

NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



SCHOOL TRAVEL PLAN

| | |
|--------------------------------------|-----------------------------------|
| Plan written by: | Mrs R Garner / Mr M J Scott |
| Nominated Governor: | Mrs J Doyle |
| Policy written/reviewed: | January 2011 and updated annually |
| Latest Update: | February 2020 |
| Latest Reviewer: | Rev S Walters |
| Next review due: | January 2021 |
| Copy to Governors for review: | March 2020 |

School Travel Plan

1. Introduction

Newport Girls' High School Academy Trust is a selective girls' grammar school providing a quality education for girls aged 11-18. The school has a local and national reputation for academic achievement and successfully combines a unique mix of high academic standards, with a friendly and caring atmosphere, offering an unusually rich programme of curricular and extra-curricular enrichment opportunities to all pupils. The School Travel Plan fits in with our aims promoting a healthy lifestyle and caring for the environment.

Central to our aim is a full commitment that every pupil in our school, whatever their background or circumstances, has our support in order for them to be healthy and stay safe.

The purpose of the Newport High School Travel Plan is:

- To improve the health of our pupils by encouraging walking or cycling to school.
- To encourage more environmentally friendly methods of travel where necessary.
- To reduce the school generated traffic in the town of Newport.
- To work with Moorfield school to provide safer access to and egress from the school sites for all our pupils, parents and staff.

Rev. S. Walters, Deputy Headteacher at Newport Girls' High School, is the overall coordinator for the School Travel Plan.

We work in partnership with Moorfield School and other local schools, local authority officers, local residents, public transport operators and the police as required, to produce and monitor the School Travel Plan.

2. Description of the school

Newport Girls' High School is located close to the town centre of Newport, Shropshire. There are currently 579 pupils on roll with the catchment area extending over a wide area to include Shropshire, Staffordshire, Telford & Wrekin and Wolverhampton.

The school day begins at 8.50am and finishes at 3.45pm and provision is made for pupils who arrive at school before 8.30am and stay after 3.45pm. There has historically been a small amount of community use on the site after school hours. This may increase as our community partnerships develop with the opening of the extension to the school.

There are 33 teaching staff and 19 support staff employed by the school, furthermore there are 9 catering and cleaning staff who travel to school on a daily basis. The vast majority of staff travel to school by car out of necessity. In addition, the school shares the traffic entrance to the site with Moorfield Primary School.

The school has expanded over the last five years and plans exist to expand further. Some pupils and staff have facilities to be able to walk or travel by bus to school. There is provision for the use and storage of cycles and there is a pedestrian crossing in front of the school to provide a safe place to cross Wellington Road and two segregated pedestrian paths into the school.

3. Current situation

The level of congestion currently around the school at peak times is manageable. The drop-off period for school in the morning is staggered as pupils are arriving from just after 8:00am so this does not create congestion. The car park is accessible until the peak period in the afternoon from 3:45-4:00pm when all pupils are leaving the premises at the same time. The school has unsuccessfully applied for Safer Routes to School funding to improve the bus lay-by, which is limited to only two buses, and this occasionally leads to some congestion. The bus companies have responded to this by staggering pick-up times so that the problem of buses partially blocking Wellington Road has been alleviated and we limit the departure of cars from the site as much as possible during this period with barriers. There are no plans to increase the number of buses. Access has already been developed to segregate pedestrians from traffic and a second exit, shared with Moorfield Primary School, has an on-site crossing to allow pedestrians to access the schools safely. Parking on-site is located in two areas; one immediately in front of the original building and a second area off the 'service road' which is accessed further down Wellington Road and is for staff only.

The increase in pupil numbers in September 2017 was made up of a mixture of in-area and outside of the Newport area and thus encouraging sustainable travel and safe car use remains a key objective in this plan. We calculated that would be a very small increase of two or three staff as a result of the expansion due to the large number of part-time staff being consolidated to full-time. Parking is to remain unchanged at the front of school but the reorganization of the sports facilities will allow us to extend the parking on the service road and on the courts when there are after school events.

There are no parking facilities for sixth form students on site at the current time. This means that students who drive to school either must park in town or in a neighboring street. Registration numbers are collated and the senior leadership team will address any concerns with residents over parking provided they are reported during the school day in question. An example is the Headteacher's engagement with one resident who reported poor parking by a student in person. The student concerned was quickly located and the issue remedied.

