



**Travel Plan  
(2021 v5)**



## **Introduction**

Long Lawford Primary School Travel Plan sets out measures to reduce the number of car trips made to and from school, to promote healthier and more environmentally friendly forms of transport and to improve on the safety of the school journey.

## **Why have a School Travel Plan?**

We decided to write this travel plan in 2010 as part of our on-going drive to get more children to walk and cycle to school. In April 2016 we substantially revised this plan. It was revised again in March 2019 in light of increased pupil numbers and an ongoing building project on site. This plan has been revised in September 2020 due to the current global pandemic of 'Covid-19.' We wanted to refocus on meeting the targets set before the national closure of schools for 6 months (March-September 2020) and ensure we are promoting safe and practical ways to travel to school following government advice. This is even more important after the National Lockdown in January 2021.

We have always had problems with congestion at the front gates and along Townsend Lane at the start and end of the day, causing traffic problems as well as increasing the risk to road safety. With the school expansion to a 3 form entry provision (ongoing since 2008), there are increasing concerns about congestion associated with the 'school run'.

Although Road safety is not part of the National Curriculum we believe a travel plan is important. We also view a travel plan as part of our work to raise awareness about health, environment and safety and highlight transport issues and initiatives to make journeys safer and more enjoyable.

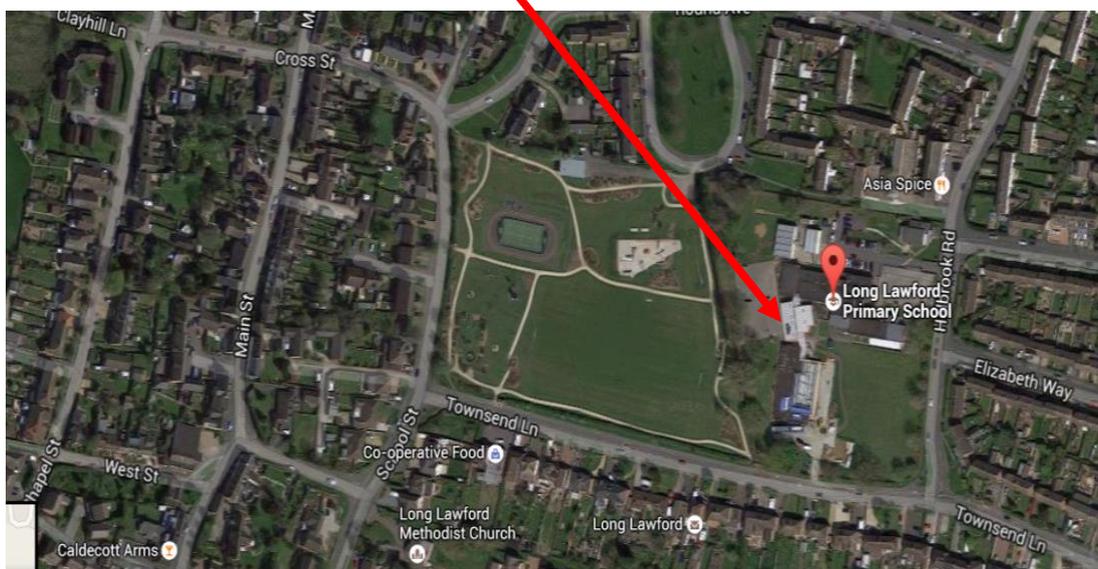
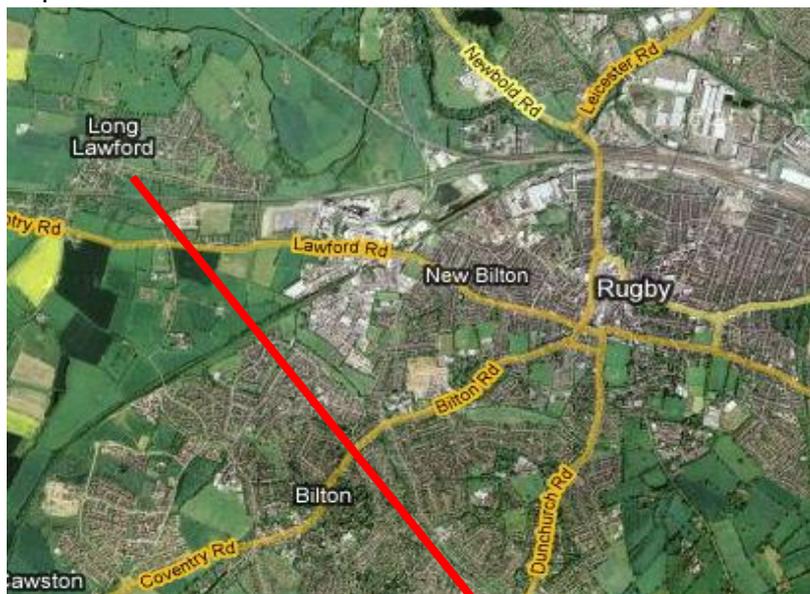
## **Long Lawford Primary School Travel Plan aims to:**

