



Policy Title: School Travel Plan

Policy Folder: School Management - H&S

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Next Review: November 2021

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Originally Created

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## About Our School

Lantern Lane Primary & Nursery School is situated on Lantern Lane, off Gotham Road, East Leake, Loughborough, Leics.

The original school of 1952 has changed beyond recognition. A new east wing opened in June 1997 and in January 2003 a brand new PFI-financed school building, with the east wing integrated into it, was opened.

In 2016 we became a split-site school, when our new, Local Authority-maintained annex building of four classrooms, group rooms, office space and playground opened. This was required to accommodate the growing number of pupils on roll due to the ongoing housing development in the village. The school has now expanded to become two-form entry with a planned admission number of 60 each year.

There are currently 383 children on roll full time and 38 part time children aged 3 and 4, 90% of whom are White British, with families from a range of socio-economic groups; 12.5% are entitled to free school meals. We have 27 children on the SEN register, including two children with Education, Health & Care Plans. The majority of children live within walking distance of the school and within the catchment area.

Both the school gates open at 8.30am to children and registration is at 8.45 am. The gates are closed at 9.00 am, by which time all the children are expected to be in school. School ends at 3.15pm and the majority of the children leave a few minutes later. Some children attend a breakfast and after-school club in the main school building and a few stay on site each day to attend after-school activity clubs for up to one hour.

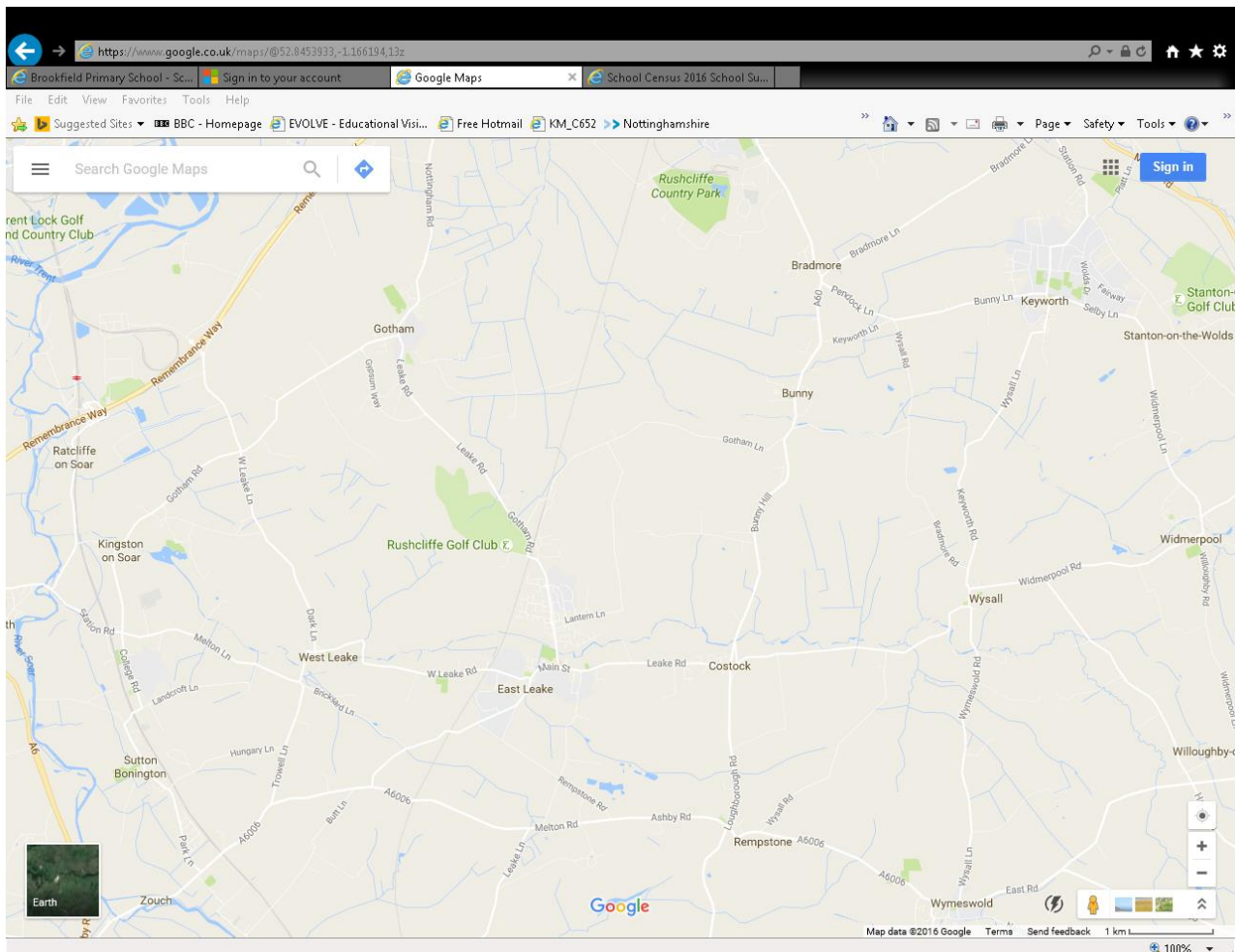
Lantern Lane is a residential street leading from a roundabout on Gotham Road to a new Barratts housing development next to an unadopted lane. A turning about half way down on the right hand side leads to the main school drive way for Lantern Lane Primary & Nursery, East Leake Academy and East Leake Leisure Centre. A little further down on Lantern Lane, also on the right, is the entrance to the East Leake Academy staff car park and almost opposite this on the left is the entrance to the new Lantern Lane annex building. There are several other residential roads leading from Lantern Lane on the left and right hand sides.

