

SCHOOL TRAVEL PLAN STRATEGY

1.0 Introduction

During the last twenty years the number of children travelling to and from school by car has almost doubled with the school run now accounting for at least one in every five cars on London's roads between 8.00 and 9.00am and 3.00 and 4pm during term time.

This trend is creating increased traffic congestion, parking problems, road safety concerns and poor air quality during the morning and afternoon rush hour at the majority of Waltham Forest's 88 schools. The increase in car usage for the journey to school is increasing health problems in many children including respiratory illnesses associated with poor air quality and obesity from a lack of daily exercise. In addition children who are driven to school by car gain very little road safety awareness and are denied the opportunity to exercise and socialise with their friends.

The Government's Transport white paper and the Mayor of London's Transport Strategy (MTS) place strong emphasis on addressing the problems associated with car travel to school. School travel has therefore been identified by both Central Government and the Mayor of London as a priority area where a School Travel Strategy to reduce car usage during the 'school run' could offer many transport and health benefits.

Waltham Forest Council's School Travel Plan Strategy sets out how the Council will assist the borough's 88 schools in reversing the trend of car dependency for the journey to school. The strategy will aim to increase the number of children, parents and school employees walking, cycling, car sharing and travelling by public transport for their daily journey to and from School. The School Travel Plan Strategy will ensure that every Infant, Junior, Primary, Secondary, Special and Independent School within Waltham Forest develops their own site specific travel plan for the journey to and from their school.

School travel plans are being introduced to reduce traffic congestion and parking problems in the vicinity of the school during peak journey times. Further benefits of implementing a school travel plan (STP) include:

- Establishment of safer walking and cycling routes and the development of personal road safety skills
- Improved health and fitness through walking and cycling, reducing the risks of sedentary illnesses and obesity
- Education on healthier, sustainable travel alternatives and the benefits to the local environment

- Generation of good publicity and strengthening the School's relationship with the local community
- Financial savings for staff and parents from reduced transport costs as well as reduced journey times during the school run
- An opportunity for children to socialise on the journey to school and arrive alert
- The school will be eligible for Government's 'Travelling to School Initiative' grants and TfL School Travel Plan Engineering Implementation schemes funding.

Waltham Forest's school travel plan strategy is the policy background within which individual school travel plans are developed and introduced. The school travel plan is a document setting out a package of measures for reducing the number of car trips made to a school or a group of schools by parents and staff and for improving road safety on the journey to school.

Targets have been set by the Department of Transport (DfT), Transport for London (TfL) through the Mayors Transport Strategy (MTS) and the Department for Education and Skills (DfES) requiring local authorities to ensure all schools adopt a school travel plan by the year 2009. The Mayors transport strategy also states that Boroughs are to work with schools to review travel to all schools by March 2008, with sufficient progress made by March 2006. The MTS has also set a 50% reduction target for the number of children killed or seriously injured on Waltham Forest's roads and requires road safety to be reviewed around all schools by 2008. The Waltham Forest School Travel Plan strategy details how the Mayors key school travel policy areas and targets will be delivered and monitored.

The school travel plan strategy supports several related Council strategies including the road safety plan, the cycling action plan, the safer routes to school programme, 20 mph zones and the Borough's air quality action plan. In addition several Government and Mayoral initiatives dovetail with the School Travel Plan Strategy including travel awareness campaigns, work place travel plans, walk and bike to School weeks, cycle training, accident prevention campaigns and the healthy schools initiative.

National Policies

- Public Healthy White Paper (Choosing Health) – Nov 04
- Extended School
- Every Child Matters
- Sports England's "Every Day Sport"
- The revised National Healthy Schools Standard (now includes a requirement to work on an STP)

Regional Policies

- Met Police Safer Neighbourhoods Initiative
- Mayor's Air Quality Strategy
- Mayor's Children's and Young Peoples Strategy

The School Travel Plan Strategy will assist schools in developing their own site specific travel plan which once approved will be eligible for the Government's DfES 'Travelling to School Initiative' grants. Grants of £3,750 plus £5 per pupil for Primary schools and £5,000 plus £5 per pupil for Secondary schools can be applied for to fund initiatives identified within the travel plan. This funding can only be used for capital programmes.

1.2 Aims and objectives

The overriding aim of this strategy is to assist every school within Waltham Forest in developing and implementing a travel plan by 2009, which achieves:

- A reduction in traffic congestion around the vicinity of the school and contributes to a modal shift away from car dependency during the 'school run'.
- An increase in the number of children walking, cycling and using public transport for all or at least a substantial part of their journey to and from school.
- Raised awareness of the road safety, health and environmental benefits of using alternative transport for the journey to school.

The following objectives have been identified to assist in achieving the above aims:

- To reduce the number of car journeys made to a school site through encouraging more pupils, parents and staff to walk, cycle, use public transport or car share for the journey to school.
- Increase travel opportunities for all pupils, staff and parents for the journey to school by removing deterrents to walking and cycling, introducing safer routes to school schemes, and creating initiatives such as walking buses, park and stride, cycle training, bike maintenance workshops, improved on site cycling facilities and accessible public transport information.
- Raise awareness of the impact of travel choices and the effects on safety, health and the environment within the local community.
- Schools to take ownership of their travel plans and work in partnership with the local community and the Council to ensure pupils, teachers, parents, governors

and local residents identify all school travel related issues and deterrents and propose effective solutions to reduce car use which are both deliverable and acceptable to all concerned.

