



TRAVEL PLAN

The Manor Preparatory School, Abingdon

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1.0 Introduction

- 1.1 The Manor Preparatory School recognises the importance of reducing reliance on the car for the daily journey to and from school, not only to help reduce congestion and pollution, but also to improve safety and to encourage a healthier lifestyle. The ability to make responsible and thoughtful choices on ways to travel which balance personal convenience with the wider implications to the community and the environment is one of the skills the school is encouraging its pupils to develop and take forward into adult life.
- 1.2 With this in mind, the School has been working with Glanville Consultants to produce this Plan which sets out to:
- reduce the number of car trips to and from the school by staff, parents and their children;
 - help staff, as well as parents and their children to choose safe and convenient alternative ways for their journey to and from school; and
 - improve conditions for pupils choosing more sustainable modes of travel.
- 1.3 This plan has been produced with the intention of reducing the environmental impact of car use for school related journeys.

2.0 About the School

- 2.1 The school is an independent preparatory day school and nursery for boys and girls between the ages of 2 to 11.
- 2.2 The site is located northwest of Abingdon and on the southern fringe of the village of Shippon. The A34 dual carriageway defines the southern boundary, while Faringdon Road runs on a north to south alignment adjacent to the western boundary, from which vehicular and pedestrian access is taken. To the east and to the north of the site are agricultural fields. A site location plan is provided at Figure 1.
- 2.3 The school can accommodate 402 pupils, although currently 381 pupils attend the school. The pupil numbers are expected to rise gradually to 456 over the years following the full implementation of the consented expansion. The school employs approximately 90 full-time equivalent staff members. This number is also expected to rise marginally over the coming years.
- 2.4 The Manor Preparatory School day is from 08:30 to 15:30 and 8:30 to 15:55 for pre-preparatory and preparatory pupils respectively. The arrival and departure times of both pupils and staff tend to be staggered, with pupils arriving up to 30 minutes before and leaving up to 30 minutes after the aforementioned times. Staff tend to arrive earlier and leave later.
- 2.5 The school offers a wide range of extracurricular activities, many of which take place after school and some of which take place before school. After-school clubs and activities run from 15:45 to 16:45 for children in Years 1 and 2 and from 16:15 to 17:15 for those in Years 3-6.
- 2.6 The school currently operates mini-bus services, coupled with a Joint Bus Service, which operates alongside Abingdon School and St Helen's and St Katherine's.
- 2.7 The school currently benefits from 161 car parking spaces, split broadly between staff (43 spaces), parents / pupils (102 spaces), visitors (8 spaces) and 'drop & go' (8 spaces). Under extant planning consents, the overall number of spaces could be increased marginally to 172 although there is no immediate intention to do so.
- 2.8 The Travel Plan aims to reduce the number of pupils and staff who travel to and from the school by car. It will also encourage pupils and staff to use more sustainable modes of transport.

3.0 Existing Transport Facilities

- 3.1 The local transport provision and the facilities provided at The Manor Preparatory School to support travel by different modes have been reviewed to identify the alternatives available. The extent to which some of the various alternatives are appropriate for use by accompanied or unaccompanied children will obviously vary according to individual circumstances. This is discussed further in Section 5.0.

Walking

- 3.2 Walking is a healthy, sustainable and socially inclusive mode of transport, that creates no pollution and has little environmental impact compared with other modes.
- 3.3 National Statistics suggest that most people regard around 2km as being an acceptable maximum walking distance. A simplified walking catchment area for the school is at Figure 2. The walking catchment area indicated is largely residential, thus the school is situated within walking distance of a significant number of homes.
- 3.4 Footways are provided along the western side of Faringdon Road, while a footway measuring approximately 20m in length is provided immediately adjacent to the site frontage, which enables pupils to enter and exit buses and coaches parked in the lay-by safely and conveniently. Footways provided throughout the area are generally maintained in a good condition. Generally, tactile paving and dropped kerbs are provided where pedestrian routes cross roads. Indeed, the school recently funded the installation of a new uncontrolled crossing point across Faringdon Road to the immediate north of the site access. This has materially enhanced safety in the vicinity of the school.
- 3.5 Public highways in the area are generally well lit, with standard street lighting columns covering both the highways and footways.

Cycling

- 3.6 Cycling is a healthy and sustainable travel option that creates no pollution and has little environmental impact compared with other modes.
- 3.7 National Statistics suggest that most people regard around 5km to be an acceptable maximum cycle commuting distance. Figure 3 shows a simplified cycling catchment area in relation to the school. Abingdon in its entirety is accessible by cycle. This indicates that the school is situated within cycling distance of a significant number of homes.
- 3.8 The school currently benefits from seven secure and covered cycle parking spaces, located to the rear of the Upper School building. Additional cycle storage is planned as part of the ongoing development of the school campus.
- 3.9 On-road cycle lanes are provided on both the eastern and western sides of Faringdon Road, the former of which enables cyclists to travel directly into Abingdon.
- 3.10 National Cycle Route 5 is located approximately 1.5km to the south-east of the school. The route connects Reading and Holyhead via Oxford, Stratford-upon-Avon, Chester and Bangor. Locally the route connects Didcot, Abingdon and Radley. The provision of this cycle route provides an option of travelling via cycle for staff who live within proximity to the route.