Although Lantern Lane can be relatively quiet during the day, it becomes extremely busy at school drop-off and pick-up times. Resident's cars are parked along the road and school buses turn in and out of the main access road, leading to poor lines of vision. An advisory speed limit of 20 mph has been applied to Lantern Lane and all roads leading off it.

The footprint of both school buildings is small, with three playground areas (Main playground, Annex playground and Foundation Stage playground). There is a staff, and visitor car park at each site, with a larger overspill car park (shared with the Academy

and Leisure Centre) on the main site. There are four disabled parking spaces in total for use by the Lantern Lane Primary community and two areas for cycle storage, one on the main site and one on the annex site (20 spaces available).

## Location of our School



## **Why Do we Need a Travel Plan?**

We have had a Travel Plan at Lantern Lane since 2003, which was re-written in 2016 when the school became split-site. The Plan is reviewed every three years to allow for changes to the school site and pupil population.

In regularly reviewing the Plan, the school will become more proactive in promoting health and wellbeing, sustainable travel and road safety. This will enhance the curriculum work already done in school and support the school values of Confidence, Achievement, Respect and Enthusiasm (C.A.R.E.).

In addition to this, as part of the planning consent for the new annex building, conditions were set for the school to implement and monitor a new Travel Plan (see below).

**'Condition 21** refers to the Travel Plan

*The Head Teacher of Lantern Lane Primary School, or other suitably authorised person, shall appoint and thereafter continue to employ or engage a Travel Plan Coordinator who shall be responsible for:*

- a) *the implementation, delivery, monitoring of the Lantern Lane Primary School Travel Plan;*
- b) *liaison with local residents, community groups and civil enforcement officers; and*
- c) *the promotion of the sustainable transport initiatives.*

***Within three months of the development first being brought into use a Lantern Lane Primary School Travel Plan shall be submitted by the Travel Plan Coordinator and approved in writing by the CPA. The Travel Plan shall set out proposals (including targets, a timetable, monitoring, and enforcement mechanism) to promote:***

- d) *education relating to sustainable travel and road safety education, in consultation with NCC Road Safety Team;*
- e) *initiatives to help reduce reliance on travel by car;*
- f) *safe travel to school;*
- g) *safe movement of children between the principal school and annex sites;*
- h) *demand for, and future provision of additional covered cycle spaces;*
- i) *safe student drop-off and pick-up; and*
- j) *considerate parent parking*

*and, shall include arrangements for the monitoring of progress of the proposals and review of the Travel Plan. The Travel Plan Review shall be implemented in accordance with the approved document, including a timetable to be set out in the approved document.*

***Reason: In the interest of highway safety and to promote sustainable travel.'***

### **Collecting Evidence**

In order to inform the writing of the 2016 Travel Plan, it was agreed to engage with school stakeholders to gain their input.