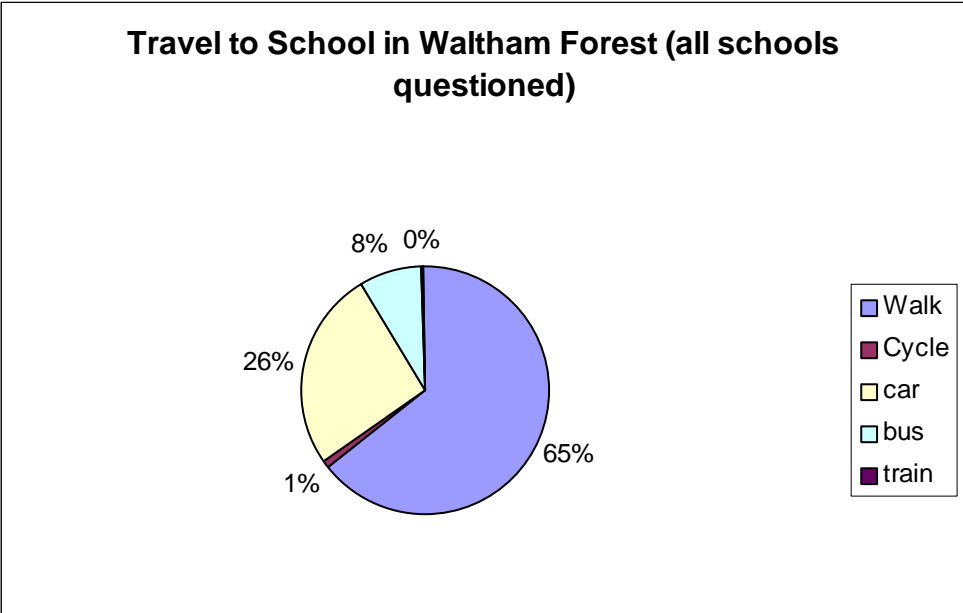
- Promote the health, safety, environmental and financial benefits of choosing to walk, cycle and use public transport as an alternative to the car.

1.3 Baseline data: Current school travel behaviour in Waltham Forest:

There are a total of 88 schools (58 Infant, Junior and Primary schools, 17 Secondary schools, 7 Special schools and 6 Independent schools) in Waltham Forest providing educational facilities for over 38,000 pupils. The impact created from this number of pupils travelling to 88 sites across the borough during the AM and PM peak travel periods can be a major contributor to traffic and parking congestion, poor air quality and road safety issues across Waltham Forest.

Travel behaviour surveys undertaken for several Waltham Forest schools in the process of introducing travel plans, displayed in **figure 1.1**, indicates that an average of 65% of children in Waltham Forest walk to school, 26% travel by car, 8% use a bus and only 1% currently cycle.

Figure 1.1 Travel mode to all schools in Waltham Forest



Although these survey results reflect the travel behaviour of only 10% of the borough’s schools, it is encouraging to see that 65% of the borough’s school pupils already walk compared to the national average of 50%. Also 26% are being driven by car whereas the national average is 39%. However, the Council is keen to reduce this figure as it

is still unnecessarily high. Only 1% cycle to school despite a programme of cycle training in both primary and secondary school for many years.

Statistics from the Primary Schools surveyed for travel behaviour, displayed in **figure 1.2**, indicate an even higher number of children (67%) already walk to school, although the proportion driven to school by car is still high at 26%.

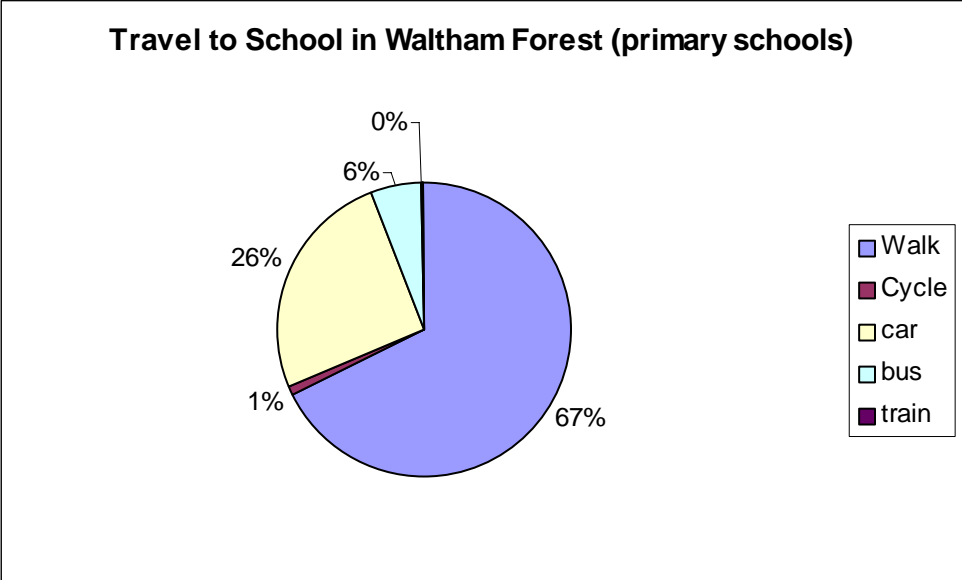


Figure 1.2 Travel mode to Primary Schools in Waltham Forest

The travel surveys at the borough’s primary schools would indicate that these schools are not significant contributors to congestion during the school run. However there is potential to further increase the number of children walking and cycling as the majority of Primary Schools within the borough benefit from having a localised pupil catchment within densely populated areas. The close proximity of a primary school for most of its pupils suggests that car dependency can be further reduced at Primary schools across Waltham Forest through the introduction of travel plan initiatives such as School Travel plan Implementation schemes formerly known as SRTS schemes, walking bus and cycle training initiatives to encourage children and their parents to walk and cycle the short distance to school.

Survey results for Secondary school travel in Waltham Forest are limited to one school only in the north of the borough in Chingford (**see figure 1.3**). At this school 31% are driven and only 39% walk. However, this school is by no means typical of the borough as most schools are in poorer areas where being driven to school is much less common. However these findings do show that the longer distances travelled to secondary schools does sometimes result in children being driven by car in wealthier areas.