- Reduce the number of car trips made to/from school by parents, carers, pupils and staff;
- Increase awareness amongst pupils, parents, carers and staff about health and safety benefits of more walking and other forms of sustainable travel;
- Provide a relevant focus for class work within the curriculum and increase the number of pupils benefiting from sustainable travel and road safety education;
- Reduce traffic congestion around the school;
- Highlight school travel and transport issues and problems and propose practical initiatives to make the journey feel safer and more enjoyable for everyone;
- Stagger start times by providing before and after school clubs as well as liaising with external wraparound provision.
- Encourage more walking and cycling to school and improve children's health and fitness through increased walking and cycling;
- Provide opportunities for consultation particularly with pupils and parents and carers;
- Engender a responsible attitude in all members of the school community, towards the safety of themselves and others on the school journey;
- Promote safe and considerate driving and parking for those who have to travel by car.

## **General description of the School**

Long Lawford Primary School is currently a split 2 form and majority 3 form entry school situated on Holbrook Road in the village of Long Lawford just outside Rugby (see maps

below). There are over 500 pupils on roll. There has been significant expansion work undertaken at the school, moving from 1 form entry in 2008 to majority 3 form entry in September 2021



The main school entrance is off a small, busy residential road; Holbrook Road. In addition to the main pedestrian entrance the school has one other entrance which can only be accessed by foot from the adjoining park (Memorial Field). All the roads that run through the village have 30mph speed limits.

The school had its pupil admission number (PAN) increased to 90 and admitted 90 reception aged children in September 2015. In September 2020, the school's PAN is as follows:

- Nursery - 26
- Reception - 90
- Y1 - 90
- Y2 - 90
- Y3 - 90
- Y4 - 60
- Y5 - 90
- Y6 - 90

The school is expected to be a full 3-form entry school by 2022.

The school has undergone a period of rapid change with pupil numbers increasing and partial new build completed to accommodate rising pupil numbers. The school had been identified in 2015 for further expansion to three form entry, necessitating in the number of classrooms increasing. Works were completed in May 2019 and include:

- A two-story building that houses 6 new classrooms, 2 group rooms, a lift, kitchenette area (downstairs), meeting space (including a second kitchen area) and pupil toilets;
- A new admin block extension at the front of the current building to accommodate a larger admin space (for 4 admin people), adequate storage for pupil files and admin supplies, a new entrance lobby, headteachers office and possible parent meeting space;
- A new nursery classroom;
- An increased capacity staff carpark (to accommodate 3-form entry staffing levels).

The document referred to for planning permission (and the conditions therein) is document RBC/16CC003.

Further final expansion work is Starting in March 2021 with the erection of a small hall (as per the planning document referred to above).

The school has a car park, which is able to accommodate the cars of the majority of staff who work on site. The school has one designated area for cyclists to leave their bicycles/scooters at the front of the top playground. The current bicycle/scooter store is adequate at present to store the children's bikes and scooters as it is usually only half full each day. However, this will need reviewing as pupil numbers increase. This is in line with planning permission condition 10iv). We now wish to provide a cycle rack in the bottom playground to encourage children to enter from the park gate.

Those children whose parents and carers come to school in a car tend to park in the surrounding streets. There are markings on the main road to indicate the school entrance. There are traffic calming measures on the adjacent road; Townsend Lane. The traffic calming measures that are in place consist of speed bumps in regular intervals along the road. There are also bollards to prevent parking on street corners and the entrance to the park. There is parking available as part of the Memorial Field. Although spaces are limited it does provide some safe parking for parents to use during drop-off and pick-up times. In addition to this, a planning application has been made to Rugby Borough Council to convert a garage area next to the school (off Holbrook Road) into a pick-up and drop-off point for parents to use for the school run. This has been agreed by Warwickshire County Council, and is due to be completed in 2021-22. This is a delay to the original timescale due to the Covid-19 pandemic.

