



## **Southfield School for Girls Travel Plan**

**DfE: 928/5400**

**November 2018**

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# 1 Introduction

## **1.1 School Information**

Southfield School for Girls is a state-funded secondary school in Kettering that takes students from over 50 different primary schools. There is an anomaly in Kettering in that there is a single sex girls school and no single sex boys' establishment. To avoid a disproportionate number of boys in the other Kettering Schools, the admission criteria for Southfield School for Girls expects a minimum of 30% of students to come from outside the Kettering area and so will have a greater transport requirement.

Southfield School for Girls has the DfE number 928/5400

The school buildings are open to staff from 7:00am and stay open until 9:00pm.

The school buildings are **open for students from 7.30am** and **stay open until 4.30pm** for a homework club after lessons in the afternoon.

We expect staff to be in school by 8:15am.

The compulsory school day from Monday to Friday is as shown in the table below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start of Teaching	8:30am	8:30am	8:30am	8:30am	8:30am
End of Teaching	3:00pm	3:00pm	2:15pm	3:00pm	3:00pm

A range of Extra-Curricular activities are provided on a Wednesday afternoon between 2:15pm and 3:15pm so a proportion of the school stay on to take part in those.

Our long school opening hours allow for a more gradual flow to and from school.

## **1.2 Pupil Information**

Southfield School for Girls is an 11 to 18 girls school that accepts a small number of boys into the Sixth Form.

The number on roll currently is:

Year 7	198
Year 8	175
Year 9	168
Year 10	166
Year 11	156
Year 12	93
Year 13	99
<b>Total</b>	<b>1055</b>

The school has increased its Year 7 intake over the last two years and this is expected to continue with a Planned Admission Number (PAN) of 198 for Year 7.

Over the next 4 years, the pupil numbers are likely to increase to around 1200.

There are 63 pupils with a Special Educational Need (SEN).

There is one student who has transport provided by the local authority by means of a taxi to and from school.

The school has 123 staff in total, some of which are full time positions and others that are part time. In addition, we use 19 other adults on an ad-hoc basis for invigilation. With the increasing roll, it is expected the number of full time staff to increase by 4 over the next 4 years.

### **1.3 Location**

The school operates from a site at the end of Lewis Road, a cul-de-sac off Pytchley Road in Kettering, NN15 6HE

Kettering Borough had a population of over 93,000 at the last census and is well served by public transport, both buses and trains.

The school has been on this site since the 1960's.

The school is based around a single 4 storey main block with a number of small extensions.

In 1974 an attached block with classrooms for Art and Technology was added and then a further Technology extension in 1992.

Finally, in 2009 a separate Sports Hall was built.

Plans are in place for a 10 classroom additional building which will be erected within the other buildings on the site. As part of the building programme, two temporary buildings will be removed.

## 1.4 Location Maps

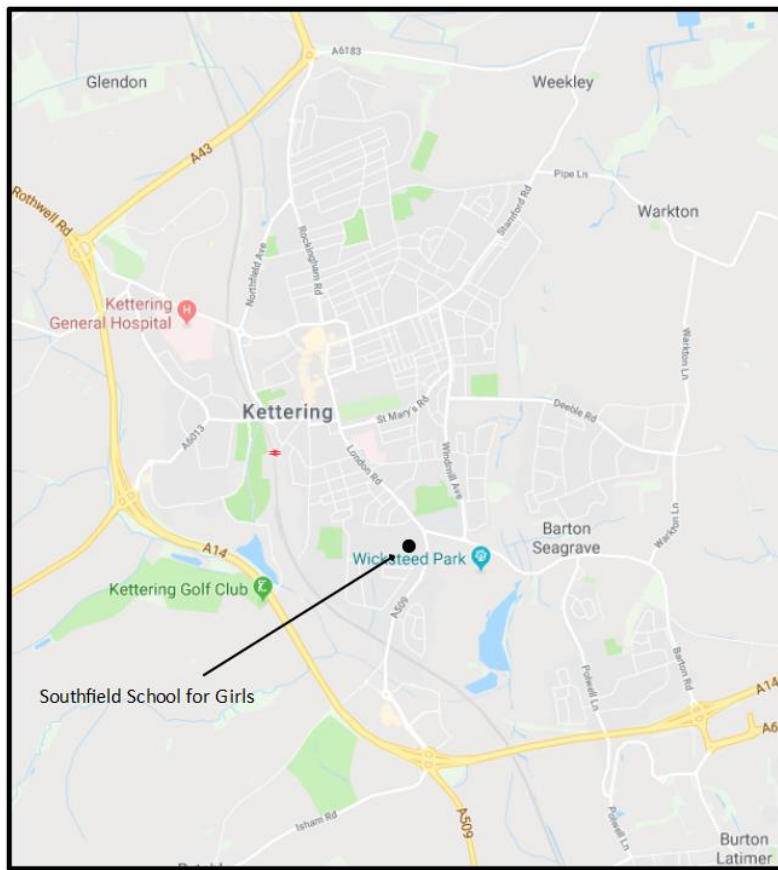
Kettering is in the North East of the county.