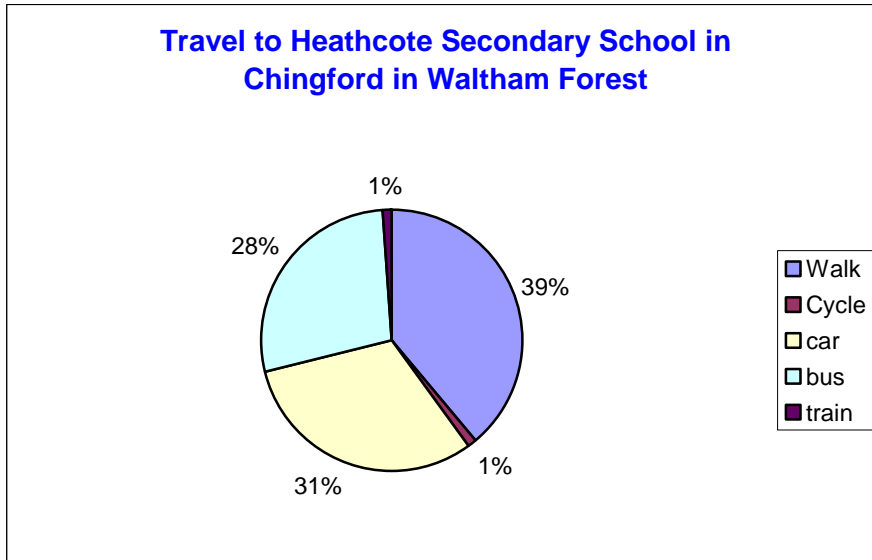


Figure 1.3 Travel modes to Secondary schools in Waltham Forest

1.4 Key issues, barriers and problems:

The map of Waltham Forest's public transport accessibility levels (PTAL), **Appendix A**, shows many parts of the borough are poorly served by public transport, with the exceptions of Walthamstow, Leytonstone and Leyton town centres. 13 of the borough's 17 secondary schools are located within areas of poor public transport accessibility. Where public transport is inadequate, the use of a car is often the most convenient and feasible option for the journey to school, especially if the journey to school is incorporated into the parents commute to work. In these instances, provision of a school bus, park and stride initiatives, car sharing schemes and opportunities to encourage cycling will be pursued.

With many of the borough's schools located in areas of poor public transport accessibility the introduction of a school travel plan will provide pupils, parents and staff with initiatives to increase travel choice and reduce the dependency on car usage.

The Census results from 1991 and 2001 indicate that the level of car ownership in Waltham Forest has risen by 5%. With car ownership forecast to further increase in the next decade it is important to encourage a modal shift towards public transport, cycling and walking to minimise the effects of the school run on peak time traffic congestion. This is particularly true when taking into account projected increases in traffic volumes, resulting from the borough's growing population and the substantial house building programmes earmarked for the M11 corridor which will further increase pressure on the borough's road network over the next 20 years.

It is important to maintain and further increase the high numbers of children who currently walk to Infant, Junior and Primary schools. Especially as children who learn

road safety at this age are more likely to continue the same style of journey in Secondary school and lead an active lifestyle into adulthood.

Waltham Forest has an extensive and expanding network of cycle lanes and the Council provides on road cycle training to all schools wishing to participate. However, many parents continue to express concerns regarding the safety and security of their children cycling to school and consequently some schools are reluctant to encourage their pupils to cycle. The Council will actively encourage every school to take up the cycling training resource and will continue to secure TfL funding to install secure cycle parking stands at all schools, with preference given to schools implementing a travel plan.

Speeding traffic and illegal parking, particularly around the school gates is a major safety concern for pedestrians and cyclists. Children are especially vulnerable when trying to cross busy roads between parked cars. Reducing child road traffic accidents and educating school children on road safety are key priorities for the Council. In addition to the SRTS schemes to be identified within each school's STP, the Council will continue to improve pedestrian crossing facilities and install additional traffic calming measures and 20 mph zones in residential areas. The Council's Road safety plan has a target to reduce children's related road accidents by at least 50% by 2010.

Busy road junctions with inadequate crossing facilities for pedestrians often dissect the main walking routes to schools. Where junctions are signalled the pedestrian crossing phase is often too short, especially for the slower walking pace of younger children and the crossing facilities often do not provide the most direct and desired crossing route for pedestrians. Narrow, uneven and poor quality pavements with inadequate lighting and street clutter can also make the walking journey to school difficult, especially for parents pushing prams. The STP must identify the barriers to walking within the local street environment and identify adequate solutions and facilities to encourage walking as the safest and most convenient travel option for pupils, parents and staff living within a mile of their school.

The national increase in child obesity, with 1 in 4 girls and 1 in 5 boys between 8 to 11 years old now identified as obese is a disturbing indication of how a lack of daily exercise and a poor diet has affected the health of almost a quarter of the nation's children. The increase in car usage for the journey to school is a key contributor to the lack of daily exercise for many children. Health experts recommend an hour of daily exercise for children and 30 minutes for adults is the minimum required to maintain good health. The health benefits of walking or cycling to school, as daily exercise will be key components of all schools STP's, and will include educational opportunities to emphasise the importance of maintaining good health. It has been well documented that children who exercise regularly such as walking to school everyday, will arrive at school more alert and will academically perform better than less active children.

The Council will encourage all schools to adopt the 'healthy school' award and introduce healthier school meals. Providing children with a healthy, nutritious diet is an essential requirement for children to enjoy an active healthy lifestyle.

Poor air quality resulting primarily from car exhausts is linked to the rise in children suffering from asthma and other respiratory illnesses across London. Occupants of a vehicle in slow moving traffic will be exposed to up to 3 times the level of pollutants from exhaust emissions than pedestrians. Therefore children driven to and from school are inhaling larger quantities of pollutants than children who walk.

Anti social behaviour, bullying and intimidation by a minority of school children could be a factor for some children preferring to travel to school by car rather than walking, cycling or taking public transport. Through the development of a STP, the school can engage public transport providers, the police, and the local community to identify trouble spots to eradicate persistent anti social behaviour and related barriers to walking or using public transport outside school hours.