**Questionnaires:** During November 2016, the pupils completed a questionnaire in their class groups. Families were also asked to complete and return a questionnaire about the way they travel to school and the issues they face. The results were collated and analysed by the School Business Manager, the Travel Co-ordinator and a group of Junior Road Safety Officers (JRSOs).

**Comments:** At the same time, the school office staff were asked to note any comments made to them about travel to/from school and any issues faced by families, staff and visitors to the school sites regarding travel and parking.

**Consultation:** The school also wrote to East Leake Academy senior management team to advise them of the Travel Plan work and to ask for their comments. The staff at Lantern Lane School and Andrew Brown, the Notts County Councillor, were also asked for their comments.

### **The Key Responses in 2016**

#### **Evidence from Questionnaires:**

Graphs showing the overall results of the family and class questionnaires are shown in Appendices A and B.

Key points to note are as follows:

- 42% of families and 100% of the classes responded to the questionnaire in total.
- 61% of families said they walk or bike/scooter to school, with 37% using the car and 2% travelling by bus.
- When asked for comments about good things when travelling to school, most classes said walking was the best thing because it gave you a chance to meet with friends/family and chat. There were 23 family responses which agreed with this.
- When asked for comments about bad things when travelling to school, most classes said that traffic jams were the worst thing. Several families also commented on this in their responses to the questionnaire.
- Families confirmed that the biggest issues they face coming to school are cars parked inconsiderately on Lantern Lane, the volume of traffic and cars parking opposite/near the driveway entrance.

#### **Comments:**

A summary of the comments received as a result of consultation with parents, staff and East Leake Academy is given below:

- There is a 'bottle neck' problem at the top of the main turning onto the school site, leading to the parking for Lantern Lane, East Leake Academy and the Leisure Centre. Cars and school buses are trying to turn in and out at the same time. This problem is compounded by cars parked opposite the driveway and the design of the junction.
- Cars are parking on Lantern Lane to drop off at Lantern Lane Primary and the Academy, rather than using the overspill car park and drop-off zones, making visibility when travelling along Lantern Lane, or crossing on foot difficult.
- Road markings outside the Lantern Lane main school and East Leake Academy are worn and are not easily visible.
- There is no pedestrian crossing and this is needed.

- The opening of the new annex building has meant that some cars now park on the unadopted road or the lane at the top of Lantern Lane rather than using the designated car park.
- Lantern Lane is already very busy at school drop-off and picking up times and has traffic congestion. This is due to get worse as the numbers on roll at both schools increase.
- Pedestrians need to stick to the designated footpaths, avoiding the Academy car park entrance.
- A speed bump or crossing would be helpful.
- Supervision by Lantern Lane staff would be helpful.

### Our 2016 - 2018 Targets

Having looked at the data and considered the comments, it was decided to set three targets for the Travel Plan, as follows:


- **Target 1 :** Reduce number of car journeys by 5% in the first year (2016-2017)
- **Target 2 :** Consider road safety initiatives and introduce where possible
- **Target 3 :** Provide educational opportunities to raise awareness of sustainable travel and road safety

### Plan of Action

The action plan below shows our 2016 - 2018 targets, who led each strand, when it was done and how we knew we had succeeded.