Due to the admissions criteria where 30% are expected to come from outside Kettering borough area, the circle on the map gives an indication as to the range of locations where students arrive from.

Students come from as far away as Northampton, Corby, Rushden and Wellingborough.

The map below shows the location of the school within Kettering.



There are 3 pedestrian access points, one vehicular access point for staff and visitors and one vehicular access point for deliveries. (See Appendix 7 for map)



This photograph shows the vehicular access for staff and visitors at the end of Lewis Road and also the pedestrian entrance on the left.



This photograph shows the vehicular access for deliveries to the school. This is off of Lewis Road and is opposite Rosemount Drive.





This photograph shows the pedestrian entrance on Bryant Road that is open in the morning between 7:00am and 9:00am and then again at the end of the school day between 2:45pm and 5:00pm.



This photograph shows the pedestrian/vehicle entrance on Bryant Road that is open in the morning between 6:45am and 9:00am and then again at the end of the school day between 2:45pm and 4:45pm for pedestrians only.

When there are large events on, the school operates a one-way system with cars entering the site via Lewis Road and leaving the site via this exit.

## **1.5 Transport Links**

### **Public Buses**

Students use a range of public buses to get to school. These offer the flexibility of using a bus at different times, particularly if they wanted to stay in school for an activity that runs on after the normal end of lessons.

Bus services in the area are run by Stagecoach who offer a range of “shuttle bus” routes around the town.

In addition, the X4 service in one direction from Corby and in the opposite direction from Wellingborough drop off at the top of Lewis Road making it very convenient, particularly as there is a pedestrian crossing to use to cross Pytchley Road. This service normally runs at 30 minute intervals.

There is also route 49/50 between Kettering and Rushden which a number of students use as it passes through Burton Latimer, Finedon, Irthlingborough and Rushden.

The bus service to Mawsley village only runs twice a day and this does not depart until 4:06pm for the return journey. Students are offered the opportunity to stay in school, particularly if it is wet until nearer the bus arrival time.

### **School Buses**

To avoid duplication of journeys, Southfield School works closely with Bishop Stopford School in Kettering to arrange joint school buses. Each year parents are invited to show an interest in the school buses. The routes go out to tender and once a final price is agreed, parents are offered the chance to purchase a pass for the year.

The number of students using the school buses has increased over the last few years and jointly we have 9 coaches contracted for the different routes.

Routes currently run from:

- Loddington via Cransley and Broughton
- Thrapston via Brigstock, Rushton and Desborough
- Sywell via Earls Barton and Wellingborough
- Stanwick via Raunds and the Addingtons
- Higham Ferrers via Irthlingborough and Burton Latimer
- Rushden via Higham Ferrers and Finedon
- Moulton via Brixworth, Old and Walgrave
- Northampton
- Wilbarston via villages and Rothwell

In the morning the coaches drop off in the bus layby on Pytchley Road. Once Southfield students have left the coaches, they proceed on to drop off the Bishop Stopford School students. Southfield students then will walk down the pavement beside Lewis Road to access the school.