Public Transport

Buses

- 3.11 The school currently benefits from a Joint Bus Service (JBS), which operates alongside Abingdon School and St Helen and St Katherine's, who operate the service. The JBS enables pupils to travel to/from locations as far as Newbury in the south, Watchfield, Faringdon, Southmoor and Longworth in the west, Henley-on-Thames, and Peppard Common in the east as well as Oxford, Long Hanborough, Freeland and Witney in the north. Use of the JBS is currently restricted by the timing of its departure from St Helen's and Abingdon School. At present, buses leave St Helen's and Abingdon School at 16:20 and 17:20 respectively. As it stands, The Manor have access to the 16:20 departure but does not have access to the 17:20 departure which means pupils attending extracurricular activities and clubs at the end of the school day cannot use the JBS.
- 3.12 A lay-by is provided directly adjacent to the site frontage, which is used by school buses and coaches picking-up and collecting pupils.
- 3.13 It is also important to note that the school also benefits from being in proximity to bus stops served by local bus services. The nearest bus stop is located on Faringdon Road approximately 30m to the north of the school. The corresponding bus stop is located approximately 60m to the north of the school. Both bus stops are served by the 4 bus route, which provides services to Oxford, Abingdon, Headington and Botley. The bus route provides 1 journey per hour from Monday to Sunday. The 4 bus route also serves the bus stops located on Cholswell Road approximately 400m to the north-west of the site. Further bus stops are provided on Copenhagen Drive, approximately 160m to the south-east of the site, which are served by the X15 bus route. The X15 bus route enables passengers to commute to Witney, Standlake, Kingston Bagpuize and Abingdon and provides 7 services per day from Monday to Saturday. Figure 4 illustrates the public bus routes.
- 3.14 All bus stops comprise flag and timetable arrangements, while the bus stops on Cholswell Road also provide shelter to protect waiting passengers from inclement weather. In addition, the northbound bus stop located on Cholswell Road also provides seating.
- 3.15 The school also operates a series of dedicated mini-bus services alongside a variety of routes which provide parents with the flexibility to transport their children two and from school without use of the private car.
- 3.16 Given the above, it is evident that there is an adequate provision of transport facilities within proximity to school and provided by the school itself. However, it is reasonable to assume that a significant proportion of children will be driven to school by their parents given they are of a young age and the catchment area from which they are travelling.

4.0 Travel Survey

2018 Pupil Travel Survey

- 4.1 Table 1 below, presents the total number of pupils currently attending The Manor Preparatory School and their chosen mode of travel, as recorded by way of a 'hands-up' survey questionnaire conducted in January 2018. A copy of the survey is provided at Appendix A.

Table 1: 2018 Pupil Survey Results

Mode of Travel	Pupils on Roll	Pupils Surveyed	Bus		Car+	Lift Share	Walk / Cycle
			JBS*	Mini-Bus			
Pre-Nursery	23	17	0	0	17	0	0
Nursery	38	28	0	0	27	1	0
Reception	38	38	0	0	37	1	0
Year 1	34	34	0	1	32	1	0
Year 2	51	49	0	1	46	1	1
Year 3	47	46	3	3	34	6	0
Year 4	33	29	2	0	25	2	0
Year 5	61	59	3	3	48	3	2
Year 6	56	45	6	7	28	2	0
Total	381	345	19**	15	294	17	3
% Split			6%	4%	84%	5%	1%
Pro-Rata Split++			21**	16	322	19	3

*Joint Bus Service

** Figure Corrected as the School confirmed the actual number of paid subscriptions

+Car trips are single passenger/passenger + sibling

++Modal split applied to all pupils on roll

- 4.2 Of the 381 pupils who attend the school, 345 were surveyed meaning the results represent 91% of the school, thus, the vast majority.
- 4.3 Table 1 shows that the mode share for pupils travelling to and from school is 84:16 (car: other modes). Currently 1% of pupils walk/cycle to school, while 5% of pupils travel via the JBS bus service, 4% travel by the mini-bus service and 5% lift share.
- 4.4 The school has confirmed that approximately 28% of families attending the school have two or more siblings. Applying this percentage to the total number of pupils arriving by car (322) shows that the total number of car trips attracted to the school is around 268.

2016 Pupil Travel Survey

- 4.5 Table 2 below, presents the results of the previous hands up survey which was undertaken in 2016.

Table 2: 2016 Pupil Survey Results

Year Group	Pupils on Roll	Pupils Surveyed	Bus		Car+	Lift Share	Walk / Cycle
			JBS*	Mini-Bus			
Pre-Nursery	36	36	0	0	34		2
Nursery	36	30	0	0	28	1	1
Reception	34	34	0	1	31	2	0
Year 1	46	45	0	1	41	1	2
Year 2	35	35	0	1	32	2	0
Year 3	35	34	3	2	27	2	0
Year 4	49	44	6	5	30	2	1
Year 5	48	47	2	4	38	2	0
Year 6	53	47	10	4	33		0
Total	372	351	21	18	306	12	6
% Split			6%	5%	84%	3%	2%
Pro-Rata Split++			22	18	314	12	6

*Joint Bus Service

+Car trips are single passenger/passenger + sibling

**Modal split applied to all pupils on roll

- 4.6 Table 2 shows that in 2016, the mode share for pupils travelling to and from school was 84:16 (car: other modes) with 2% of pupils walking/cycling to school, while 6% and 5% of pupils travelled via the JBS and mini-bus service respectively and 3% lift sharing.

2016 Pupil Survey vs 2018 Survey

- 4.7 A comparison of the results of the 2016 and 2018 survey results shows that:

- The ratio of car to other modes has stayed the same at 84:16.
- The percentage of pupils lift sharing has increased from 3% to 5%.
- The number of pupils arriving by bus has decreased from 11% to 9%.
- The number of pupils walking and cycling has decreased from 2% to 1%.

2018 Staff Survey

- 4.8 Table 3 overleaf, presents the total number of staff members currently working at The Manor Preparatory School and their chosen mode of travel, as recorded by way of a travel questionnaire conducted in October 2018. A copy of the survey is provided at Appendix B.

Table 3: 2018 Staff Survey Results

Mode of Travel	No. of Staff	% Split
Walk	5	5%
Cycle	6	6%
Public Bus	1	1%
Car	80	84%
Lift Share	3	3%
Other	1	1%
Total	96	100%

- 4.9 Table 3 shows that the mode share for staff members travelling to and from the school is 84:16 (car: other modes). Currently 11% of staff members walk/cycle to the school, while 1% travel via public bus and 3% lift share.

