

Please find attached Green Travel Plan  
& questionnaire that is currently being  
completed.

Apologies for the delay, can you inform Alan Simpson (IO Architect)  
if there is any further information you require as part  
of the application.

With Compliments

Kind regards Nick Baxter

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24 OCT 2018

Received by: HA

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### **Aims and objectives**

The Travel to and from School Policy has been created to support and promote safe and sustainable travel to and from school, to highlight good practice and provide equal opportunities for all students. The Policy should be adhered to by both staff and students.

The Policy supports additional policies in place, such as Health and Safety, Behaviour and Safeguarding Policies.

#### **1. School Travel Plan**

The primary purpose of the policy is to ensure equal opportunities for all students, along with safe and timely access to education via a reasonable journey to and from school.

The Department for Education provides guidance on travel to and from school for students and this policy has been designed to meet the statutory requirements of the guidance. As part of our commitment to safe and sustainable travel, we will poll our students about their travel habits using the questionnaire at the end of this policy. The outcome of the assessment will inform the development of the School Travel Plan.

The number of children travelling to school by car has increased greatly over recent years. In order to combat congestion in the surrounding areas, and to improve the health and welfare of our students, we are promoting the use of alternative methods of transport.

The school encourages parents to allow their children to walk, run, cycle or use public transport to travel to and from school **where it is safe and practicable**.

#### **2. Assessment of travel and transport needs**

The breakdown of our students' current travel habits will be reviewed at least every three years, or sooner if there is a significant change to the number of students and/or staff accessing the school.

This will be undertaken by completing the questionnaire contained at Appendix A. The questionnaire will establish the following information:

- The percentage of students and staff who currently walk to school.
- The percentage of students and staff who currently cycle to school.
- The percentage of students and staff who currently car share to school.
- The percentage of students and staff who currently take public transport to school.

In addition, we will also establish the main reason why some students do not walk to school and the main reason why some students do not cycle to school.

#### **3. Summary of our travel arrangements**

- We currently have 1 entrance to the school car park.
- We have 276 car parking spaces available plus 9 disabled parking spaces and 3 emergency access spaces.
- We do not have a school crossing patrol.
- We have cycle storage facilities at both the front and rear of the school.
- There are public bus services to our school and we have our own bus terminus/area on site which prevents the need for students to have to cross roads to access the bus.
- There is a school bus service to our school for those students who qualify for it.



#### 4. Travelling to and from school

##### a. Walking to school

The DfE's "statutory walking distance" is 3 miles for children 8 and over. This distance is measured as the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. Students within this distance will not be eligible for funded school transport, with a number of exceptions.

Students walking to school are encouraged to walk with friends along safe routes that are pedestrian friendly. During winter months students should wear reflective clothing or accessories to maximise safety on the roads.

##### b. Driving to school and 'Park and Stride'

Where parents choose to drive children to school, we encourage them to car share as much as possible. Parents driving close to the school grounds are reminded to drive slowly and to park/drop students off safely in designated areas.

The school encourages parents to park within a reasonable distance of the school grounds but allow children to walk a short distance each morning. This will ease traffic around the school and promote a healthy lifestyle.

##### c. Cycling to school

Students are encouraged to cycle to and from school along designated routes to maximise safety. Full protective clothing (including helmets) should be worn at all times and this should include reflective gear, ensuring accessories and lights are utilised. A suitable lock should be brought for securing the bicycle during school hours.

#### 5. Arranged transport

##### a. Regularly transported children

Statutory entitlement to free home to school transport from the local authority applies when one or more of the following criteria are met:

- The child lives 3 miles or more from the school.
- The child has been placed in a school where there is no safe walking route.
- The child is from a family entitled to free school meals.
- The child is from a family receiving the maximum Working Tax Credit.
- The child has special educational needs or a disability and a plan with transport requirements written into it.

##### b. School Buses

Parents, and of course the students themselves, are responsible for their behaviour on the school journey. Students on buses must act in a manner conducive with the school's Behaviour Policy and as ambassadors for the school.

Correct school uniform must be worn in the established manner at all times during the school journey.

The school will impose sanctions, such as detentions, for students who behave inappropriately on school journeys.

The service provider has the right to withdraw services for any student who persistently misbehaves on the journey. Alternative arrangements may not be made in such cases to support the student's attendance at the school.

##### c. Minibuses

Students on minibuses must behave in accordance with the school's Behaviour Policy. Instructions must be adhered to at the first time of asking and seatbelts must be worn at all times.



The driver of a minibus provided by the council for the purpose of home to school travel is subject to a DBS check. The driver will follow a code of conduct which covers equality, diversity, safeguarding and child protection awareness.

For the purpose of safeguarding and clarity, it is important for parents to note that drivers of regular bus services are not subject to these regular checks.

d. Taxis

In some circumstances, taxis may be deemed necessary for the transportation of students who have no other means of viable transport. This will be agreed between the parents of a student and the school, and a formal arrangement will be established.

**6. Safe practice and safeguarding**

a. Walking alone

Parents choosing to let their child walk to or from school independently should assess the risks associated with the school route and their own child's confidence. The most important factor to consider about the suitability of a child walking to and from school alone is any risk to the child.