ACTION	WHO	WHEN	FUNDS	EVIDENCE OF SUCCESS
<p><b>Target 1: Reduce number travelling by car by 5%</b></p> <ul style="list-style-type: none"> <li>• Arrange Walk to School Week</li> <li>• Consider car sharing</li> <li>• Assemblies</li> <li>• JRSO Work</li> </ul>	<p>JRSOs, with M Sanderson (supported by the Notts County Council Road Safety Team)</p>	<p>Walk to School Week 22/5/17 - 26/5/17. Assemblies and JRSO work ongoing throughout 2016/17 Academic Year</p>	<ul style="list-style-type: none"> <li>• School budget</li> </ul>	<p>Questionnaire to families and classes after one year - November 2017 - showed a reduction of <b>2%</b> using the car to come to school and increase of <b>2%</b> walking or using a</p>

<ul style="list-style-type: none"> <li>• Newsletter Articles</li> <li>• Install more cycle racks</li> <li>• Put travel plan info/JRSO flyer into new pupil starter packs</li> </ul>	<p>D Griggs with JRSOs and M Sanderson</p> <p>D Griggs</p> <p>D Griggs</p>	<p>Ongoing from Spring 2017</p> <p>Approaches made March 2017 and May 2017</p> <p>Ongoing from Spring Term 2017</p>	<ul style="list-style-type: none"> <li>• School budget</li> </ul> <p>Approaches made to local companies - no response to date. Approach made to PTA as alternative funder.</p> <ul style="list-style-type: none"> <li>• School budget</li> </ul>	<p>bike/scooter to come to school. See Appendices D &amp; E</p> <p>Newsletters throughout 2016/17, 2017/18 &amp; 2018/19</p> <p>Additional scooter rack purchased Autumn 2017 with thanks to our PTA group, known as Cheers.</p> <p>New Starter info includes Travel Plan and The Nottingham Road Safety Partnership Starting School leaflet.</p>
<p><b>Target 2: Consider Road Safety Initiatives and Introduce where possible</b></p> <ul style="list-style-type: none"> <li>• Arrange for CCTV car to visit Lantern Lane</li> </ul>	<p>Notts County Council</p>	<p>Requested by Andy Brown, Notts County Councillor, Autumn Term 2016</p> <p>Requested by Donna Griggs,</p>	<ul style="list-style-type: none"> <li>• Notts County Council</li> </ul>	<p>We believe the camera car has visited site. Feedback requested from Notts County Council re rate of success, but not yet received.</p>

<ul style="list-style-type: none"> <li>• Install/refresh zig-zag lines/road markings near school entrances</li> </ul>	<p>Notts County Council</p>	<p>SBM, Summer 2017</p>	<ul style="list-style-type: none"> <li>• Notts County Council</li> </ul>	<p>Road markings installed near entrances to school buildings.</p> 
<ul style="list-style-type: none"> <li>• Ask NCC to consider a pedestrian crossing on Lantern Lane</li> </ul>	<p>D Griggs</p>	<p>Done Autumn Term 2016</p> <p>Governors, parents and residents commented on traffic issues during consultation on proposed planning applications for more houses on Lantern Lane during 2017. Parents have raised concerns with Notts regarding the traffic on Lantern Lane on numerous occasions.</p>	<ul style="list-style-type: none"> <li>• Notts County Council</li> <li>• Rushcliffe Borough Council</li> </ul>	<p>Comments made on <a href="http://www.rushcliffe.gov.uk">www.rushcliffe.gov.uk</a> re planning applications.</p> <p>Complaints made to the Highways Authority at Via East Midlands Ltd (NCC). Response received from Via East Midlands Ltd - see copy email attached in Appendix C.</p>
<ul style="list-style-type: none"> <li>• Consider requesting re-design of</li> </ul>	<p>D Griggs with</p>	<p>Raised internally</p>	<p>-</p>	<p>-</p>