5.0 Measures to Encourage Sustainable Travel

- 5.1 Pupils' age/stage of development, the weather and seasonal conditions are considered to be significant factors, amongst others, in the decision by families about mode of travel to and from school. During autumn / winter, which are colder and wetter, parents will typically choose to take their children to school by car. Conversely, during spring / summer, which are warmer and dryer, parents may be prepared to try more sustainable modes of travel.
- 5.2 Various more-sustainable modes of travel for pupils that might be considered, if available and practical, might include the dedicated minibuss or JBS, shared taxis, local bus services, car sharing and/or a walking bus.
- 5.3 Regardless of any economic or environmental considerations, the appropriateness and practicality of particular travel options for the journey to and from school by pupils is heavily influenced by a number of factors that parents need to balance, many of which vary over widely differing timescales. The same is true in the case of the journey to and from school by staff. Such factors include the perception of the relative safety of alternatives, weather conditions, darkness (at certain times of the year), the need to carry bulky / heavy items and differing school finish times as well as home factors such as the household routine and whether sufficient time is available. In addition, parents need to take into account the number of children involved and their differing requirements, the age, relative self-confidence and maturity of each child, any involvement with after school activities, and in some cases, travel needs to other places.
- 5.4 Against this complex background of somewhat randomly changing circumstances, it is hardly surprising that many staff and parents always opt for the car, whether or not an alternative is appropriate, as this is normally the simplest and most straightforward solution that adapts to virtually all circumstances. It is this automatic, unthinking, approach that the Travel Plan seeks to challenge and replace by a responsible choice process.
- 5.5 The school understands and accepts that in some cases there is no practical alternative to driving, but in many cases there is. All we ask is for everyone - before reaching for the car keys - to give serious consideration to the journey to and from school and use an alternative to the car whenever possible, unless the journey can be shared either with someone else and/or with some other purpose. This could be every day, or it could be on some days only.
- 5.6 The school undertakes to do its best to make it easier for parents and staff to choose an alternative. Some of the steps being taken are described below.

General

- 5.7 It is often the case that the need to transport bulky / heavy items affects travel mode choice.
- 5.8 The school will review the adequacy of storage facilities to accommodate bulky / heavy items to further reduce the need for these to be transported between home and school where existing facilities are not sufficient.

- 5.9 Other schools nearby are likely to have similar travel patterns and issues affecting travel mode choice. Some measures to tackle these issues and help reduce unnecessary car use might benefit from the economy of scale by working with nearby schools. A joint approach should therefore be considered.
- 5.10 The school will provide Information Packs to existing and prospective parents and members of staff which will include a summary of this Travel Plan and information on walking, cycling, car sharing and public transport as travel options. Similar information will also be included on the school's website and there will be regular transport and travel features and news items in newsletters to parents and on school notice boards to maintain awareness.

Walking

- 5.11 The school will make available maps of the local area showing recommended safe routes and safe crossing points on local roads. The older pupils, who live close to the school, should be encouraged to develop their independence and travel to and from school independently. Safety training will be organised and unless pupils have successfully passed a 'proficiency' test, they should be accompanied by an adult.
- 5.12 Footsteps is an initiative led by OCC which aims at helping children to learn to think for themselves and gradually get better at dealing with roads and traffic. Parents are encouraged to take their children to the roadside for practical training. Children are not told what to do but are encouraged to make their own choices and decisions about it what they see and hear through questioning. The intention is that as time goes on they get better at deciding what they have to do to keep safe in various traffic situations.

Cycling

- 5.13 Cycling is predominantly an option for school staff and maybe some older pupils who live within the vicinity of the school.
- 5.14 As with walking, it is felt that the weather and the need to carry heavy and bulky equipment reduces the likelihood of pupils and staff cycling to school. Other issues are the distance, busy roads and insufficient cycle parking at the school.
- 5.15 The school will make available maps of the local area showing safe routes and safe crossing points of local roads.
- 5.16 The school will arrange for a bike shop to do a workshop on cycle maintenance and hold helmet fitting sessions.
- 5.17 The school will ensure that sufficient cycle parking is provided.
- 5.18 The school will undertake a safety audit of cycle routes and facilities close to the school and consult with the local highway authority as necessary to address shortcomings and areas of concern.

Cycle Proficiency

- 5.19 The training is typically targeted at older children and teaches skills such as looking all around, sharing space with pedestrians and other cyclists, how to pedal along using gears and avoiding objects, prepare for on-road cycling, recognising typical hazards, know where to ride on the road, how to pass parked vehicles on side roads, how to pass queuing traffic and understanding driver blind spots.
- 5.20 If a pupil has passed their cycle proficiency training, live within a realistic commutable distance of the school and has the consent of their parent / guardian, the pupil is then authorised to cycle to and from the school.

Buses

- 5.21 During the evenings, the use of the JBS is currently restricted by the timing of its departure from St Helen's and Abingdon School. At present, buses leave St Helen's and Abingdon School at 16:20 and 17:20 respectively. As it stands, due to the time at which its extracurricular activities and clubs finish in the afternoon, pupils at The Manor are unable to catch the 17:20 JBS.
- 5.22 In future, it is hoped that by adjusting both the finishing time of clubs at The Manor and by slightly altering the JBS departure from Abingdon School, a greater number of pupils would be able to make use of the 17:20 service than has been accounted for in the above table and therefore existing and proposed parking demand and vehicle movements would be reduced.
- 5.23 In addition to the JBS improvements, an additional mini-bus service providing a dedicated service to and from Henley-on-Thames is provided by the Manor Preparatory School, giving pupils who live in this location a sustainable means of travelling to and from the school.
- 5.24 The aforementioned mini-bus services, together with buses within the JBS programme, drop-off and collect from an extended lay-by parking facility within the site. This therefore ensures that pupils can be appropriately managed as they board and alight the buses. Further, it avoids the need for pupils to traverse the car park, thus, improving their safety.
- 5.25 The older pupils at The Manor Preparatory School will be encouraged to develop their independence by using public bus services, as well as services which are operated by the school. However, this will only occur once they and their parents are satisfied that the procedure for using buses safely is known and clearly understood and that bus stops near home and school for both directions of travel can be reached safely.
- 5.26 Should sufficient demand for a new or extended minibus route arise along a corridor not already served by either public or private public transport provision, the school will undertake a detailed feasibility assessment to establish whether a new service / route could be made viable.
- 5.27 A public bus stop is located 20m north of the school access on Faringdon Road and is frequented by Oxford Bus Company service number 4. The number 4 provides an hourly service between Wood Farm, Oxford City Centre, Cumnor and Abingdon and is a viable option for members of staff wishing to travel to and from work.