In the afternoon, the coaches wait in Bryant Road to pick up the students from Southfield School first before driving on to Bishop Stopford school to collect their students and then starting the return journey.

### **Walking**

There are three access points to the school site for pedestrians, Lewis Road, Bryant Road and Netherfield Road. Lewis Road is a vehicular access point but the others are only for pedestrians or bicycles.

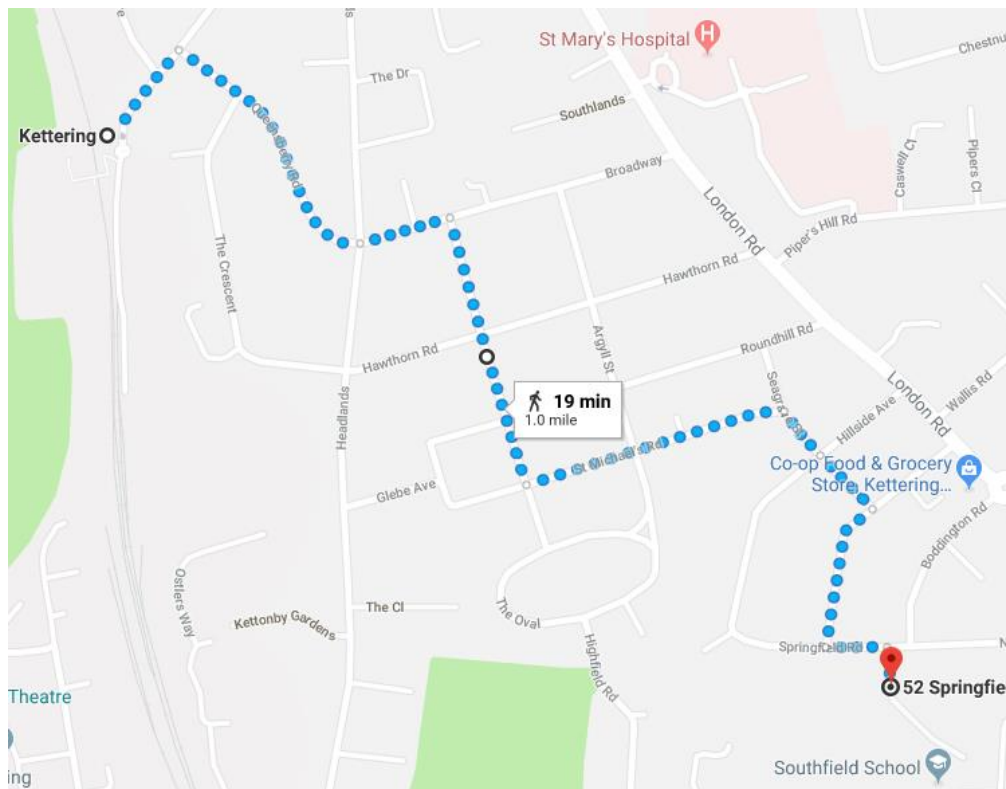
### **Cycling**

As for walking, the three access points to the school site are all suitable for bicycles. Cyclists are expected to dismount and push their bicycles once on the school site.

## Train

Kettering has a railway station on the Midland Mainline with local connections to Wellingborough, Market Harborough and Corby. Trains from Wellingborough take between 6 and 9 minutes for the journey and there are usually 2 services per hour. Trains from Corby take 9 minutes and there is usually 1 service per hour. Trains from Market Harborough take 9 minutes and there are usually 3 services per hour.

The railway station is less than a mile away from school so students, staff and visitors can walk to and from the station in less than 20 minutes.



The map shows a walking route from the railway station to the Netherfield Road entrance to the school.

## **1.6 Existing Travel Facilities**

### Car

In July 2018 there were 90 car parking spaces on site.

During August 2018, the car parking within the school grounds was improved to offer more car parking spaces. This was achieved by redesigning the location of the bays and improving the parking area that was previously a rough, unmarked gravel area.



Overgrown shrubs were cut back to make the spaces more accessible.