The school has a nursery, which runs a morning session (see below timings).

The school also has a children's centre next to its site. This is run separately to the school by the Barnardo's charity and Warwickshire County Council. The staff and users of this centre park in the surrounding streets.

**DCSF: 937/2405**

Age range 3-11 years Numbers on roll: currently 516 pupils (and rising). The school has implemented staggered start and end times as follows (in line with planning permission condition 10i) and ii)):

Gates open:	8.30 a.m. – 9.00 a.m.
Classrooms are open for Children	8.40am
School Day (EYFS/KS1):	8.50 a.m. – 2.55 p.m.
School Day (KS2):	8.50a.m. – 3.00p.m.
Nursery Day:	8.30 a.m. – 11.30am
Before School Clubs:	8.00am – 8.45am daily
After School Clubs:	3.00 p.m. – 4:00 p.m. daily

*\*Some timings have been slightly amended following the Covid-19 pandemic, which will revert to the timings listed above when it is safe to do so. Further information regarding current temporary timings are on the school's website ([www.longlawfordprimaryschool.com](http://www.longlawfordprimaryschool.com)).*\*

Parents currently have a 10minute "window" to get their children into school and is part of the school's staggered start. This allows for parents to drop off other siblings, to find appropriate parking spaces or to walk short distances to the school site. The 10minute start slot helps to reduce traffic in the local area at the start of the day. There is also a staggered end to the day (see above). Children in years 5 and 6 are encouraged to walk home alone, which not only helps to prepare the children for getting to and from Secondary School independently, but also promotes a healthy life style by walking to and from school. These timings will be reviewed annually to ensure that they support with reducing traffic congestion around the school (in line with planning permission condition 10i)

Due to the current global pandemic 'Covid-19' adjustments have had to be made to the usual start and end times of the day. This is to reduce the numbers of parents and children on site at the same time as social distancing is extremely important with reducing the spread of the virus. It also allows us to maintain safe 'bubbles' of groups of children. All children and parents must now come onto the site from the memorial field entrance and follow the one-way system implemented around the school. They must exit the site from the main entrance on Holbrook Road. Every year group has a start and end time which is staggered and is as follows:

- Nursery: 8:30am - 11:30am
- Reception: 8:40am - 2:55pm
- Year 1: 8:40am – 2:55pm
- Year 2: 8:40am – 2:55pm
- Year 3: 8:45am – 3:00pm
- Year 4: 8:45am – 3:00pm
- Year 5: 8:50am – 3:05pm
- Year 6: 8:50am – 3:05pm

**The School currently staff consist of:**

- 4 non-class based and 1 PT-class based full time senior leaders
- X2 class-based SENCo job-share (temporary appointment)
- 18 full time class teachers
- 5 part time teachers

24 support staff  
1 learning mentor  
1 Child and Family Lead  
1 PE Coach  
1 PPA cover  
4 office staff (3 of which are part time)  
7 premises staff  
15 MDS  
4 catering staff (employed by Educaterers)

Of the 516 children on role, the majority live within the locality of the school.

The school is almost fully three form entry (PAN 90 from September 2015) with the new build project completed by May 2019. The small hall is due to be completed by July 2021, the planned drop-off and pick-up area adjacent to school site has been delayed till 2022 due to planning constraints.

The school is working with a local childcare group providing wrap around care; Lawford Lighthouse Wrap Around Care. This provision is based at the local Methodist Church located on School Street, which is 0.3 miles from the school site (and approximately a 6 minute walk from the school site). This complies with planning permission condition 10ii). The school is also planning to provide an on-site breakfast and after school club on the completion of the small hall build in 2021 to comply with planning permission condition 10ii). The school also provides a before and after school sports club that helps to stagger when children arrive a school. The before school club starts at 8am and the after school club finishes at 4pm.

The school is liaising with local Traffic Enforcement officers as well as the Local Police to support the on-going monitoring of on-street parking within the local area. The school sends out regular reminders to parents regarding parking in its newsletters. In addition, the school has recently had increased yellow zig-zag markings placed in front of the main school entrance on Holbrook Road to stop vehicles from parking directly in front of the main school entrance. Along this part of Holbrook Road, WCC have previously provided the school with a Lollipop Lady, who supports traffic calming along Holbrook Road as well as supporting parents and children with crossing Holbrook Road safely. However this provision has not been replaced since the current person retired. WCC Highways have also improved footpaths and crossing areas outside the main school entrance on Holbrook Road, including the instalment of metal barriers along parts of the footpath which protect parents, children and visitors from on-coming traffic. This is in line with planning permission condition 10iii).