Car Share

- 5.28 Car share combines passengers making similar journeys into one vehicle, thus reducing the number of cars on the road.
- 5.29 The school will promote the concept of car sharing to staff and parents and encourage staff and parents either to car share informally and/or to find potential sharers by joining the car share scheme. The school will analyse applications, introduce potential sharers to each other and maintain a register of car share arrangements.
- 5.30 A home postcode map will be displayed on the transport noticeboard to allow parents/staff members to see how many other families/colleagues live nearby and subsequently identify potential car sharing opportunities. The home postcode map is provided at Figure 5 for reference.
- 5.31 The school will also explore the possibility of extending the car share scheme to include the staff and parents of other nearby schools.

Community Use

- 5.32 The sports hall, all weather pitches and swimming pool will be available for public use at the following times:
- Term Time: Monday to Friday 17:00 and 21:00;
 - Out of Term: Monday to Friday 08:00 and 21:00; and
 - All Year: Saturday between 09:00 and 18:00, Sunday/Bank Holiday no use.
- 5.33 When making bookings, all customers will be advised to travel sustainably to the site and similarly, all marketing material and on-line information will also encourage the use of sustainable and active means of travel.

6.0 Objectives and Targets

6.1 This Travel Plan is designed to deliver an effective and tangible shift in travel behaviour that accommodates the travel needs of all pupils, parents and staff, whilst ensuring that school continues to be a safe environment. This Travel Plan includes achievable but challenging Objectives and Targets designed to deliver, in such cases, a realistic mode shift within a set timescale through targeted Initiatives. It aims to reduce unnecessary travel by car associated with the school and an increase in the number of journeys made using alternative modes, by those pupils and staff who are realistically able to consider alternative modes.

6.2 In order for the *Objectives* to be achieved, *Initiatives* will be implemented in stages over a 2 year period. Progress of the Travel Plan towards meeting the *Objectives* will be assessed against *Targets*, set to be achieved within specified timescales. Indicators provide a means of monitoring the extent to which Targets have been met.

Objectives

6.3 The Objectives of the Travel Plan have been identified as follows:

- a. To ensure that the whole school community is aware of the School Travel Plan and its aims.
- b. To reduce the number of car trips made to the school at the beginning and end of the day by staff, parents and their children.
- c. With this in mind, this Travel Plan sets out to:
 - reduce the number of car trips to and from the school by parents and their children.
 - help parents and their children to choose safe and convenient alternative ways for their journey to and from school.
 - improve conditions for those choosing more sustainable modes of travel.

6.4 It has been produced in recognition of the environmental impact of the current high level of car use for the journey to school.

Initiatives

6.5 It is acknowledged that different people will respond to different measures, and some may not react to any. Therefore, a number of initiatives and travel management mechanisms have been identified to contribute towards achieving the target modal split; these are highlighted in the following sections.

Travel Survey Targets

Pupil Targets

6.6 Based on the results set out in Table 1, the following pupil targets have been set:

- Reduce the proportion of single occupancy/sibling car trips to 72% from 84%,
- Increase the proportion of pupils walking/cycling to school to 5% from 1%,
- Increase the number of pupils lift sharing to 8% from 5%, and
- Increase the proportion of pupils using the JBS and mini-bus services to 15% from 10%.

Staff Targets

- 6.7 Based on the results set out in Table 3, the following targets have been set:
- Reduce the proportion of single occupancy staff car trips to 72% from 84%,
 - Increase the proportion of staff walking/cycling to school to 15% from 11%,
 - Increase the number of staff lift sharing to 7% from 3%, and
 - Increase the proportion of staff using public transport to 5% from 1%.
- 6.8 The School will aim to achieve both the pupil and staff targets within 5 years.

Key Targets

- 6.9 The key Targets of the Travel Plan have been identified as follows:
- a. Ensure the whole school community is aware of the School Travel Plan and its aims.
 - b. Increase the number of pupils travelling by foot / cycle / bus / car share to school to 28%.
 - c. Increase the number of staff travelling by foot / cycle / bus / car share to school to 28%.
 - d. Encourage the use of sustainable travel to and from the school by members of the general public wishing to use the school facilities.

7.0 Action Plan

- 7.1 A full action plan, detailing all aspirations and targets identified, is provided at Appendix C.

Indicators

- 7.2 To provide a measure of the extent to which the initiatives are contributing towards achieving the targets, Indicators have been specified as follows:
- a. A 'hands-up' survey questionnaire of pupils, as included in Appendix A, will be undertaken at least every 2 years, which will enable the school to establish the chosen mode of travel by new pupils.
 - b. The survey will provide indications of the rate of progress towards achieving the targeted reduction in single occupancy trips.
 - c. A staff travel mode questionnaire will be least every 2 years, which will enable the school to establish the chosen mode of travel by members of staff.
 - d. Results from all future surveys will allow this Plan the flexibility, required to adjust to meet new targets and overcome specific barriers identified in the future.

8.0 Travel Co-ordinator

8.1 The details of the Travel Co-ordinator (TC) are as follows:

Name: David Ramm
Email: bursar@manorprep.org

8.2 The TC will, for example, undertake the following:

- Oversee the development and implementation of this Travel Plan;
- Provide every parent and member of staff with Information Packs on travel options including new parents and staff on starting;
- Ensure that local travel and transport information is displayed prominently;
- Establish a library resource of travel and transport information from the local authority, public transport providers, cycling groups, car share organisations, relevant websites, etc. for dissemination to staff and parents;
- Act as point of contact for staff and parents requiring information;
- Undertake travel surveys to monitor effectiveness of Travel Plan measures;
- Liaise with the OCC's Travel Plan Officer;
- Provide sustainable travel information to those utilising the on-site facilities who are from outside the school community; and
- Provide annual reports to OCC giving updates on the Travel Plan, its measures and effectiveness.