Benefits of a School Travel Plan:

- Improved safety for pedestrians on Wellington Road.
- Reduced congestion around the school creating a safer environment for pedestrians.
- Improved health of pupils.
- Stronger community relationships with local residents by tackling any issues surrounding parking on the day in question

4. Current School Travel Patterns

Results of Travel to School Survey

Travel to school data has been collected annually between 2013 and 2015. A further survey was conducted in 2017, then from 2019 the survey returned to being an annual survey. The results of the question 'How do you usually travel to school?' are shown in the table below:

Q: How do you usually travel to school? - STUDENTS

| Year | Total | Bike | | Bus/Minibus | | Car | | Car Share | | Taxi | | Walk | |
|------|-------|--------------------|------|-------------|-----|-----|-----|-----------|-----|------|----|------|-----|
| 2013 | 434 | 0 | 0% | 172 | 40% | 145 | 33% | 43 | 10% | 4 | 1% | 70 | 16% |
| 2014 | 438 | 0 | 0% | 167 | 38% | 151 | 35% | 45 | 10% | 5 | 1% | 70 | 16% |
| 2015 | 469 | 0 | 0% | 181 | 39% | 160 | 34% | 40 | 9% | 5 | 1% | 83 | 18% |
| 2016 | n/a | Data not collected | | | | | | | | | | | |
| 2017 | 502 | 0 | 0% | 195 | 39% | 173 | 34% | 56 | 11% | 1 | 1% | 77 | 15% |
| 2018 | n/a | Data not collected | | | | | | | | | | | |
| 2019 | 564 | 1 | 0.2% | 212 | 38% | 181 | 32% | 68 | 12% | 9 | 2% | 93 | 16% |
| 2020 | 579 | 0 | 0% | 210 | 36% | 199 | 34% | 47 | 8% | 24 | 4% | 99 | 17% |

As the data shows, the number of pupils travelling by car has largely remained stable over time. However, between 2019 and 2020, the proportion of those using or sharing cars dropped by 2% to 42%, although there was a 4% drop in those who car share. The proportion using a taxi service has again doubled. The number of students walking to school remains relatively stable with the overall percentage increasing by 1% since 2019. No student currently cycles to school.

Bus travel rose significantly prior to 2013 and has shown a downward trend since, currently standing at 36%. There are no plans to increase the number of buses as the school does not provide transport and students are allocated any spare places on the Adams' Grammar school buses. A number of parents have collaborated to hire minibuses and the school assists in the sharing of information to support this. Overcrowding does not make bus travel attractive for students to use.

The surveys allow us to focus on a number of issues:

- Under a third of pupils are from the catchment area and even for some of these the journey to and from school is not easily walkable. Other pupils have significant distances to travel.
- Travelling by car to school (42%) is the most popular method of transport followed by the bus (36%). We are very aware of the need to manage traffic at key times in the day.
- In the afternoon, there is a significant decrease in the number of car journeys and an increase in the number of pupils walking or using the bus. This is likely to be due to parents dropping pupils off at school on their journey to work.
- We need to continue to target younger pupils and their parents in encouraging alternative forms of transport to travel to and from school.
- All pupils living less than 3km should be encouraged to walk or cycle to and from school. The pedestrian crossing outside the school allows for a safer journey.

Q: How do you usually travel to school? – STAFF

At the time of the most recent survey there are 52 members of staff at NGHS although not all are full time. The responses to the survey show how they travel to school on days that they are in school and are therefore a worst-case scenario if everyone travelled to school on one particular day. A total of 47 staff responded to the most recent survey.

| Year | Bike | | Bus/Train | | Car | | Car Share | | Taxi | | Walk | |
|------|--------------------|------|-----------|------|-----|-------|-----------|----|------|----|------|------|
| 2017 | 1 | 1.5% | 1 | 1.5% | 42 | 81% | 4 | 8% | 0 | 0% | 4 | 8% |
| 2018 | Data not collected | | | | | | | | | | | |
| 2019 | 1 | 2.4% | 1 | 2.4% | 36 | 85.7% | 0 | 0% | 0 | 0% | 4 | 9.5% |
| 2020 | 1 | 2.1% | 1 | 2.1% | 43 | 91.5% | 0 | 0% | 0 | 0% | 2 | 4.3% |

More staff responded in 2020 than in 2019 and it is clear that traveling by car is realistically the only option with which the vast majority of staff can get to school. Both the number of staff and the proportion of staff using a car has increased and is now the highest since the survey was undertaken. When asked about the possibility of car sharing, 10 (21.3%) said that they could possibly car share. Although this could not be done on a regular basis. Reasons given for not car sharing on a regular basis were:

- Child care arrangements
- Different schedules e.g. fixtures after school, courses and other commitments outside of school
- Times of arrival and departure
- No one lives on the route to school
- Already being dropped off by someone else (not in school)

It can be concluded that whilst there are occasions when car sharing can occur it is not realistically an option for most of the time. Staff who walk to school are those that live in the immediate local area and the vast majority of staff live more than 10 miles from school and public transport is **not** an option.