<p>junction at top of driveway</p> <ul style="list-style-type: none"> <li>Consider marking out car parking spaces in the overspill car park</li> <li>Conduct risk assessment of safe movement of pupil between main building and annex</li> </ul>	<p>Carillion Plc</p> <p>D Griggs with Carillion Plc</p> <p>D Griggs/J Butler</p>	<p>April 2017 - not pursued.</p> <p>Raised internally April 2017 - not pursued.</p> <p>Done Autumn 2016 &amp; reviewed annually</p>	<p>-</p> <ul style="list-style-type: none"> <li>School Budget</li> </ul>	<p>-</p> <p>Copy risk assessment available from School Office.</p>
<p><b>Target 3: Provide educational opportunities to raise awareness of sustainable travel and road safety</b></p> <ul style="list-style-type: none"> <li>Continue with cycle safety training</li> <li>Consider a cycling club</li> </ul>	<p>Year 6 staff with Notts County Council</p> <p>Activity club organiser to be identified</p>	<p>2016/17, 2017/18 &amp; 2018/19 Academic Years</p> <p>Summer Term 2017</p>	<ul style="list-style-type: none"> <li>School budget</li> <li>School budget</li> </ul>	<p>Lesson plans, timetables, photos, risk assessments, displays.</p> <p>Cycling club idea not pursued.</p> <p>Year 6 took part in Cool Kids (crossing roads as independent road users) lesson delivered in class by Road Safety Officers from Notts County Council 26/1/18.</p>

<ul style="list-style-type: none"> <li>Lorry safety session</li> </ul>	D Griggs	2016/17 Academic Year	<ul style="list-style-type: none"> <li>School budget</li> </ul>	Photographs, displays.
<ul style="list-style-type: none"> <li>Promote use of seat belts and better behaviour in cars with oldest children</li> </ul>	M Sanderson & Road Safety Team	Done Spring Term 2017. JRSO delivered assembly and work undertaken in the classroom afterwards.	<ul style="list-style-type: none"> <li>School budget</li> </ul>	Year 5 pupils to take part in Seatbelt Safety lesson delivered by Road Safety Officers from Notts County Council 26/1/18.
<ul style="list-style-type: none"> <li>Healthy schools week/Sports week</li> </ul>	PSHE and PE co-ordinators	Completed Summer Term 2017 & 2018	<ul style="list-style-type: none"> <li>School budget/ Sports Premium</li> </ul>	Timetables, photos, risk assessments
<ul style="list-style-type: none"> <li>Arrange a competition for pupils to promote safety near the school by designing a banner</li> </ul>	D Griggs	Completed Summer Term 2017	<ul style="list-style-type: none"> <li>NCC Councillor's Fund</li> </ul>	Road Safety Banners - displayed on main school and annex fences from Sept 2017 with thanks to Cllr. Brown.



## Monitoring and Review

Surveys and consultation were repeated after one year in 2017 to measure progress against targets. Some targets had been reached, or surpassed early, some were no longer relevant and some were not as successful as hoped.