8.3 The post of TC will be part time. Initially the proportion of time spent on travel co-ordination issues will be high and will generally reduce over time, but will fluctuate periodically according to circumstances.

9.0 Monitoring

- 9.1 If this Travel Plan is to work effectively it is important that all the schemes are well promoted, thus ensuring that momentum is maintained. A slowdown of impetus is often the catalyst to a resurgence of old habits amongst pupils, parents and staff as the new travel culture is rejected for the old. Additionally, however, it is also important that the Travel Plan is reviewed to assess performance on a regular basis and to facilitate alteration and amendment should it be deemed necessary, in consultation and agreement with the local authority.
- 9.2 It is important to recognise that it is unrealistic to expect 100% participation and commitment towards green travel initiatives from pupils, parents and staff. Thus, a Travel Plan of this nature allows focus to be made on target audiences that would bestow the maximum outcome and tangible use of alternative travel modes that would represent a visible and sustainable modal shift.
- 9.3 Travel information will be included on the The Manor Preparatory School website and a notice board within school.
- 9.4 Continual monitoring of the travel management initiatives being implemented allows a clear and concise assessment to be made as to their performance and therefore allows them to be adapted as and when necessary. Monitoring of this nature will include pupil hands up surveys and staff snapshot travel surveys (see Section 4.0) at regular intervals to assess pupils and staff travel patterns, demands and the changing travel patterns of current and new pupils and staff at the school.
- 9.5 By repeating the survey over time, it will be possible to identify the level of success in persuading fewer people to come by car and which alternatives are proving the most successful.
- 9.6 Parents and staff will be kept informed of progress with achieving targets and objectives and when new measures are introduced the opportunity will be taken to promote them to keep the Travel Plan at the forefront of people's minds.
- 9.7 The results of the monitoring will inform the regular review of the Travel Plan. Any amendments or alterations will be agreed with the local authority.

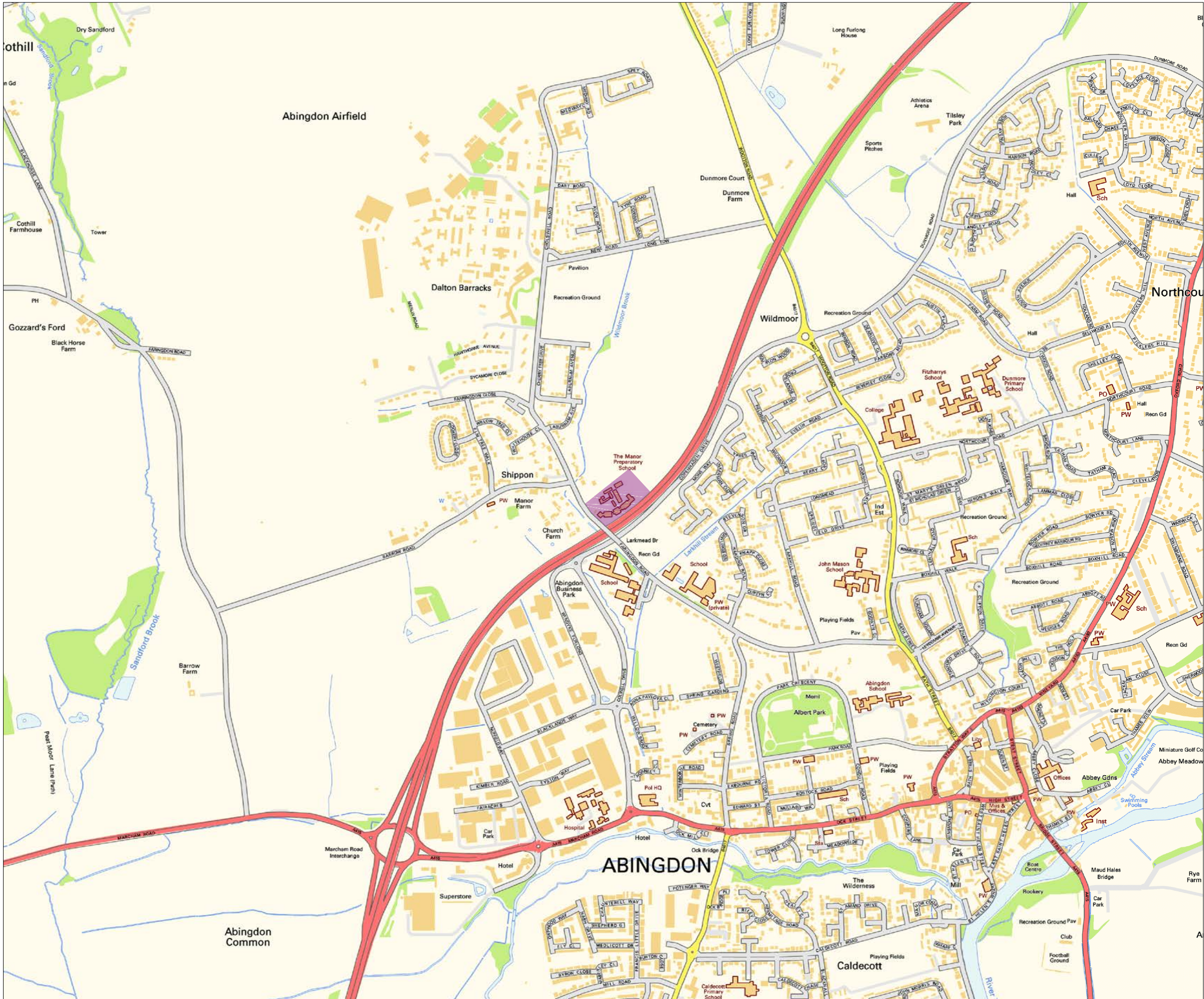
10.0 Approval and Ownership

- 10.1 By signing this School Travel Plan, the below representative of The Manor Preparatory School indicates the school's support for the objectives and targets contained in the plan. It indicates that the school will uphold these aims and objectives and is committed to carrying out the actions as stated.
- 10.2 Any new developments in education and transport provision that directly affect travel to the school will be considered as they happen, resulting in a review of this School Travel Plan if this is thought to be necessary.