If parents feel safety is a concern, they are encouraged to discuss this with the school with a view to identifying alternative options, such as partnering with another child on the journey home.

b. Drop off and collection

It is the parent's/carer's responsibility to ensure their child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised.

Where a child is dropped off or arrives at school early, the school will ensure to a reasonable extent that there are no inherent dangers, in line with the Education Act 2002.

Supervision will be in place on the school site before the beginning of the day from 8:00am. Where students arrive before this time, the school cannot take responsibility as there will be no supervision in place.

c. Non-collection

In the event a child is not collected by an authorised adult and no contact has been established, the school will follow child protection procedures and the police will be informed and a safeguarding referral to Children's Services will be made.

Under no circumstances will staff go to look for the parent/carer or take the child home with them.

A letter will be sent to the parents/carer notifying them of the existing arrangements in place and inviting them to discuss any changes that need to be made. It is important that the school and parents/carers do everything possible to avoid a recurrence of the situation.



## Appendix 1 - School Travel Questionnaire

The school is in the process of updating its School Travel Plan to find ways to encourage more students and staff to walk, cycle or use public transport for the journey to and from school. This will ensure that the school minimises its impact on the environment and encourage all members of its learning community to consider healthier and more sustainable travel options.

This questionnaire will help us to look in more detail at the school journey and will help up to identify ways in which we can encourage more walking and cycling, reducing car journeys.

To be completed individually by students and staff. Please complete the appropriate responses.

1. What year and mentor group are you in? \_\_\_\_\_

2. How far away from school do you live? (tick one)

Less than 1½ kms (1 mile)

3 to 5 kms (2 to 3 miles)

1½ to 3 kms (1 to 2 miles)

Over 5 kms (over 3 miles)

3. How do you usually travel **to** school? (For the main part of your journey, circle one)

Walk

Bus

Train

Cycle

Car (individual)

Taxi

Car share\*

Tram

Other (please specify below)

\* Car Share is defined as any situation where students or staff from more than one household are transported to or from school in the same vehicle.

4. How would you **prefer** to come to school? (Circle one)

Walk

Bus

Train

Cycle

Car (individual)

Taxi

Car share\*

Tram

Other (please specify below)

\* Car Share is defined as any situation where students or staff from more than one household are transported to or from school in the same vehicle.

5. How do you usually travel **home** from school? (For the main part of your journey, circle one)

Walk

Bus

Train

Cycle

Car (individual)

Taxi

Car share\*

Tram

Other (please specify below)

\* Car Share is defined as any situation where students or staff from more than one household are transported to or from school in the same vehicle.

6. How would you **prefer** to travel home from school? (Circle one)

Walk

Bus

Train

Cycle

Car (individual)

Taxi

Car share\*

Tram

Other (please specify below)

\* Car Share is defined as any situation where students or staff from more than one household are transported to or from school in the same vehicle.

7. If you travel by car either to or from school is the driver dropping or collecting you as part of another journey? (E.g. going on to work.)

On the way to school

On the way home from school

Yes	No
Yes	No

8. If you travel by car, how many empty seats are there in your car? \_\_\_\_\_



9. What would make walking to school better or encourage you to walk? (Tick 1-7 in order of importance)

		1	2	3	4	5	6	7
1	Better pavements							
2	Improved street lighting							
3	Lockers							
4	Improved lighting on school grounds							
5	Shower and changing facilities							
6	Safer places to cross the road							
7	Other people to walk with							
8	Nothing (please state reason why)							
9	I would never choose to walk to school (please state reason why)							

10. What would make cycling to school better or encourage you to cycle? (Tick 1-9 in order of importance)

		1	2	3	4	5	6	7	8	9
1	More cycle lanes									
2	Improved cycle lanes									
3	Improved street lighting									
4	Lockers									
5	Improved lighting on school grounds									
6	Shower and changing facilities									
7	A secure place to store bikes									
8	Safer places to cross the road									
9	Other people to cycle with									
10	Nothing (please state reason why)									
11	I would never choose to cycle to school (please state reason why)									

11. What would make going to school by bus/train better or encourage you to take the bus/train? (Tick 1-9 in order of importance.)

		1	2	3	4	5	6	7	8	9
1	Bus stop closer to home									
2	A suitable service									
3	A shelter at the bus stop									
4	Cheaper fares									
5	More buses/trains									
6	Cleaner, smarter buses/trains									
7	A safer route to the bus stop									
8	Bus stop closer to school									
9	Friends to travel with									
10	Nothing (please state reason why)									
11	I would never choose to catch the bus/train (please state reason why)									

12. Free school transport

A) Are you entitled to free school transport?

B) If you answered "yes" do you regularly use the school transport?

If you answered "no" to 12B please give brief reasons below:

Yes	No
Yes	No



13. It is recommended that young people do at least 1 hour of moderate exercise (walking, cycling, swimming, dancing etc) every day. Do you usually do:

Less than 1 hour each day	About 1 hour each day	More than 1 hour each day
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14. Are there any other issues that concern you regarding your journey to and from school?