## **School Travel Survey**

In March 2021 staff, parents and carers of children at the school were invited to submit their views on travelling to and from school. We have 194 families and over 500 children in school. 202 parents responded to our questionnaire so we had a close to 100% response accepting some families may have completed it for more than one child.

### **In the morning, how do you usually get to school?**

Walk	Bus	Car share	Cycle	Car	Taxi
61%	0%	0.8%	0.9%	36%	0.9%

### **After school, how do you travel home?**

Walk	Bus	Car share	Cycle	Car	Taxi
62%	0%	0.4%	0.4%	34%	0.9%

The number of families walking has increased from the last survey in 2016 when we had half the number of children and only 58% walked.

We also asked the children across the school how they travelled to and from school each day. Most responses were recorded for the day the children had travelled to school when the survey was done in class.

### **How do you usually travel to and from school?**

Walk	Bus	Taxi	Cycle/scooter	Car	Car share
48%	0%	1%	12%	39%	2%

### **How would you like to travel to and from school?**

Walk	Bus	Taxi	Cycle/scooter	Car	Other
21%	10%	3.5%	40%	24%	2%

If cycling and scooters are combined with walking that gives us 60% who made their way to school without using cars which is close to the percentage provided by the parental survey.

We also asked staff how they travel to and from school?

### **How do you travel to and from school?**

Walk	Bus	Taxi	Cycle	Car	Car share
22%	1%	0%	1%	78%	0%

This is a larger percentage driving than 2016 however we also have a larger staff as we are now 3 form entry. Parking has been provided on site as part of the extension of the school.

Please note that figures above may not add to 100% as sometimes more than one mode of travel was indicated.

## **Main School Travel and Transport Issues**

- At key drop off and pick up times, the entrance to the school and surrounding side streets, especially, Holbrook Road, can be dangerous for both car users and especially pedestrians, including children.
- At key drop off and pick up times, parking on Townsend Lane (adjoining Holbrook Road) can cause problems for other road users and residents.
- At key drop off and pick up times, parking on Holbrook Road and Townsend Lane in particular makes it difficult to cross the road safely.
- Cars parked on the pavement on the corner of Elizabeth Way and Holbrook Road cause a serious hazard. In addition, when cars park too close together, it can be difficult to get through.
- The bridge on Back Lane is very narrow and dangerous for pedestrians as cars often mount the pavement.

The school has a covered bike and buggy shelter situated inside the main school entrance off Holbrook Road. For users of the rear school entrance (adjacent to the Memorial field) this is too far away. Another covered bike and buggy shelter is planned for the Bottom Playground (adjacent to the Memorial field), but cannot be installed until the small hall works are completed.

## **The Action Plan**

### **Aims**

The aims of our school travel plan are:

- To improve access to the school site for all parents, carers and children that ensures their safe passage, to playground and classroom areas.
- Prevent accidents outside the school.
- Reduce the danger to, from and around the school.
- Encourage pupils, parents and carers to leave the car at home and walk to school.
- Improve pupil health and fitness through walking and cycling to school.
- Improve pupil road awareness by walking and cycling to school.
- Make the area around the school and further afield safer and more enjoyable for our pupils, community and selves.

## Key Objectives

### Objective 1: Develop School Systems to support School Travel Plan

	<b>Action Target</b>	<b>Name of Lead person(s)</b>	<b>Target date</b>	<b>Monitoring &amp; Evaluation</b>	<b>Comments e.g. progress, resource implications</b>
1	To develop and update the School Travel Plan	Rosalyn Barton	March 2021	Share progress at regular intervals, with governors	
2	School Travel Plan updates in school newsletter and on website	Rosalyn Barton	Fortnightly and ongoing as needed	Relevant statements and information passed on to the community	In newsletter 5.3.21 travel survey and response to suggestions. Update to be loaded on website June 2021.
3	Review signage for parking upon completion of building works	Claire Stringer	July 2021	Ensure signage is clear and indicates where school site parking is.	New signage to be purchased and put up where needed.
4	Encourage staff and parent car-share	Claire Stringer	July 2021	Add onto the travel questionnaire to see if any staff or parents currently car-share	Staff do not live close enough to car share, ones in the village walk. Parents do not seem keen on this strategy.