School Representative:

Signature:

Figures




NOTE
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KEY

 Site location



Rev.	Description	Date	Chkd



Glanville
Cornerstone House
62 Foxhall Road, Didcot
Oxon, OX11 7AD
Tel: (01235) 515550 Fax: (01235) 817799
postbox@glanvillegroup.com www.glanvillegroup.com

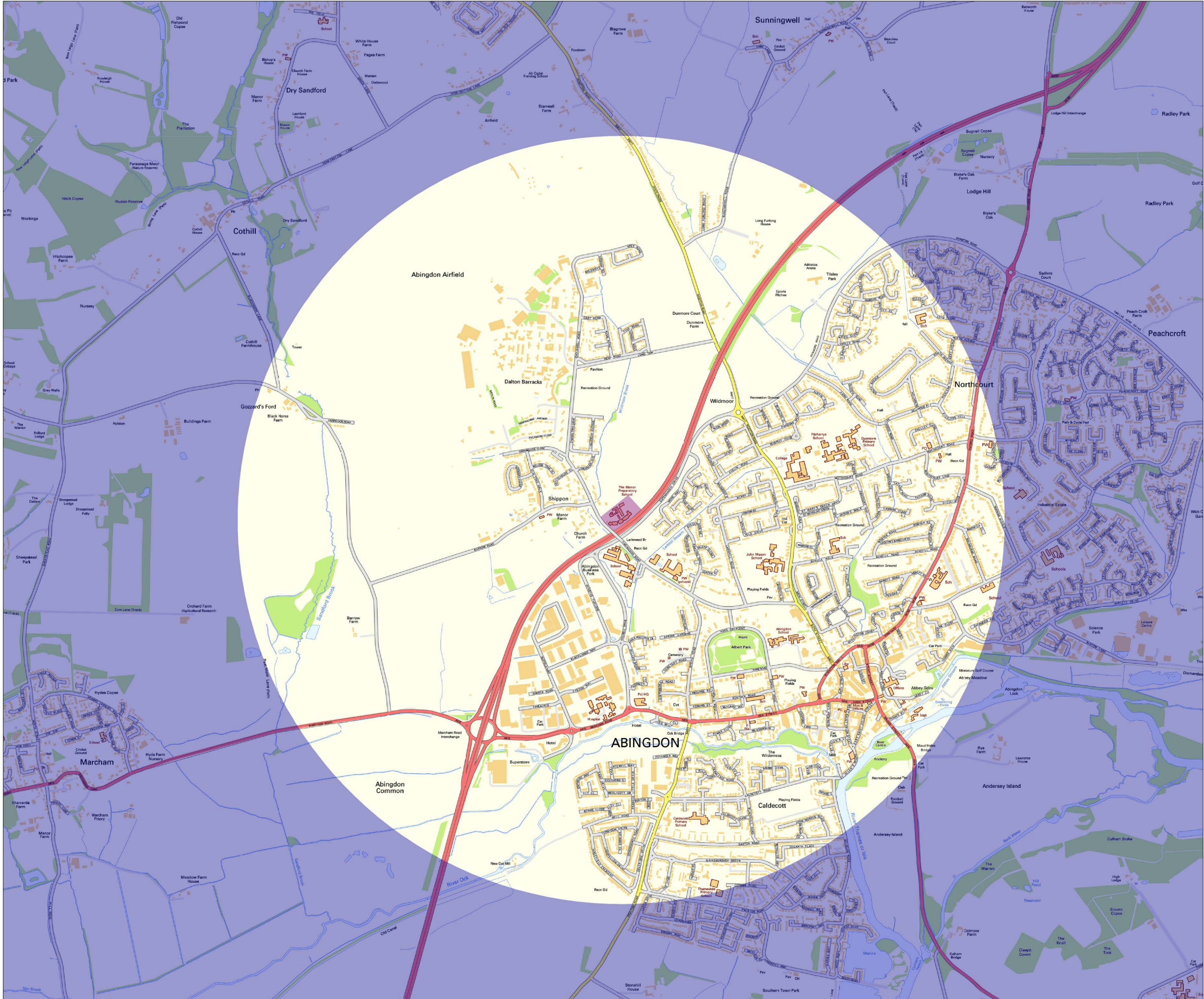
Client :
The Manor Preparatory School

Project :
The Manor Preparatory School


Title :
School Location Plan

Project Engineer : S. Royal Scale : As Shown @ A3
Project Director : T. Foxall Date : January 2016
Status :