1.5 Existing initiatives supporting STP process:

- **School Travel Plan Engineering Implementation Schemes** – these initiatives are identified and funded through a School's Travel Plan. Schemes are introduced which improve pedestrian road safety and encourage walking and cycling to school. Parking restrictions and traffic calming schemes can also be introduced around entrances to a school and in nearby residential roads to reduce traffic speed and improve road safety outside a school.
- **Cycle training** – The Council introduced cycle training into schools in 1980 to address parental fears and the reluctance of some schools to allow pupils to cycle to school due to the perceived dangers to young cyclists. The Council presently trains children to cycle in both primary and secondary schools. Approximately 800 10-11 year olds are trained in basic cycling techniques predominantly in a playground setting in 20 schools every year.
- **Mayor's Cycle Parking Programme** - The mayor's parking programme complements a range of measures implemented by TFL and the London boroughs to make cycling to school more attractive. Schools will be considered eligible if they submit an STP, which identifies the need for cycle parking. If the schools meet the requirements a secure shelter will be provided to store cycles.
- **Bike to school scheme** – Provides on road cycle training at all secondary schools within Waltham Forest. Participation varies from year to year and will depend on the enthusiasm of teachers or 'champions' in the school. As of spring 2005, the Council employs 5 cycle trainers who work directly with

schools to set up programmes of training. The summer term includes trips to Epping Forest and also to Eastway cycle track with a one-off end of term inter-school racing competition. The Borough's cycling action plan has set a target for 5% of children cycling to school by 2005 and to train this number of children in participating schools by that date. Every STP will aim to further increase the numbers of children cycling to school.

- **National 'Walk to School Week'** – This event first took place in Waltham Forest in 1993 where it was invented. The borough provides leaflets and stickers and other educational materials to about 70 schools every year – i.e. to 22,000 children. The Council is actively encouraging schools to develop weekly walk to school initiatives and the introduction of walking bus schemes within their school travel plan.
- **Walk on Wednesdays/Walk once a Week ('WoW')** – This scheme was launched in the borough in May 2006. The borough provides postcards, badges, calendars, certificates and WoW plaques and banners to all the schools that participate. At the moment Waltham Forest has 20 schools participating in the scheme with a further 5 on the waiting list.
- **Travel awareness events** - Waltham Forest Council actively supports and participates in Transport for London's Good Going Travel Awareness campaign and organises one of the largest annual Car Free Day festivals in London to promote the health and environmental benefits of sustainable transport. Travel awareness events seek to involve the participation of local schools, educating the school community on travel choices and road safety.
- **Council school transport** – The Council currently provides school transport for children with special needs from home to school and for general school trips and excursions.
- **Concessions** - Free bus travel is currently provided to all children under 11 years old across London. Free bus travel concessions will be further expanded to include all under 16's in September 2005 and all 18 year olds by September 2006.

1.6 The Strategy

Waltham Forest's school travel plan strategy details how the Council's School Travel Plan team (STP team) will provide assistance to all schools in the borough for developing, implementing and monitoring their own travel plan.

The STP Advisor was previously based at EduAction (responsible for delivering educational services to the London Borough of Waltham Forest) with expertise and assistance provided by the Council's Road Safety Officers, Traffic Management Engineers and Transport Policy team. However as of October 2006 the STP Advisors

post was typed across to the Transport Planning team as it was felt that this would be more beneficial to the all concerned as it provided a much more centralised and hands on service. At the same time the post was made full time (previously it was term time only) with extra funding provided by the Regional STP Advisor.

Each STP will need to set realistic targets, identifying practical initiatives to reduce car usage and provide a programme for implementation. The school will be encouraged to liase with relevant partners including the Council, Police, and local community groups to identify traffic problems and barriers to walking and cycling. Measures can then be identified to provide safer routes to the school improve road safety and introduce initiatives to encourage a modal shift away from car dependency during the school run.

This strategy consists of two main components.

1. **Implementation schedule:** Working towards every school within Waltham Forest:
 - Implementing an approved school travel plan by 2008 a year ahead of the London targets.
 - Making significant progress towards reviewing road safety and travel to and from every school by March 2007.

2. **Methodology for working with schools:** The process involved for writing and setting up a school travel plan, consisting of realistic and measurable targets for the school to achieve and monitor.

1.6.1 Implementation strategy:

The Council's STP team will allocate officer time and resources to assist each of the borough's 88 schools in developing a travel plan by 2008. All schools within Waltham Forest have been scheduled, according to the following 4 levels of priority, to receive Council assistance in developing their STP's.

- Priority One schools: Have been identified as requiring initial Council assistance in developing a STP. These include schools in the process of implementing STP engineering schemes in 2004/05/06. These schools are required to have a travel plan in place before STP engineering implementation funding can be obtained.

- Priority Two schools: Schools which have already had SRTS schemes implemented and schools that have shown a commitment or enthusiasm for developing STP initiatives or have expressed an interest in improving road safety and promoting sustainable transport choices for the journey to their school.

Secondary schools will be prioritised first as these schools offer the greatest potential to achieve a modal shift away from car usage.

- Priority Three schools: All remaining schools in the borough. The Council's school travel plan team will systematically work with each school, commencing at secondary schools in the south of the borough and working northwards to encompass all remaining Infant, Junior, Primary, Secondary, independent and Special schools.

Appendix B lists the timetable for developing STP's at each school within the borough in order of the school's level of priority, as described above. The timetable is flexible and factors will arise which increase a school's priority for introducing a STP and therefore such schools will be re-scheduled to obtain Council assistance earlier than displayed in **Appendix B**, subject to resource constraints.

Each of Waltham Forest's 88 schools has specific safety issues relating to the school's location and a unique pupil and staff catchment intake. A STP is required to identify and address all safety concerns and barriers to walking and cycling for a schools specific location and the pupil catchment area it serves. This is especially the case for several religious, special needs, and Independent schools within the borough, whose pupil catchment extends beyond the borough boundaries. In these instants, distance is the key barrier for travel choice for pupils, parents and staff.

Schools located within close proximity to one another will be encouraged to work in partnership to review road safety around their schools and identify issues associated with the journey to school and identify mutually beneficial solutions to improve road safety, congestion and barriers to walking and cycling. Where suitable the Council will encourage Secondary schools to work in partnership with their feeder Primary schools to develop initiatives promoting road safety for walking and cycling for year 5 and 6 pupils. Children who walk or cycle in Primary school are more likely to continue the same style of journey in Secondary school.

The Council will continue to contact and invite all priority three and four schools to participate in developing their own STP earlier than scheduled. Schools will be expected to demonstrate evidence of their commitment to developing a STP by encouraging more sustainable travel and reducing car dependency for the journey to school.