Improved lighting has made the car parking area safer when accessing it after dark.

This resulted in an increase of 50 car parking spaces. Staff have an allocated numbered space. There are now 140 parking spaces.

There are reserved spaces for visitors and for taxis.



## **Cycle**

The school provides a cycle rack at the front of school where staff and students can safely store their bicycles during the school day.



Lockers are provided for both male and female staff should they wish to use them.

All students have the opportunity to have a school locker.

### **1.7 School Initiatives Participation**

Southfield School is an ECO School and has been for the last eight years. We proudly fly the awarded Green Flag on site.

### **1.8 Community Use of School**

Currently there is no community use of the school.

## **2 Travel and Transport Issues**

### **2.1 Parking Issues**

Onsite parking has been an issue in that there were not enough spaces for staff, visitors and students.

This was addressed in August 2018 and a further 50 places created. All staff have allocated spaces. Students are allocated spaces if they apply for an onsite parking space.

There are specific spaces for visitors, taxi/contractors and the disabled.

We are currently monitoring the number of available spaces to ensure there are enough spaces.

### **2.2 Congestion Issues**

There are minor issues on Lewis Road, Rosemount Drive, Bryant Road, Netherfield Road and Springfield Road at the end of the school day when parents are waiting to collect students.

### **2.3 Speeding Issues**

There are no known speeding issues.

### **2.4 Lighting Issues – on site / off site**

Upgraded lighting has been installed on site to ensure the site is well lit using economical lights.

Lewis Road is lit by street lights so this is not an issue.

The path within school to Bryant Road is not lit. As this is a new path, Southfield School is monitoring the conditions at the end of the school day to see if lighting is required.

### **2.5 State of Footpaths**

Footpaths within the school are constructed in a variety of ways, e.g. tarmac, concrete paving slabs or compacted gravel.

The new path within the school to Bryant Road is constructed of compacted gravel and is being monitored for durability.

Some paths include steps which need regular maintenance. Some of these need more work on them to ensure they are more stable.

## **2.6 Access to site issues**

As vehicular access is down a cul-de-sac road, congestion can occur when some vehicles are arriving whilst others are departing the site. There are a number of marked resident parking bays in Lewis Road so traffic does have to wait to go around parked cars if vehicles are coming in the other direction.

When there are school events that expect large numbers of cars, the school operates a one-way system with cars entering the site via Lewis Road and exiting via Netherfield Road.

## **2.7 Local road network issues**

Pytchley Road is a busy road, particularly at the end of the school day. Traffic leaving the school site via Lewis Road has difficulty turning right and therefore sometimes traffic queues up Lewis Road.

With students coming from further afield, other road projects cause congestion and thus delays to school buses. This has been particularly noticeable at the Higham Ferrers roundabout on the A45.

## **2.8 Journeys undertaken by pupils during the school day**

Some Sixth form students travel to and from the Latimer Arts College in Barton Seagrave as part of our collaborative Sixth Form.

## **2.9 Other school users' journey needs e.g. staff, visitors**

There are no other regular and specific journeys. There are staff who have to meet with similar colleagues at other schools, attend multi-agency meetings and visit student homes to follow up issues such as attendance. These are all on a needs basis.

## **2.10 Future developments that may impact travel around the school site**

Planning is currently in process for a new 10 classroom block to be built within the current arrangements of buildings. (See Appendix 8 and Appendix 9)

For demolition of two temporary buildings and for construction of the new classroom block, there will temporarily be construction traffic accessing the site from Lewis Road via the service road used for deliveries.

Safety measures are planned to ensure the movement of vehicles does not happen at times when students are moving around the site. Deliveries will be made before or after the normal school day.

Temporary fencing will be put in place to ensure the safety of pedestrians.



## **3 Travel Survey**

### **3.1 Pupil Survey**

The pupil survey was conducted in September 2018.

There were 969 responses.

These are detailed in Appendix 1.

### **3.2 Parents Survey**

The Parent survey was conducted in November 2018

There were 24 responses.

These are detailed in Appendix 2.