Drawing No.	Figure 1	Rev
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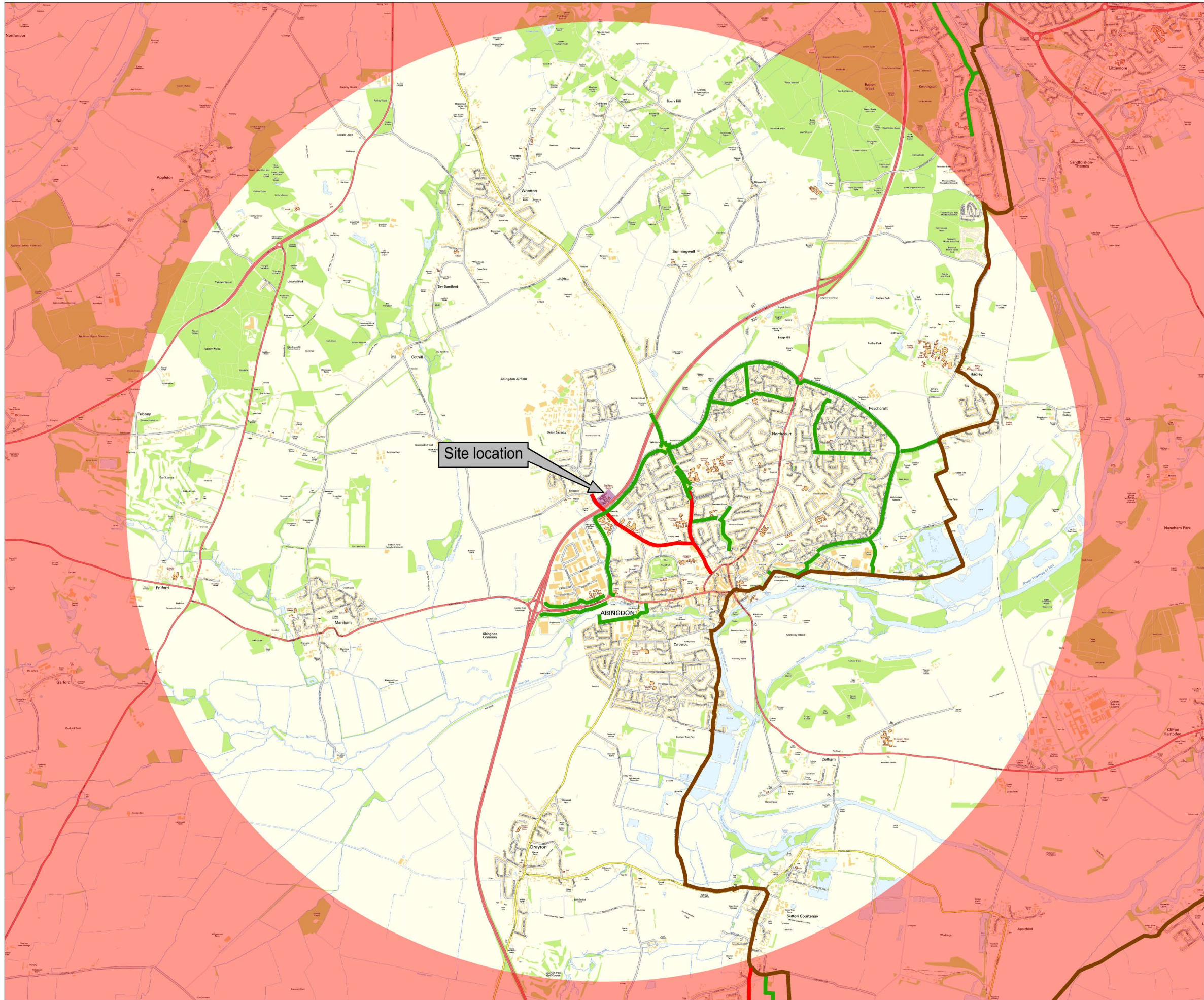


KEY

 Site location

 Approximate area within acceptable walking distance


Rev.	Description	Date	Chkd
<div><div></div><div><div>Glanville</div><div>Cornerstone House 62 Foxhall Road, Didcot Oxon, OX11 7AD Tel: (01235) 515550 Fax: (01235) 817799 postbox@glanvillegroup.com www.glanvillegroup.com</div></div></div>			
Client : The Manor Preparatory School			
Project : The Manor Preparatory School			
Title : Potential Walking Catchment Area (2km)			
Project Engineer : S. Royal		Scale :	As Shown @ A3
Project Director : T. Foxall		Date :	January 2016
Status :			
Drawing No.			Rev
Figure 2			



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- KEY
- Site location
 - Approximate area within acceptable cycling distance
 - NCR cycle route 5
 - Local on road cycle routes
 - Local off road cycle routes

Rev.	Description	Date	Chkd
<div><div></div><div><div>Glanville</div><div>Cornerstone House 62 Foxhall Road, Didcot Oxon, OX11 7AD Tel: (01235) 515550 Fax: (01235) 817799 postbox@glanvillegroup.com www.glanvillegroup.com</div></div></div>			
Client : The Manor Preparatory School			
Project : The Manor Preparatory School			
Title : Potential Cycling Catchment Area (5km) & Cycle Routes			
Project Engineer : S. Royal		Scale : As Shown @ A3	
Project Director : T. Foxall		Date : January 2016	
Status :			

Drawing No.	Figure 3	Rev
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The Manor Preparatory School: Home Postcodes