However, there is presently no compulsion for a school to develop a travel plan. The Council appreciates that some school head teachers will consider introducing a travel plan a lower priority than other issues at their school. This will be the case especially where staff resources are already stretched and where only a small percentage of the pupils travel to the school by car.

STP uptake will also be dependent on the commitment and capacity of a school's governors/parent body to help develop and implement the travel plan initiatives.

Senior officers in road safety, highway engineering and cycle training are now meeting regularly with the STA to ensure integration of the school travel plan programme with their areas of responsibility. The STA also works closely with the Healthy Schools Co-ordinator and attends conferences and meetings with the Healthy Schools team to provide updates on progress and share information.

1.6.2 Progress up to April 2005

As of April 2005, 15 schools and one college had undertaken travel to school surveys for pupils, parents and staff and were in the process of implementing a STP.

The first schools to produce a written STP in Waltham Forest initiated the process in April 2004, as part of the planning requirement for the reconstruction of 8 schools through the PFI (Private Funding Initiative). An external consultant undertook the schools travel surveys and compiled the written STP document with assistance from the Council's Transport Policy team. Each of the 8 schools STP's required approval from TfL's school travel advisor and were then eligible for the DfES 'Travelling to School Initiative' grant. These 8 schools are listed in table 1.1 below, along with an additional 4 schools that developed a travel plan to secure funding under the SRtS scheme.

Table 1.1

School	Address	Priority	STP submitted, approved / implemented	STP Funding Allocated
Chase Lane Infant School	York Road, London, E4 8LA	ONE	Spring 2005	Yes - Summer 05 £5,415
Chase Lane Junior School	York Road, London, E4 8LA	ONE	Spring 2005	Yes - Summer 05 £5,780
Riverly Primary formerly known as Church Mead Infants & Nursery	Church Road, Leyton, London, E10 7BH	ONE	Spring 2005	Yes -Summer 05 £5,775
Downsell Primary	Downsell Road, London, E15 2BS	ONE	Spring 2005	Yes - Summer 05 £6,720
Heathcote Secondary	Normanton Park, Chingford, London, E4	ONE	Spring 2005	Yes - Summer 05 £9,280
Hillyfield Primary School	Higham Hill Road, London, E17 6ED	ONE	Spring 2005	Yes – Summer 05 £6,010
Larkswood Primary School	New Road, London, E4 8ET	ONE	Spring 2005	Yes – Summer 05 £6,685

South Grove Primary	Ringwood Road, London, E17 8PW	ONE	Spring 2005	Yes – Summer 05 £6,420
Mayville Primary School	Lincoln Street, Leytonstone, London E11 4PZ	TWO	Spring 2005	Yes – Summer 05 £5,700
Mission Grove Primary	Buxton Road, Walthamstow, London, E17 7EJ	ONE	Summer 2005	Yes – Summer 06 £6,050
St Patrick's Roman Catholic Primary	Longfield Avenue, London, E17 7DP	ONE	Summer 2005	Yes – Summer 06 £6,245
Stoneydown Park Primary School	Pretoria Avenue, Walthamstow, London, E17 6JY	ONE	Summer 2005	Yes – Summer 06 £4,975
Thorpe Hall Primary	Hale End Road, Walthamstow, E17 4DP	ONE	Summer 2005	No Grant applied for in April 2007

The table below indicates the five schools that were not interested in developing a school travel plan when initially approached. However one of them has now submitted a plan whilst the others have indicated some interest.

Table 1.2

School	Address	Priority	STP submitted, approved / implemented	Travel Plan submitted
Winns Primary	Fleeming Road, Walthamstow, , London, E17 5ET	ONE	SUMMER 2005	Yes – Spring 07 Grant applied for in April 07
St. Mary's Roman Catholic Junior	Shernhall Street, London, E17 3EA	ONE	SUMMER 2005	None submitted, as school will be amalgamating with St Helen's.
Holy Family College Secondary	Shernhall Street, London E17 3EA	ONE	SUMMER 2005	No
Tom Hood Secondary	Terling Close, London, E11 3NT	TWO	SPRING 2006	No – school approached on several
Sybourn Infants	Sybourn Street, Walthamstow, London E17 8HA	TWO	SPRING 2006	No – school approached on several

Table 1.3, below, lists the schools, which have developed STP's in Spring 06. These schools are implementing STP engineering programmes or have funding secured for STP engineering schemes to be implemented by March 2007.

Table 1.3

School	Address	Priority	STP submitted, approved / implemented	STP Funding Allocated
Beaumont Primary	Burchell Road, Leytonstone, London, E11	TWO	Spring 2006	Yes – Summer 06 £5,035
Cann Hall Primary	Cann Hall Rd, Leytonstone, E11	TWO	Spring 2006	Yes - Summer 06 £7,195
Church Hill Nursery	Woodbury Rd, Walthamstow, London E17	TWO	Spring 2006	Yes – Summer 06 £4,190
Willow Brook Primary formerly known as Church Mead Junior School	Church Road, Leyton, London E10	TWO	Spring 2006	Yes - Summer 06 £5,805
Davies Lane Primary	Davies Lane, Leytonstone, London E11	TWO	Spring 2006	Yes – Summer 06 £5,640
Dawlish Primary School	Jesse Road, Leyton, London E10	TWO	Spring 2006	Yes – Summer 06 £4,980
Forest School (Independent)	College Place, Snaresbrook, E17 3PY	THREE	Spring 2006	Funding to be paid out in May 2007
George Tomlinson Primary School	Vernon Road, Leytonstone, London, E11	TWO	Spring 2006	Yes – Summer 06 £6,140
Gwyn Jones Primary	Hainault Road, London, E11 1EU	TWO	Spring 2006	Yes – Summer 06 £5,000
Henry Maynard Infants School	Maynard Rd, Walthamstow, E17	TWO	Spring 2006	Yes – Summer 06 £5,940
Henry Maynard Junior School	Addison Rd, Walthamstow E17	TWO	Spring 2006	Yes – Summer 06 6,090
Jenny Hammond	Worsley Road,	TWO	Spring 2006	Yes – Summer 06