### **3.3 Staff Survey**

The Staff survey was conducted in November 2018

There were 69 responses.

These are detailed in Appendix 3.

### **3.4 Governors survey**

The Governor survey was conducted in November 2018

There were 4 responses.

These are detailed in Appendix 4.

### **3.5 Visitors' Survey**

The visitor survey was conducted in November 2018

There were 20 responses.

These are detailed in Appendix 5.

## 4 Objectives and Targets

### 4.1 Travel Plan Objectives

The Southfield School Travel plan aims to reduce the impact of travel to and from the school by encouraging everyone involved to choose the most sustainable way.

The main objectives are:

1. To reduce traffic congestion around the school site for the benefit of students, staff and the local residents.
2. To make staff, students, parents and carers aware of the safety risks associated with accessing the school site.
3. To encourage a healthy lifestyle through regular exercise.
4. To support the global challenge of reducing CO<sub>2</sub> emissions.

### 4.2 Travel Plan Targets

Objective	Target	From	To	Date for achievement
1,3,4	Increase the number of students and staff walking to school	28%	30%	July 2021
1,3,4	Increase the number of students and staff cycling to school	2%	5%	July 2021
1,3,4	Increase the number of students and staff using public bus to get to school	15%	18%	July 2021
1,3,4	Increase the number of students and staff using train to get to school	2%	3%	July 2021
1,4	Reduce the number of single occupancy car journeys	26%	20%	July 2021
2	Annual assembly to all students focussed on the risks travelling to and from school	-	-	On-going
3	Introduction of curriculum initiatives that include healthy lifestyle choices. E.g. (i) 6 <sup>th</sup> form sport, (ii) Healthy Eating	-	-	(i) Sept 2018 (ii) Sept 2019
1,2	Termly newsletter to all parents to have at least one article on school traffic or safety risks.			Sept 2018

4	Reduce the number of deliveries to the school by having fewer but larger deliveries.			Sept 2018

## 5 Proposed Measures

Site Design	<ul style="list-style-type: none"> <li>• Modify the Lewis Road entrance to exclude students from walking in the vehicular access.</li> <li>• Modify the Lewis Road entrance to install an electric gate to ensure no unauthorised access to the site.</li> <li>• Monitor the use of the cycle racks to ensure there are enough spaces. Install further racks if required.</li> <li>• Monitor the new path within school to Bryant Road to ensure it is fit for purpose, resurfacing if required.</li> <li>• Monitor lighting on new path to Bryant Road and install lighting if required.</li> </ul>
Safe routes to school	<ul style="list-style-type: none"> <li>• Develop a number of suggested “drop-off” points further away from school where students walk the last part of their journey.</li> <li>• Produce a safe routes information flyer to go in the welcome packs for all new students to the school.</li> </ul>
Initiatives to support walking	<ul style="list-style-type: none"> <li>• Supervised canteen open from 7:30am to facilitate early arrival at school.</li> <li>• Health and Well Being Director to promote walk to school week through assemblies and challenge and reward activities.</li> <li>• Duty staff supervising the pedestrian exits at the end of the school day.</li> </ul>
Initiatives to support cycling	<ul style="list-style-type: none"> <li>• Supervised canteen open from 7:30am to facilitate early arrival at school.</li> <li>• Duty staff supervising the cycle rack area at the end of the school day.</li> <li>• Cycle maintenance training as part of Wednesday afternoon activities.</li> <li>• Health and Well Being Director to promote cycle to school week through assemblies and challenge and reward activities.</li> <li>• Offer cycle discounted cycle servicing and repairs.</li> </ul>