Results of Traffic Survey

A group of students conducted a survey over the course of one day recording the number, type and frequency of school-related traffic. The data collected shows that the number of cars on site in the morning is minimal other than staff arriving for work. Some parents use the laybys to drop pupils off on Wellington Road, along with a number of school buses but the congestion at this time is minimal because this happens over an extended period of time. Traffic during the day on the school site is minimal, consisting of deliveries, visitors and parents who are collecting pupils by arrangement. At the end of the school day traffic on site has similar levels to those of the morning period with some parents collecting students with specific medical problems and disabilities. Access and exit is controlled by the barriers to increase safety for exiting pedestrians. Staff tend to remain on site until after the peak period. Outside the school, there is a significant reduction in the number of parents collecting, which suggests that students either walk, catch service buses or meet parents off-site and away from Wellington Road.

5. School Travel Plan Consultation

The School Travel Plan Consultation is led by Rev. Steve Walters (Deputy Headteacher). Consultation includes governors, parents, staff and pupils.

The plan directly benefits both the school and local community by limiting traffic on site and segregating pedestrians and vehicles. Communication sent out by the school help reduce the volume of traffic congestion and create a safe local environment for all. The school website is instrumental in raising awareness of issues relating to school travel.

The benefits not only include improved road safety and less congestion/pollution, but also a better pedestrian environment to encourage more pupils to walk to school, health improvement, social benefits from working with our partner school and greater independence for numbers of our pupils.

The PSHE curriculum includes units of work on road safety and healthy travel to school. The school has previously engaged in safe driver training days and will seek to reintroduce these when the new building has been handed over (space has prevented this in the last year). The Health & Wellbeing group has a remit to include walking to school.

6. Aims

Newport Girls' High School is working in partnership with the local community to raise awareness of travel issues.

The aims of Newport High School's travel plan are: -

- ◆ To maintain pupil safety on and immediately adjacent to the school site.
- ◆ To work closely with our neighboring school to achieve our aims.
- ◆ To increase the number of pupils/parents travelling by sustainable modes to school.
- ◆ To reduce the proportion of journeys made to or from school by car.
- ◆ To minimise the adverse impacts of school-generated traffic on the local community.
- ◆ To promote and publicise sustainable travel initiatives and the Travel Plan within the school.
- ◆ To raise awareness about the environmental, social, safety and health impacts of travel choices amongst pupils, staff and parents.
- ◆ To inform pupils, parents and teachers of the benefits of sustainable transport.
- ◆ To use the curriculum to educate pupils about transport issues/sustainable transport.
- ◆ To increase the numbers of pupils participating in road safety education.
- ◆ To promote and publicise the public and private buses and shared transport within the school prospectus and to all new parents.

7. Objectives/Action Plan

| Objective 1 - Increase travel awareness amongst parents, staff and school community | | | | |
|--|---|-----------------------------|---|--|
| | Development Task | Lead Person | Target date | Progress/Update |
| 1 | Use the results of the 'Travel to School survey' to identify where improvements to the school journey can be made | Deputy Head | Once every year around start of Spring Term | Completed and updated February 2020 |
| 2 | Have a clearer picture of children's routes to school | H&W Group | Once every year around start of Spring Term | Traffic survey completed February 2020 during form time |
| 3 | Send out regular School Travel News | Headteacher | As appropriate | Incorporated into Newport News as and when appropriate |
| 4 | Compile a School Travel Plan | Headteacher/Dep uty Head | Originally completed by October 2017 then updated at the start of every Spring Term | Completed and Reviewed March 2020 |
| 5 | Consult on the School Travel Plan | Headteacher | Originally completed by January 2018 then updated at the start of every Spring Term | Completed and published – revised March 2020 |
| 6 | Formally adopt the School Travel Plan | Governors | Once every year around start of Spring Term | Completed – revised version March 2020 to be readopted |
| 7 | Include School Travel Plan on the school website | ICT Technician | Once every year around start of Spring Term | Revised version March 2020 to be published on website |
| 8 | Include School Travel information in new parents' induction. Actively promote car sharing with this group. | Head of Year 7 | Once every year around June, starting with June | Completed – reiterated at Welcome Evenings. To be added in the Welcome Pack for new Year 7 |

| | | | | |
|----|---|--------------------------------|---|--|
| | | | 2020 | |
| 9 | Complete a Travel to School survey every year | Deputy Head | Once every year around start of Spring Term | Completed and published – revised March 2020 |
| 10 | Use the results of the Travel to School survey to ensure targets are achieved and to set realistic and achievable targets | Deputy Head | Once every year around start of Spring Term | Completed and published – revised March 2020 |
| 11 | Feedback to parents of results of survey | Headteacher | Once every year around start of Spring Term | Updated results to be included in Newport News |
| 12 | Investigate possibility of bike purchase scheme with LA Payroll department | HR Manager | April 2018 - Ended | Closed – very complicated so decision taken not to proceed |
| 13 | Include information about car sharing in new staff induction | Lead Practitioner / HR Manager | As appropriate from Feb 2018 | Now included as a matter of course in induction of new staff |