Primary	Leytonstone, London, E11			£4,715
Kelmscott School	Markhouse Road, Walthamstow London E17 8DN	THREE	Spring 2006	Yes – Summer 06 £9,395
Leytonstone Business and Enterprise School	Colworth Road, Leytonstone, London E17	TWO	Spring 2006	Yes – Summer 06 £9,450
Newport Primary School	Newport Road, Leyton, London, E10	TWO	Spring 2006	Yes – Summer 06 £7,140
Norlington School for Boys	Norlington Road, Leyton London E10 6PZ	TWO	Spring 2006	Yes – Summer 06 £7,895
Oak Hill Primary School	Alders Ave, Woodford Green, Essex 1G8	TWO	Spring 2006	Yes – Summer 06 £4,970
St Joseph's Catholic Infants	Marsh Lane, Leyton, London, E10	TWO	Spring 2006	Yes – Summer 06 £5,081
St Joseph's Catholic Junior Primary	Vicarage Road, Leyton, London, E10	TWO	Spring 2006	Yes – Summer 06 £5,182
St Mary's CE Primary	The Drive, Walthamstow, London, E17	TWO	Spring 2006	Yes – Summer 06 £5,039
St Mary's RC Primary	Station Road, Chingford, London, E4	THREE	Spring 2006	Yes – Summer 06 £5,124
The Lammas Secondary School	Seymour Road, Leyton, London, E10	TWO	Spring 2006	Yes – Summer 06 £9,285
Walthamstow Academy formerly known as McEntee	Billet Road, Walthamstow, London E17 5DP	TWO	Spring 2006	Yes – Summer 06 £8,585
Whittingham Community Primary	Higham Hill Road, Walthamstow London, E17	TWO	Spring 2006	Yes – Summer 06 £6,190

Table 1.4, below, lists the 23 schools, which have developed STP's in Spring 07 and our awaiting approval from TFL.

Table 1.4

School	Address	Priority	STP submitted,	STP Funding Allocated
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			approved / implemented	
Acacia Nursery	Cecil Road, Leytonstone, E11	THREE	Spring 2007	Awaiting approval from RSTA
Barclay Primary School	Canterbury Road, Leyton, London E10	THREE	Spring 2007	Awaiting approval from RSTA
Barncroft Primary School	Brunel Road, Walthamstow , London E17	THREE	Spring 2007	Awaiting approval from RSTA
Chapel End Infant School	Beresford Road, Walthamstow, London E17	THREE	Spring 2007	Awaiting approval from RSTA
Chapel End Junior School	Roberts Road, Walthamstow, London E17	THREE	Spring 2007	Awaiting approval from RSTA
Chingford Foundation School	Nevin Drive, Chingford, London, E4 7LT	THREE	Spring 2007	Awaiting approval from RSTA
Chingford Hall Primary School	Burnside Ave, Chingford, London, E4 8YG	THREE	Spring 2007	Awaiting approval from RSTA
Connaught Girls School	Connaught Rd, Leytonstone, London, E11 4AB	THREE	Spring 2007	Awaiting approval from RSTA
Coppermill Primary School	Edward Rd, Walthamstow, London, E17 6PB	THREE	Spring 2007	Awaiting approval from RSTA
George Mitchell Secondary School	Farmer Road, Leyton, London, E10	THREE	Spring 2007	Awaiting approval from RSTA
Greenleaf Primary School	Greenleaf Rd, Walthamstow, London E17 6QW	THREE	Spring 2007	Awaiting approval from RSTA
Handsworth Primary School	Handsworth Ave, Highams Park, London E4 9PJ	THREE	Spring 2007	Awaiting approval from RSTA
Highams Park Secondary School	Handsworth Ave, Highams Park, London E4 9PJ	THREE	Spring 2007	Awaiting approval from RSTA
Noor Ul Islam Independent	Dawlish Road, Leyton, London, E10	THREE	Spring 2007	Awaiting approval from RSTA
St Saviours CE Primary School	Verulam Ave, Walthamstow,	THREE	Spring 2007	Awaiting approval from RSTA

	London E17 8ER			
Sybourn Junior School	Sybourn St, Walthamstow, London, E17 8HA	THREE	Spring 2007	Awaiting approval from RSTA
Thomas Gamuel Primary School	Colchester Rd, Walthamstow, London E17 8LG	THREE	Spring 2007	Awaiting approval from RSTA
Walthamstow Girls School	Church Hill Rd, Walthamstow, London E17 9RZ	THREE	Spring 2007	Awaiting approval from RSTA
Wellington Primary School	Wellington Ave, Chingford, London E4 6RE	THREE	Spring 2007	Awaiting approval from RSTA
Whitefield Special School	MacDonald Rd, Walthamstow, London E17 4AZ	THREE	Spring 2007	Awaiting approval from RSTA
William Morris Special School	Folly Lane, Walthamstow, London, E17 5NT	THREE	Spring 2007	Awaiting approval from RSTA
Willowfield Secondary School	Clifton Ave, Walthamstow, London E17 6HL	THREE	Spring 2007	Awaiting approval from RSTA
Winns Primary School	Fleeming Rd, Walthamstow, London E17 5ET	ONE	Spring 2007	Awaiting approval from RSTA

The schedule for STP implementation for all remaining schools in Waltham Forest is listed in priority order in **Appendix B**.

1.6.3 Methodology for working with schools

Officers from the Council's STP team will provide advice, guidance and information to assist every school in writing, implementing and monitoring their own STP.

Each school will be contacted by the Council's STP team, in order of priority, as detailed in section 1.6.1. An initial meeting will be held between the Council's STP team and key representatives from the school, which will ideally included the head teacher, key members of staff who will lead or 'champion' the STP initiatives and governors or parent body representatives. The process and responsibilities involved in writing a STP, implementing initiatives, and the future monitoring requirements will be outlined, as will the benefits and Government funding and grants opportunities available to assist in the process.

Following the initial meeting the school will be required to sign a pledge of commitment to develop and implement the travel plan, with key contacts and responsibilities outlined and a timetable for implementation agreed.