Initiatives to support train use	<ul style="list-style-type: none"> <li>• Supervised canteen open from 7:30am to facilitate early arrival at school.</li> <li>• Information display for prospective parents at open evenings.</li> <li>• Travel to school flyer to go in all prospective pupil information pack detailing how to travel to school by train.</li> </ul>
Initiative to support bus use	<ul style="list-style-type: none"> <li>• Annual review of school bus routes with Bishop Stopford school and bus company to minimise the number of routes whilst accommodating the student/parental requests.</li> <li>• New staff duty system to ensure students are supervised whilst waiting for school buses.</li> <li>• Supervised waiting area provided in school at the end of the day for students waiting for a later bus.</li> <li>• Supervised canteen open from 7:30am to facilitate early arrival at school.</li> <li>• Information display for prospective parents at open evenings.</li> <li>• Travel to school flyer to go in all prospective pupil information pack detailing how to travel to school by train.</li> </ul>
Reducing the need to travel	<ul style="list-style-type: none"> <li>• School purchasing to go through central ordering system rather than by departments to ensure fewer but larger deliveries</li> <li>• Collaboration classes with the Latimer Arts College to stop and thus stop taxi journeys between the schools during the day.</li> <li>• Development of “In House” Continuing Professional Development programme that avoids many staff attending external CPD courses.</li> </ul>
Car Sharing	<ul style="list-style-type: none"> <li>• Offer car sharing link up for students new to the school.</li> </ul>
Managing Car Use	<ul style="list-style-type: none"> <li>• Reiterate to parents not to access the school site in cars to drop off or pick</li> </ul>

	<p>up students at the start or end of the day.</p> <ul style="list-style-type: none"> <li>• Signage at vehicle entrance</li> <li>• Newsletter &amp; Social Media articles</li> </ul>
Education and awareness raising	<ul style="list-style-type: none"> <li>• New Health &amp; Wellbeing Director appointment to develop an educational programme in school to support healthy travel to school.</li> <li>• Promote Walk to School week through assemblies and form time activities.</li> <li>• Promote Cycle to School week through assemblies and form time activities.</li> </ul>

## 6 Timetable for Implementation

<b>Action</b>		<b>Responsibility</b>	<b>Timescale</b>	<b>Funding</b>
<b>No.</b>	<b>Description of Measure</b>			
1	Modify Lewis Road entrance to include automatic gates to stop unauthorised access	Estate Manager	To be approved by Governing Body in Spring 2019	£25,000
2	Monitor cycle rack usage and report to Estate Manager if rack space used up.	Front Office Staff		
3	Monitor footpath to Bryant Road for durability	Site Team	Ongoing	
4	Monitor lighting on footpath to Bryant Road, install lighting if required	Site Team	November 2018 – March 2019	
5	Develop a safe routes information flyer for students and parents	Admissions Team	March 2019	
6	Promote walking to school to coincide with National Campaign	Health & Wellbeing Director	20-25 May 2019	
7	Cycle Maintenance to be a part of Wednesday extra-curricular activities	Health & Wellbeing Director	June 2019	
8	Promote bike to school to coincide with National Campaign	Health & Wellbeing Director	3-7 June 2019	
9	Information display and flyer for parents regarding travelling by train to school.	Admissions Team		
10	Information display and flyer for parents regarding travelling by bus to school.	Admissions Team	September 2019	
11	Promote Car Sharing through assemblies	Senior Leadership Team	On-going	
12	Car Sharing link up offer to parents	Admissions Team	July 2019	
13	Reiterate school access rules to parents and students via newsletters and social media	Communications Officer	On-going See Appendix 10	

## **7 Evidence of Consultation**

### **7.1 Pupil Survey**

The pupil survey was conducted in September 2018 and was completed on paper during tutor time to ensure full coverage of student responses.

### **7.2 Parent Survey**

The parent survey was conducted in November 2018 and was sent electronically using the school to parent communication software. This survey used the Northamptonshire County Council school travel plan survey questions.

### **7.3 Staff Survey**

The staff survey was conducted in November 2018 and was sent electronically via internal email. This survey used the Northamptonshire County Council school travel plan survey questions.

### **7.4 Governor Survey**

The governor survey was conducted in November 2018 and was sent electronically via email. This survey used the Northamptonshire County Council school travel plan survey questions.

### **7.5 School Council meeting**

The school council, made up of 6<sup>th</sup> form students, met to discuss travel and transport issues when there were 11 students present.