Objective 2 - Increase travel awareness amongst pupils

| | Development Task | Lead Person | Target date | Progress/Update |
|---|--|--------------------------------------|---------------------------------------|---|
| 1 | Assembly/class talks on STP progress | Health & Wellbeing Group SustainNGHS | As appropriate throughout the year | Talks and presentations have focused on a 'Step Challenge' encouraging pupils to walk more to achieve a daily step target. |
| 2 | Plan sustainable travel activities and road safety education into relevant curriculum | PSHE Coordinator SustainNGHS | As appropriate throughout the year | Workshops have included safer driving and safety talks about walking alone / in darkness with the girls |
| 3 | Include the Student Council in the School Travel Plan process and the Health & Wellbeing Group | Headteacher | Twice a year - Spring and summer Term | Revised version March 2020 to be shared |
| 4 | Invite outside agencies in to discuss safer travel / road safety as part of PSHE | PSHE Coordinator | As appropriate throughout the year | Completed each year in PSHE with year 7, led by PC Walker-Shale. In addition, she provides talks to other year groups as and when required. |
| | | | | |

| Objective 3 - Encourage walking | | | | |
|--|--|---|---|---|
| | Development Task | Lead Person | Target date | Progress/Update |
| 1 | Review walk to school arrangements with students who live in close proximity to the school | Data manager Wellbeing officers Pastoral Administrator | Once every year around start of Spring Term | Data manager to identify who lives locally within walking distance and to review their mode of transport from survey. To be followed up by Wellbeing Officers/ Pastoral Administrator |
| 2 | Identify alternative parking locations in Town Centre (alternative parking locations away from the school) | Headteacher | Once every year around start of Spring Term | Parents encouraged to park and walk at school events – reminded through Newport News |
| 3 | Promote healthy eating and lifestyles within the curriculum | PSHE Coordinator | Ongoing – as and when appropriate | Regularly done through the PSHE curriculum and in student Health & wellbeing group |

| Objective 4 - Encourage sensible and safe car use | | | | |
|--|--|--|--|--|
| | Development Task | Lead Person | Target date | Progress/Update |
| 1 | Promote car sharing especially with new Y7 parents | Data Manager Head of Year 7 | Once every year at Welcome Evening event | To be completed at Welcome Evening |
| 2 | Promote alternative parking locations in Town Centre | Head of Sixth Form/ Well Being Officer | Ongoing through Newport News At start of Autumn term - Induction | Students – PSHE focus and information shared as part of Induction Process. Parents encouraged to park and walk at school events – reminded through Newport News |
| 3 | Promote and encourage safe and considerate parking near to the school | Headteacher | Ongoing – as and when appropriate | Update on parking issued in Newport News Reminder on all major event letters about congestion/parking issues |
| 4 | Liaise with Local Authority representatives to enforce parking restrictions outside the school | Headteacher – LA Officers | Ongoing – as and when appropriate | Regularly done as necessary – especially on Entrance Test Day |
| 5 | Send regular reminders to parents regarding the parking restrictions outside the school and the alternatives available to them | Headteacher Office Staff | Every major event | Regularly completed – done through newsletters and electronic communication |
| 6 | Send clear instructions to parents regarding parking for out of school hours events | Headteacher Office staff | Every major event | Regularly completed – done through Newport News and electronic communication. This has |

| | | | | |
|---|--|--------------|--------------------------------|---|
| | | | | improved over time. |
| 7 | Encourage staff to car-share where appropriate by publishing towns of origin in staff room | Data Manager | Closed – no longer appropriate | Inappropriate due to GDPR regulations, however staff do generally know who lives near to them and car share on occasions when it is needed – eg car breakdown |

Objective 5 - Improve safety on the school journey

| | Development Task | Lead Person | Target date | Progress/Update |
|---|--|--------------------|---|--|
| 1 | Ensure staff presence of at least 2 colleagues on Wellington Road after school | Headteacher | Weekly – additional cover provided by SLT as required | Completed – three staff on supervision each evening after school |
| 2 | Involve the police in the School Travel Plan | Headteacher | ongoing | Liaison with safer neighborhood team is ongoing |