School Co-ordinator and Travel Plan Steering group

The school will be encouraged to nominate an enthusiastic coordinator to take responsibility for coordinating each stage of the plan and to act as the key contact for the STP. The coordinator can be a teacher, parent or carer, a governor or other senior school staff.

The school will also be advised to set up a travel plan steering group, under the guidance of the coordinator. The steering group members should represent all aspects of the school community including a pupil, teacher, Governor / parent, and a Council STP team representative.

The steering group will assess travel, safety and congestion issues faced by the School, identify potential measures and initiatives and develop, implement and monitor the action plan.

A key role of the steering group will be to creatively engage pupils, parents and staff into the objectives and initiatives of the STP, as the ethos of the school.

School travel surveys

Before a STP can be developed the current travel situation to a school must be surveyed. The easiest way to obtain current travel behaviour to the school is to survey pupils, parents and staff through questionnaires. The Council STP team can provide schools with specific questionnaire templates for surveying pupils, parents and staff to establish:

- How pupils and staff currently travel
- What potential there is to change their travel behaviour (i.e. how many would prefer to walk, cycle or use public transport but currently do not)
- Deterrents to walking, cycling and using public transport
- What would encourage a reduction in car usage for the journey to school

STP Targets

When correlated, the travel survey results provide a bases against which the STP can set targets to reduce the percentage of journeys made by car and increase the percentage of journeys made by sustainable modes such as walking, cycling and public transport. The Council STP team will emphasise the necessity to set targets which are specific, measurable, attainable and realistic, including a timescale and an anticipated completion date.

STP initiatives

The steering group will need to identify solutions to existing barriers to walking; cycling and using public transport and develop a package of initiatives which encourage pupils, parents and staff not to travel by car. Each individual STP will identify areas for

improvement at each school where there is a need for information, training, education, specific initiatives or physical measures. The Council can provide information and guidance on the following types of initiative:

Walking initiatives:

- Developing a walking bus
- Road safety & personal safety training
- Park and stride drop off points
- Designated walking days every week (ie Walking Wednesday)
- National walk to school week & theme walking events (fancy dress etc)
- Improving pedestrian environment (see highways measures below)

Cycling initiatives

- Secure cycling storage facilities & provision of lockers (& showers for staff)
- On road cycle training
- Cycle maintenance & access to cheap recycled bikes
- Themed cycling events

Promoting use of buses

- Lobby for additional schools buses (if demand can be justified)
- Safer travel and behaviour on buses
- Teacher or parent escorts on buses or travel buddies
- Timetable information and concessionary fares

Reducing car usage/ journeys

- Car sharing
- Controlled parking zones
- Car drop off exclusion zone around a school
- Cleaner fuel conversions
- Park and stride drop off/pick points

Physical measures (Highways and traffic engineering)

- Safer routes to school programme & 20 mph zones
- Bus priority measures
- Installation of safe, controlled pedestrian crossings outside schools and along busy roads
- Improved footways, lighting, signage
- Cycle lanes and tracks
- Traffic calming and parking reorganisation
- School crossing patrols

School curriculum / classroom activities: Can influence pupils to develop healthy, environmentally sustainable travel habits, which they will take on to secondary school and into adulthood. Pupils often take this behaviour home and can influence the travel behaviour of their parents, guardians and friends.

Curriculum classroom activities can include:

Safe route to school planning in Geography
Distances travelled and travel surveys analysis in maths
Road safety role play with Council accident prevention officers
Health benefits of being active and exercising
Design, publicity and promotional work
Bike shed and safe routes to school designs in CDT

Parent /carer participation

Walking bus escorts / cycling bus volunteers
Car sharing / Bus travel escorts
Park and stride

Staff and school visitors

Provision of cycle parking
Staff season ticket loans, public transport Links and Timetables
Staff and visitor notice board with public transport information including maps and timetables.
Promote car sharing schemes
A 'one day in five don't drive' campaign where staff are encouraged to use sustainable transport for one day of the week

STP Publicity and travel awareness campaigns

School newsletter
Good going travel awareness events: Walk to school & bike week
Healthy schools campaign
School prospectus and policy to include travel plan page on school website
Public transport and safe routes information
Assemblies and induction days (especially for new pupils, parents and new school staff)
Dedicated notice board (or a section on an existing board) for updates
Provision of a case study report, which could be used in London wide best Practice information

Some of the initiatives listed above will require significant funding and others are resource dependent. Identifying these initiatives within a STP will enable the school, via the Council, to submit eligible bids for funding such initiatives from TfL sources and the DEFT 'travelling to school initiative' grants.

1.7 Compiling the written STP: Process outline

The Council STP team will instruct the school travel plan steering group to adhere to the following Government guidance, which states that a STP should consist of a written document containing the following information.

- i) **Details of the school site** (type, location, number of staff and pupils)
- ii) **A brief description of the travel, safety and congestion problems** faced by the School: Including all travel requirements, the catchment area of its students and staff (postcode survey required) and the schools hours of operation.
- iii) **Travel behaviour survey:** Results of a survey to identify how and from where children and staff currently travel to school and whether they would consider travelling by an alternative means for their journey.
- iv) **State objectives and set achievable targets** for the travel plan: E.g. To reduce car journeys to and from school by x %. Increase % of pupils walking to and from school.
- v) **The package of travel plan initiatives:** Walking Initiatives/ Cycling facilities / Parking enforcement around school gates/ Park and stride schemes / Travel packs for new students / sustainable travel information. Action plan to be drawn up in format that suits the school. A table is the most common format.
- vi) **Timetable for implementing Travel Plan:** With clearly defined responsibilities.
- vii) **Proposals for monitoring and review of travel plan:** To ensure targets and objectives are being achieved.

Waltham Forest Council STP team has compiled a 'Guidance on formulating a school travel plan' containing the basic information required and a template to write and implement a school travel plan. A draft version of the guidance is attached in **Appendix C**. This guidance is due to be revised in the summer of 2005.

1.8 STP Approval

Following the completion of a school's written travel plan, the Council STP team will check the STP which will then require the signature of the Headteacher, Chair of Governors and the Council's Transportation and Education Departments at Assistant Director level.