Their key findings were:

- Lack of drop off points for cars.
- Congestion on Lewis Road with cars parked in marked bays and some traffic trying to get down the road whilst others are leaving.
- Pedestrians walking off of the pavement into the road.

They did suggest alternative locations for car drop off so students could safely walk the last part of the journey.

There were discussions about using the train services to get to school and the challenge of the timetable matching with the school day.

The cost of school transport for 6<sup>th</sup> form students was raised when students had a free bus pass up to the end of Year 11 but now had to pay over £400 per term to just get to school.

The students spoke of the challenge to increase car sharing, particularly the consistency of being able to do it every day when students may have other appointments or want to stay later in school. They also felt the organisation of matching offers of sharing would be challenging, particularly with GDPR regulations.



## **7.6 Travel Plan development meeting with Northamptonshire Travel Plan Advisor**

To be arranged.

## **8 Monitoring and Review Proposals**

### **8.1 Travel Plan Monitoring**

The Travel Plan will be an agenda item for the Senior Leadership Team in terms 1, 3 and 6.

All staff with responsibility for at least one objective will need to feedback to the Leadership Team with the actions that have been taken since the last monitoring review of the travel plan and the impact of those actions.

The staff, parents, student and governor travel surveys will take place annually in September and will be used to analyse the impact of the objectives against their targets. The distribution, collection and analysis of the travel survey will be coordinated by the school Data Office.

A visitor survey will be on-going throughout the year and will be issued and collected by the Visitor Reception. Completed forms will be passed to the Data Office.

### **8.2 Travel Plan Review**

The travel plan will be reviewed annually in the light of the data coming from the surveys completed in term 1.

The travel plan will then be reviewed in term 2 which will be completed by the end of December each year.

### **8.3 Remedial Actions**

Should the targets not be met, the School Senior Leadership Team will review which actions have been successful and which ones have not and adapt their plans accordingly.

This will be an on-going process as the Travel Plan is an agenda item in terms 1, 3 and 6.

## 9 Sign Off

The next travel survey will be conducted September 2019 and annually thereafter.

The school travel plan will be reviewed in November 2019 and annually thereafter by the Senior Leadership Team of the school.

The review of the school travel plan will consider pupil travel needs arising from new developments in education and transport provision and the travel plan will be revised as necessary to take account of these.

