Berkshire School Travel Survey.	Head of School	July
To repeat the staff travel strategies.	Head of School	April
To take part in the annual Walk to School Week.	Healthy School's Co-ordinator	May
Hands Up travel survey.	Head of School	May
Enable cycle training.	PE Co-ordinator	April
Renew the voluntary 'no drive' zone	Parent Governor	September
Review staff car sharing	Head of School	July

Budget allocation

The school will allocate the required budget to allow key actions to be carried out.

Working Party Members

- ❖ Healthy schools and travel co-ordinator
- ❖ Head of School
- ❖ Parent Governor
- ❖ PE/Life skills Teacher

Consultation will be carried out with:

Body	Manner
Parents	Newsletter (including tear off strip for comments and ideas), questionnaires and consultation with the parent council.
Teachers	Surveys, staff and team meetings, informal feedback and comments.
Governors	At regular meetings.
School Council	Assemblies and council meetings.
PTA	At meetings.
Park House Secondary School	By letter and at meetings.
Newbury College	By letter and at meetings.

Signatories

Role	Name	Signature
School travel coordinator	TBC	
Executive Headteacher	Catherine Morley	
Head of School	Serraphina Robinson	
Chair of Governors	TBC	