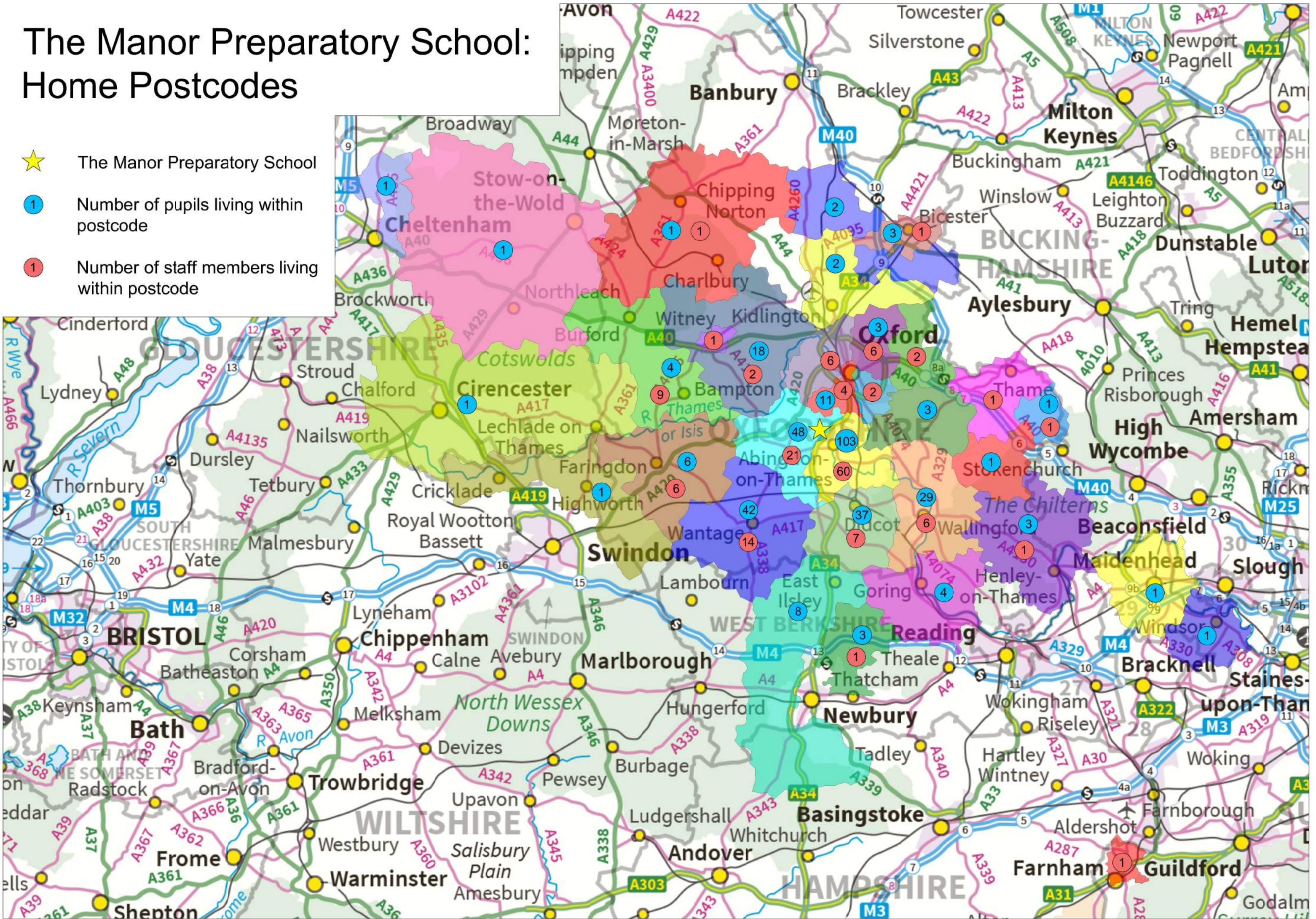
The Manor Preparatory School



Number of pupils living within
postcode



Number of staff members living within postcode



Appendices

Appendix A
'Hands-Up' School Travel Survey Results

Hands-up School Travel Survey

Hands - up!



Date : _____ 2016

Form Name: _____.

Please can you record how your children in your Form arrived at school this morning?
i.e. their mode of transport.

Travel Mode	Pupil Numbers
1. Car	
2. Lift share (only with another Manor pupil who lives at a different address i.e. not a sibling)*	
2. School Joint Bus Service (JBS)	
3. The Manor Minibus	
4. Walk/cycle etc	
5. Other (please specify)	
6. Not in morning registration	
Total Pupils in Form	

* If a child lift shared with another Manor pupil (who was not a sibling) then please ask how many other Manor children were in the car and make a note.

Once completed please return to the front office. Thank you very much for completing this and if you have any questions please ask David Ramm.

Appendix B
Staff Travel Survey Results

THE MANOR PREPARATORY SCHOOL
STAFF TRAVEL SURVEY

Date of Survey: 29 October 2018

Total Number of Staff: 96 responded to survey

Number of Staff Absent at Time of Survey:

Usual Mode of Travel	Number of Staff
Walk	5
Cycle	6
Public Bus	1
Car	80
Car share	3
Other	1

Appendix C

Action Plan

THE MANOR PREPARATORY SCHOOL

ACTION PLAN

Target	Actions	Timescale	Responsibility
<p>1. To ensure the whole school community is aware of the School Travel Plan and its aims.</p>	<ul style="list-style-type: none"> Promote the Travel Plan to all members of staff, parents and pupils. Regular reminders and sustainable travel information displayed on travel themed notice boards, newsletters and school website. Establish and regularly consult parent advisory group on best way to communicate to parents. Provide information to visitors wishing to travel to the school given out during initial conversation. Incorporate sustainable transport into the curriculum. 	<p>Within 3 month of first occupation of the extension.</p>	<p>TC</p>
<p>2. To increase the number of pupils travelling by foot / cycle / bus / car share to school to 28%.</p> <ul style="list-style-type: none"> Increase the proportion of pupils walking/cycling to school to 5% from 1%. Increase the proportion of pupils lift sharing to 8% from 5%. Increase the proportion of pupils using the JBS and mini-bus services to 15% from 10%. 	<ul style="list-style-type: none"> Promote the benefits of healthy lifestyles, including walking/cycling to families. Formation of a walking bus. Promote a 'Walk on Wednesday' scheme. Formation of a cycling train. Provide pupils with cycle proficiency training. Liaise with the Local Authority about the cycling facilities in the area surrounding the school. 	<p>Within 5 years of first occupation of the extension.</p>	<p>TC</p>

Target	Actions	Timescale	Responsibility
	<ul style="list-style-type: none"> Promote car sharing by displaying a home postcode map on the travel noticeboard and encouraging interested parents to sign up to the school car sharing scheme. The school will also explore the possibility of extending the car share scheme to include the staff and parents of the other nearby schools. 		
<p>3. Increase the number of staff travelling by foot / cycle / bus / car share to school to 28%.</p> <ul style="list-style-type: none"> Increase the proportion of staff members walking/cycling to school to 15% from 11%. Increase the proportion of staff members lift sharing to 7% from 3%. Increase the proportion of staff members using public transport to 5% from 1%. 	<ul style="list-style-type: none"> Make sure adequate washing/changing facilities are maintained for use by staff. Provide staff with information relating to the no. 4 bus service, including timetable and route map. Encourage informal car sharing whilst also setting up a staff car sharing scheme. Explore the possibility of extending car share scheme to include parents/pupils and staff of nearby schools. 	Within 5 years of first occupation of the extension	TC
<p>4. Encourage the use of sustainable travel to and from the school by members of the general public wishing to use the school facilities.</p>	<ul style="list-style-type: none"> When making bookings, all customers will be advised to travel sustainably to the site. Customers will be asked where they are traveling from and informed of what sustainable travel options are available to them. All marketing material and online information will encourage the use of sustainable and active means of travel. 	Within 3 months of first occupation of the extension.	TC

Target	Actions	Timescale	Responsibility
	<ul style="list-style-type: none">Information regarding sustainable travel options will be provided on the school website.		



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- Structural Engineering
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- Geomatics (Land Surveying)
- Building Surveying
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