## SCHOOL TRAVEL PLAN

### School Details

School Name:	Penistone Grammar School
School Address:	Huddersfield Road, Sheffield, S36 7BX
Telephone: Number:	01226 762114
E-mail Address:	<a href="mailto:enquiries@penistone-gs.uk">enquiries@penistone-gs.uk</a>
Website Address:	<a href="http://www.penistone-gs.uk">www.penistone-gs.uk</a>
Type of School:	Secondary

### Details of catchment area

Penistone Grammar School is situated approximately 1km from Penistone town centre on Huddersfield Road, Barnsley (B6462). The school is in a rural area to the west of Barnsley Town centre and has a wide catchment area including Penistone, Oxspring, Milhouse Green, Dunford Bridge, Crowedge, Silkstone, Thurlstone, Hoylandswaine and Thurgoland.

### Student and Staff Numbers

Number of students on roll:	1642
Age range of students:	11 to 19
Number of full-time staff:	149
Number of part-time staff:	56

### Facilities

Number of car parking spaces:	276
Number of cycle parking spaces:	100
How secure is the cycle storage:	On-site open (students are encouraged to bring locks if using facility)
Number of storage lockers:	1 per student
Shower facilities:	Add details

### Opening and closing times

Official school times:	06:00 to 18:00
Days on which the school closes late and reasons:	<ul style="list-style-type: none"> <li>Monday to Thursday open until 21:30 for Community Use and Lettings</li> <li>Friday open until 20:00 for Community Use and Lettings</li> <li>Saturday and Sunday open 09:00 to 13:00 for Lettings</li> </ul>

### Transportation links

Buses:	20, 21, 401, 408, 409, 410, 412, 416, 420, 422
Trains:	The train station is situated approximately 1 mile from the school and is directly accessible from the following local stations: Silkstone Common, Denby Dale, Dodworth, Shepley, Barnsley, Stocksmoor, Wombwell, Brockholes, Elsecar, Honley, Chapletown, Berry Brow, Meadowhall, Lockwood, Sheffield and Huddersfield
Cycle routes:	Penistone Grammar School is situated less than 1km from the Trans Penine Trail.



## Survey results

### Actual Mode of Travel

Mode of transport	% of Students			% of Staff
	To School	From School	Preferred	
Walk	33%	37%	20%	9%
Cycle	1%	1%	15%	0%
Bus	52%	53%	26%	1%
Train	1%	0%	3%	0%
Car	10%	7%	24%	80%
Car Share	3%	2%	5%	10%
Other	0%	0%	7%	0%

### Issues and Opportunities

Issue/Concern	Who identified it?
<b>Walking:</b> <ul style="list-style-type: none"> <li>Lack of pavements on Huddersfield Road</li> <li>Would like litterbins on walking routes</li> <li>Crossing the road at junction on Thulstone/Barnsley Road dangerous (needs crossing)</li> <li>Old Anna Lane no lights or pavements and potholes in road</li> <li>No lights/crossings if wishing to walk from Hoylandswaine along Barnsley Road</li> <li>Would like a safe route to school, along footpath from Barnsley Road railway line across Halifax Road on to Hamper Lane</li> <li>Divert HGB so that they didn't have to go past school</li> </ul>	Students
<b>Cycling:</b> <ul style="list-style-type: none"> <li>Would like walking/cycling route along Old Anna Lane, so could walk or cycle from Thurlstone/Millhouse to avoid busy main road and steep hill.</li> </ul>	Students

### What we want to achieve

At Penistone Grammar School, we want to encourage as many people as possible to travel to and from school by sustainable and environmentally-friendly modes of transport as possible. We believe by doing so, we can have, not only a positive impact upon the environment, but also a positive impact on the health and wellbeing of all members of our learning community. We have set out below how we intend to work towards this objective.

### Our school action plan

Initiative	Comments/Action
School Improvement Plan	The travel plan will be included as part of our School Improvement Priorities (Staff and Student Wellbeing) and will be monitored as such.
School Prospectus	We will set out clearly that we are a school that supports sustainable travel.
Newsletters	We will promote travel plan initiatives through the Principal's half-termly letter to parents.
Website	We will include the school's travel plan on our website.
Governing Body	We will work with the Governing Body to approve and implement the initiatives identified within the School Travel Plan.
Student Leadership	We will empower the student prefect team and associated student leadership groups to look at additional initiatives that can be implemented under and built into the plan.
Cycling	We will actively promote safe cycling initiatives and explore opportunities to deliver maintenance courses and cycle training.



	We will include opportunities for staff to participate in "ride-outs" as part of our Annual Wellbeing Day.
	We will ensure there are shower facilities and additional lockers provided for staff who wish to cycle to school.
Displays around school	We will actively seek opportunities to promote sustainable travel across the school for the benefit of students and staff.
Carshare	We will actively promote carsharing across staff and Post-16 students, facilitating this where we can.
Walking routes	We will work with BMBC to investigate ways in which we can ensure there are safe mechanisms for students to cross roads in order to promote walking as an effective mode of transport for students to school.