The STP document is then sent to the Regional School Travel Adviser for subsequent approval. The school can then apply for a DEFT 'travel to school initiative' and TfL funding for SRTS and cycling stands through the BSP process.

1.9 STP Monitoring

Waltham Forest Council will correlate baseline data for school travel as each travel survey is undertaken at schools developing a travel plan.

When a school travel plan is implemented, a follow up travel survey will be undertaken after 6 months and then once a year from there after. The travel surveys will be carried out using questionnaires, in the classroom for pupils, at parents' evenings and at staff meetings for all school staff. The School steering group co-ordinator will collect

the travel survey questionnaires and the Council's STP team will correlate the results and report on the findings. This level of monitoring will enable the Council to assess the effectiveness of individual STP's in achieving their objectives and meeting the targets set. STP initiatives will be reviewed in light of the survey findings.

The Council is required to provide the Regional School Travel Adviser (TfL) with annual STP monitoring results, showing modal split for each school with an approved STP in the borough.

By 2010, the Council will be able to accurately assess the modal split for school travel across the borough, which will hopefully reflect a reduction in car usage compared to the modal split for current journeys to school (as shown in Figure 1.1).

1.10 Funding & Resources:

The Council's STP team consists of one full time (based in EduAction) funded jointly by the DEfT and DfT. Officers from the Council's transport policy team, road safety and accident prevention team and the traffic engineering team will support the role of the STP co-ordinator.

Annual funding requirements will be obtained through the TfL Borough Spending Plan process. Funds will be sought to assist the STP co-ordinator in the promotion of STP good practice.

Funding will be directly obtained for SRtS schemes identified within each approved STP and via the 'Traveling to School Initiative' (subject to confirmation of continued funding beyond 2008).

Additional funding opportunities will be sought through the Building Schools for the Future programme, and through any Section 106 funding opportunities that arise from future planning approval obligations and sponsorship opportunities through local retail developments such as national supermarket chains.

1.11 Consultation

This strategy and the Council's 'Guidance on formulating a school travel plan' will be distributed for comment and approval to the School Travel Adviser for London, Waltham Forest head teachers steering group and subsequently to all head teachers in the borough. Further consultation will be obtained from the Council's Cabinet members and through the Borough's transport liaison steering group, attended by Ward Councillors and representatives from transport organisations across the borough.

Following the requirement of initial revisions, the strategy will proceed to the full consultation process required for the Council's Local Implementation Plan (LIP) for

Transport. This will include consultation with borough residents; a diverse range of interest, ethnic and faith groups, neighbouring boroughs and statutory consultees. The contents of the strategy will be revised accordingly.

The STP strategy is an evolving document and will be updated in accordance with DEfT and DfT guidelines and TfL’s Borough Spending Plan guidance. The strategy will also incorporate examples of best practice from successful STP initiatives delivered at schools across the borough.

APPENDIX B

Schedule for 2007/2008:

School	Address	Priority	STP submitted, approved / implemented
St. Mary’s Catholic Infants	Shernhall St, Walthamstow, E17 3EA	TWO	SPRING 2008
Sybourn Infants School	Sybourn Street, Leyton, E17 8HA	TWO	SPRING 2008
The Woodside School	Wood Street, Walthamstow, E17 3JX	TWO	SPRING 2008
Tom Hood Secondary	Terling Close, Leytonstone, E11 3NT	THREE	SPRING 2008
Edinburgh Primary	Edinburgh Road, Walthamstow, E17 7QB	THREE	SPRING 2008

Belmont Park Special	Leyton Green Road, Leyton, E10 6DB	THREE	SPRING 2008
St. Helen's Roman Catholic Infants	Shernhall Street, Walthamstow, E17 9HU	TWO	SPRING 2008
Aveling Park Secondary	Aveling Park Road, Walthamstow, E17 4NR	THREE	SPRING 2008
Roger Ascham Primary	Wigton Road, E17 5HU	THREE	SPRING 2008
Warwick Boys Secondary	Barrett Road, Walthamstow, E17 3ND	THREE	SPRING 2008
Rush Croft Secondary	Rushcroft Road, Chingford, E4 8SG	THREE	SPRING 2008
Holy Family Technology College	1 Shernhall Street, Walthamstow, London, E17 3EA	THREE	SPRING 2008
Woodford Green Primary	Sunset Avenue, Woodford Green, Essex, IG8 0ST	FOUR	SPRING 2008
Joseph Clarke Special	Vincent Road, London, E4 9PP	FOUR	AUTUMN 2007
Brookfield Special	Alders Avenue, Woodford Green, IG8 9PY	FOUR	AUTUMN 2007
Selwyn Primary	Cavendish Road, Selwyn Avenue E4 9	THREE	AUTUMN 2007
Ainslie Wood Primary	140 Ainslie Wood Road, Highams Park E4 9DD	THREE	SPRING 2008
Longshaw Primary	Longshaw Road, Chingford, E4 6LH	FOUR	SPRING 2008
Whitehall Primary	Normanton Park, Chingford, E4 6ES	FOUR	SPRING 2008
Chingford C of E Infants	King's Road, Chingford, E4 7EY	FOUR	SPRING 2008
Chingford C of E Junior	Cambridge Road, Chingford E4 7BP	FOUR	SPRING 2008
Low Hall Nursery	Low Hall Lane, London E17 8BE	THREE	SPRING 2008
College Gardens Nursery	College Gardens, London, E4 7LQ	FOUR	SPRING 2008
Yardley Primary	Hawkwood Crescent, Chingford, E4 7PH	FOUR	SPRING 2008
Normanhurst school (Private School)	68-74 Station Road, Chingford, E4 7BA	FOUR	SPRING 2008

Hyland House Independent	896 Forest Road Walthamstow E17 4AE	FOUR	SPRING 2008
Walthamstow Montessori Independent	Penryhn Hall, Penryhn Avenue, Walthamstow E17 &BE	THREE	SPRING 2008
The Davis School – PRU	The Davis Centre, 192, Vicarage Rd, Leyton E10 5DX	FOUR	SPRING 2008
Chingford Primary – PRU	The Learning Support Centre, Burnside Ave, Chingford E4 8YJ	FOUR	SPRING 2008