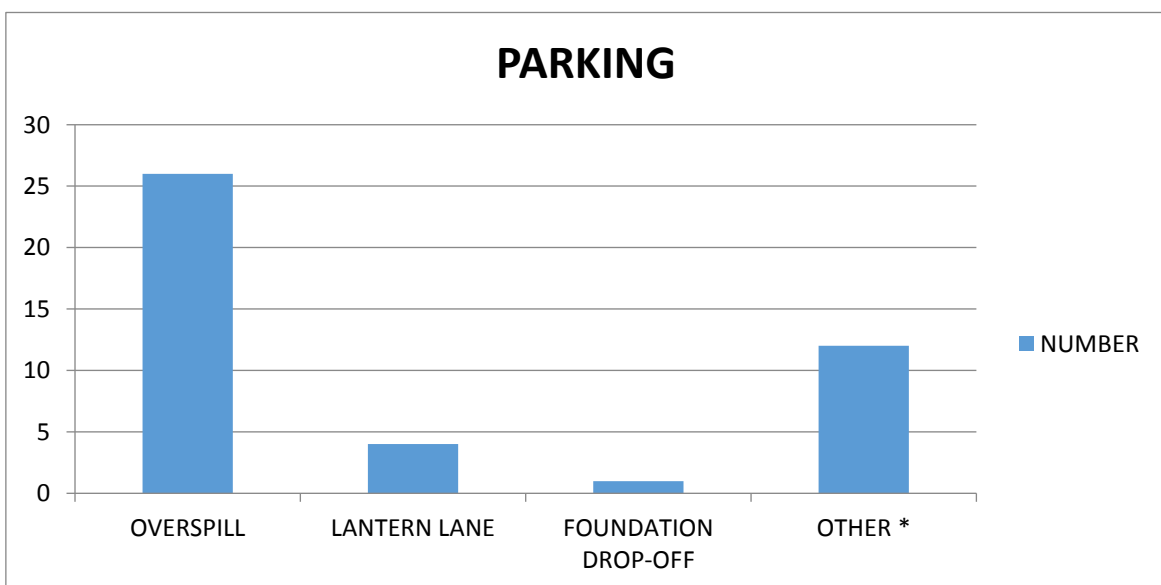
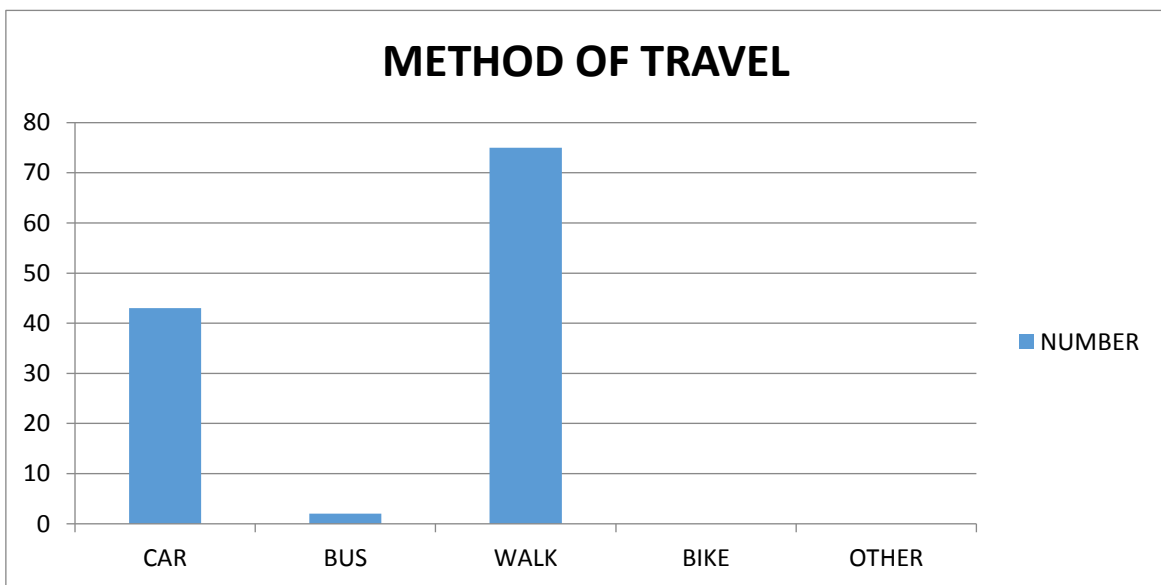
After reviewing the Travel Plan again in 2018, it was decided to

- continue to promote road safety in school through educational activities
- continue with road safety initiatives
- continue to promote sustainable travel

The Travel Plan will be reviewed every three years, but will be reviewed sooner if further housing development takes place near the school and this becomes necessary.

**APPENDIX A**

**FAMILY TRAVEL QUESTIONNAIRE RESULTS**



*		
ELA CAR PARK	1	1
FAMILY/FRIEND HOUSE	3	3
DISABLED PARKING	1	1
NEAR THE ANNEX	4	4
VILLAGE CAR PARKS	1	1
LEISURE CENTRE	2	2

## **APPENDIX B**

### **CLASS TRAVEL QUESTIONNAIRE RESULTS**