### Objective 2: Increase Travel Awareness amongst children

	<b>Action Target</b>	<b>Name of Lead person(s)</b>	<b>Target date</b>	<b>Monitoring &amp; Evaluation</b>	<b>Comments e.g. progress, resource implications</b>
1	Review how children get to school in Summer term 2021. Review how parents bring their children to school in Summer Term 2021.	Claire Stringer	Summer 2021	Travel survey completed March 2021	Encourage walking to school with a walk to school week in the Summer term.
2	Assemblies and class talks on School Travel Plan	SLT and Class Teachers	Summer 2021	Pupils receive input from staff regarding the Travel Plan	To be re-scheduled after Easter 2021.
3	Involve School Council in School	SLT and	Autumn 2021	School Councillors feedback to	Due to Covid 19 pandemic, this

	Travel Plan development	School Council		pupils and staff regarding School Travel Plan	will be undertaken in Autumn 2021 when school council reconvenes. If school council is set up in Summer term this will be addressed then.
4	Revise and Implement road safety and cycle awareness training for both KS1 and KS2 pupils	Claire Stringer	Autumn 2021	KS1 pupils road safety training and KS2 pupils undertake cycle training to ensure their safety when cycling on the public roads	Road Safety assembly completed and road safety crew set up in school.

### Objective 3: Improve the Walking and Cycling Environment to/from School

	Action Target	Name of Lead person(s)	Target date	Monitoring & Evaluation	Comments e.g. progress, resource implications
1	Provide cycle training for lower and upper KS2 pupils.	Claire Stringer Holly Smith SLT	September 2021	Review offering from school sports partnership Summer 2021.	This needs to be added to our sports and PE premium spending plan
2	Review cycle storage area in light of increased pupil numbers and current location of storage available.	Claire Stringer Lorraine Grant SLT	July 2021 (upon new build completion)	To be completed during 6 week holiday in July.	
3	Consider setting up a 'Walking Bus', led by parents in the local community	Claire Stringer	September 2021	Send out survey to recognise demand for this and see if any volunteers will come forward after pandemic	

				restrictions end – possibly after Easter 2021.	
4	Parents are invited into school for an assembly (for example) to learn and understand more about the cycle training that their children have completed.	Claire Stringer	September 2021		

## **Consultation and Stakeholders**

### **Pupils**

How Consulted	Issues discussed	Date of Consultation
Class Discussion and questionnaire	How pupils travel to school and any problems	April 2016 ( reviewed March 2021)

### **Parents**

How Consulted	Issues discussed	Date of Consultation
Parent and Carer Questionnaire	Travel to and from school	April 2016 ( reviewed March 2021)

### **Staff**

How Consulted	Issues discussed	Date of Consultation
Staff questionnaire	Travel to and from school	April 2016 (reviewed March 2021)

### **Governors**

How Consulted	Issues discussed	Date of Consultation
Governors' meeting	Travel Plan to be discussed	April 2016 (to be reviewed March 2021)

The following people have been actively involved in the production of this original travel plan:

Head teacher	Claire Stringer
Governor	All
Staff	All
Pupils	All
Parents	majority
Local residents	community governors

The plan was substantially revised by the head teacher with the help of parents, carers, staff and children in April 2016, and again in March 2019. A further review (including revising travel numbers) has been carried out by R Barton DHT March 2021.

### **Monitoring and Review**

*The Travel Plan needs to be a living document which is reviewed, progress measured and successes publicised on an annual basis. This review needs to take place before the action plan has run its course to guard against inactivity.*

We recognise that this plan is a start and we need to monitor and review our objectives and planned initiatives.

We will:

- Take part each year in the School Census to monitor progress with targets to reduce car use. The next census will be in: **April 2021** and **Claire Stringer** will be responsible for doing this.
- Update the STP document annually and ensure that the lead/ working group reports on progress to Governing Body and to parents. **Claire Stringer** will be responsible for carrying out the STP review annually.

#### **The next annual review will take place in Spring 2022, and will:**

- Gain feedback following implementation of any major initiatives
- Provide parents, pupils and staff with updates on the school travel plan

The School Travel Plan Review will consider pupil travel needs arising from new developments in education and transport provision and the School Travel

Plan will be revised as necessary to take account of these.

**Signatures**

**This agreement is an expression of commitment and goodwill on the part of the stakeholders to achieve a positive outcome for the pupils and the local community.**

Signed.....Claire Stringer                      Date 11.03.2021  
Headteacher

Signed..... Sharon Smyth                      Date  
Chair of Governors

Signed..... Rosalyn Barton                      Date 11.03.2021  
Deputy Headteacher

Signed.....  
School council