Objective 6 - Encourage bus use

| | Development Task | Lead Person | Target date | Progress/Update |
|---|---|----------------------------|--|---|
| 1 | Provide information on bus services | Pastoral Administrator | As required | Bus details circulated to all new parents when they join the school community. This has improved – information given through Form tutor as well |
| 2 | Communicate with bus operator and Haberdasher Adams' regarding shared buses as required | Pastoral Administrator | As required | Buses shared with other secondary school |
| 3 | Review bus behavior if incidents arise | Deputy Head Assistant Head | As required | As required – any incidents are quickly followed up to resolve any issue |
| 4 | Ensure staff are aware of bus routes that might allow them to use public transport | Office staff | As appropriate but refreshed in September of each year | Staff room noticeboard updated – although bus routes not easily available to/from where staff generally live. Lack of public transport prevents this from reducing car use. |

| Objective 7 - Other measures | | | | |
|-------------------------------------|---|--------------------|---|--|
| | Development Task | Lead Person | Target date | Progress/Update |
| 1 | Update the School Travel Plan every year | Deputy Head | Once every year around start of Spring Term | Reviewed and updated March 2020 |
| 2 | Set and/or revise new targets and objectives when current ones have been achieved or are recognized as not being achievable | Deputy Head | Once every year around start of Spring Term | Reviewed and updated March 2020 |
| 3 | Ensure the School Travel Plan Consultation reports to Governors | Headteacher | Once every year around start of Spring Term | Updates to be shared at Governors' Meeting |
| 4 | Investigate joining Modeshift Stars accreditation for Travel Plan scheme | Deputy Head | Closed – not viable | investigated – found to be of very limited use. Decision taken not to proceed. |

8. Consultation

In the development of the School Travel Plan we have consulted with the following people and groups:

- Pupils
- Parents
- Governors
- Moorfield Primary School
- Telford & Wrekin Road Safety Unit

The previous Headteacher, Mrs Garner and the Headteacher of Moorfield Primary have attended public meetings and meeting with the Local Authority. Students have been asked about their travel habits and, since January 2018, regular updates are included in Newport News. The new Headteacher has also met with some local residents informally as and when issues have arisen. This led to students being educated further about parking on this particular occasion. The Headteacher has also sought police advice of the legalities of parking in the local area. Governors have discussed issues related to parking and regularly review and approve the Travel Plan.

9. Targets

Review of existing targets (updated March 2020):

- ◆ To decrease the proportion of cars travelling to the school to 30% based on 2017 figure. Not achieved and extremely unlikely to ever be achieved. This target needs to be revised. Car usage remains stable around 42%. Factors preventing this being reduced are distances pupils travel, overcrowding of buses, safety concerns and lack of public transport due to location. Recommendation – target should be amended to be realistically achievable, potentially 40% for next year and then further decreasing.
- ◆ To further increase the percentage of pupils walking less than 3 km to and from school to 20%. There continues to be movement towards achieving this figure with 17% currently walking to school, which is the highest proportion for five years.
- ◆ To maintain the percentage of pupils sharing a lift to and from school at around 11%. Not achieved, with a drop to 8%.
- ◆ To maintain or increase the percentage of pupils using public transport at 40%. Achieved with travel by bus and taxi at 40%.

The targets of this school travel plan are:

By end of 2020 (next review)

- ◆ To decrease the proportion of cars travelling to the school to 40%.
- ◆ To further increase the percentage of pupils walking less than 3 km to and from school to 20%.
- ◆ To increase the percentage of pupils sharing a lift to and from school to around 11%.
- ◆ To maintain or increase the percentage of pupils using public transport at 40%.

10. Monitoring and Reviewing of STP

Newport High School will monitor and review the travel plan annually

- Hold regular meetings of the Health & Wellbeing Group.
- Report to the full Governing Body the progress of the plan.
- Provide regular updates through Newport News to parents and through the website.
- Collect evidence of initiatives undertaken.

The School will complete a 'Travel to School' survey annually at the start the Spring Term to measure and monitor the success of the School Travel Plan.

We will also review the plan annually using the data from the survey and produce a report on our achievements, objectives and targets for the next period.

11. Commitment

This agreement is an expression of commitment and good will on the part of the school, its community and Telford & Wrekin Council to achieve a positive outcome for the pupils of the school and the local community.

Head Teacher

Print name MICHAEL SCOTT

Signature



Date 16 March 2020

Chair of Governors

Print name EDWARD LEWIS

Signature



Date 16 March 2020