Signed



\_\_\_\_\_ Head Teacher



\_\_\_\_\_ Chair of Governors

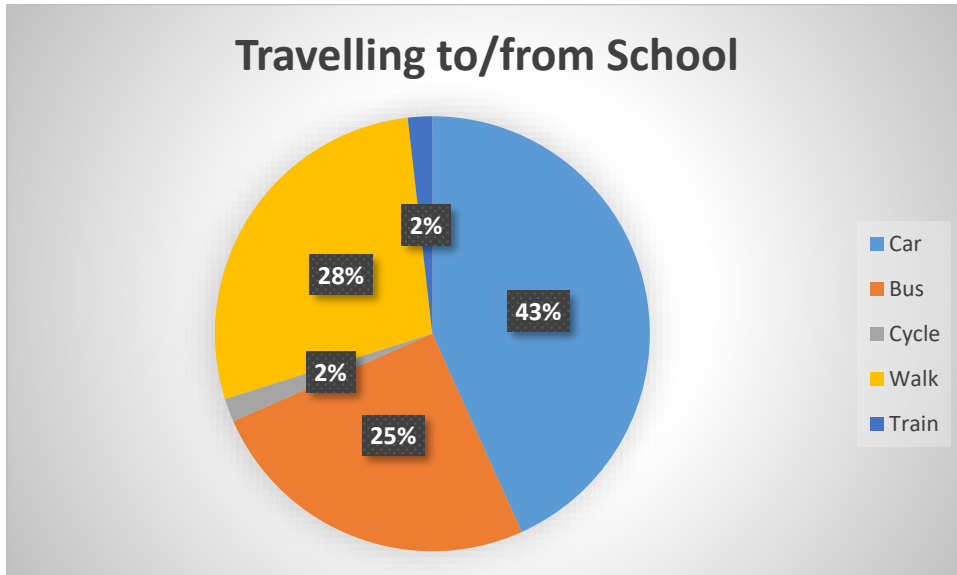


\_\_\_\_\_ School Council

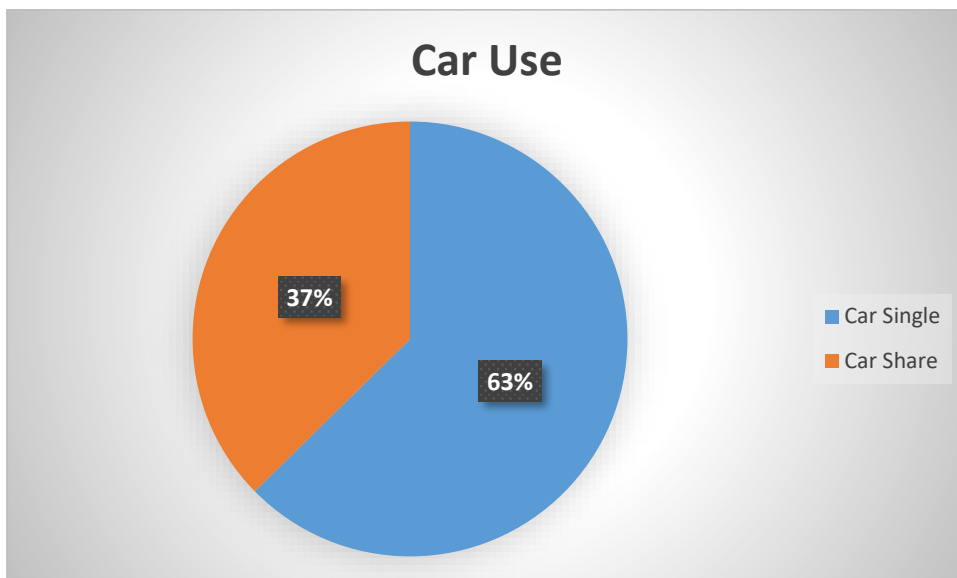
## Appendix 1: Student Travel Questionnaire

A travel survey of our current students was completed in September 2018 and the results are as shown.

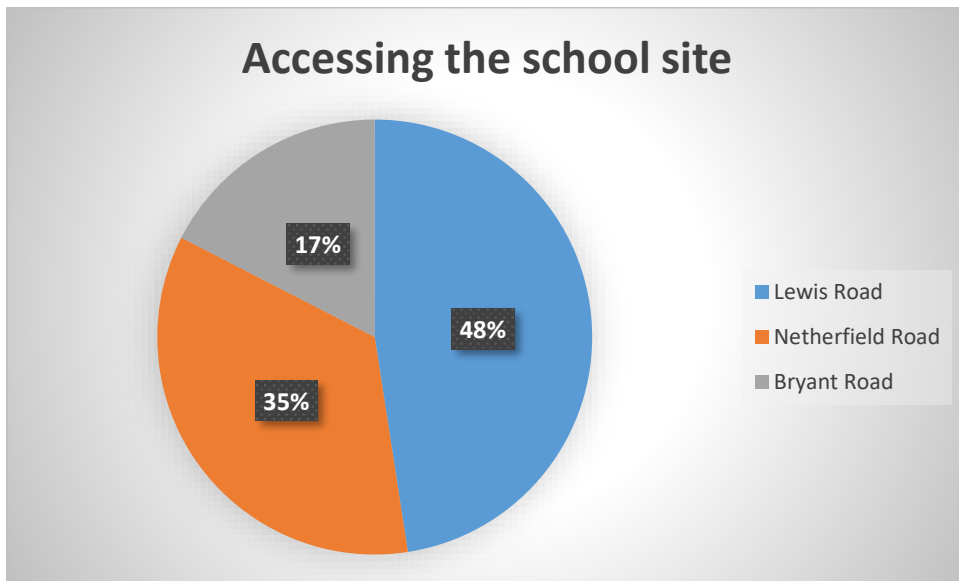
**What mode of transport do students use to travel to and from school?**



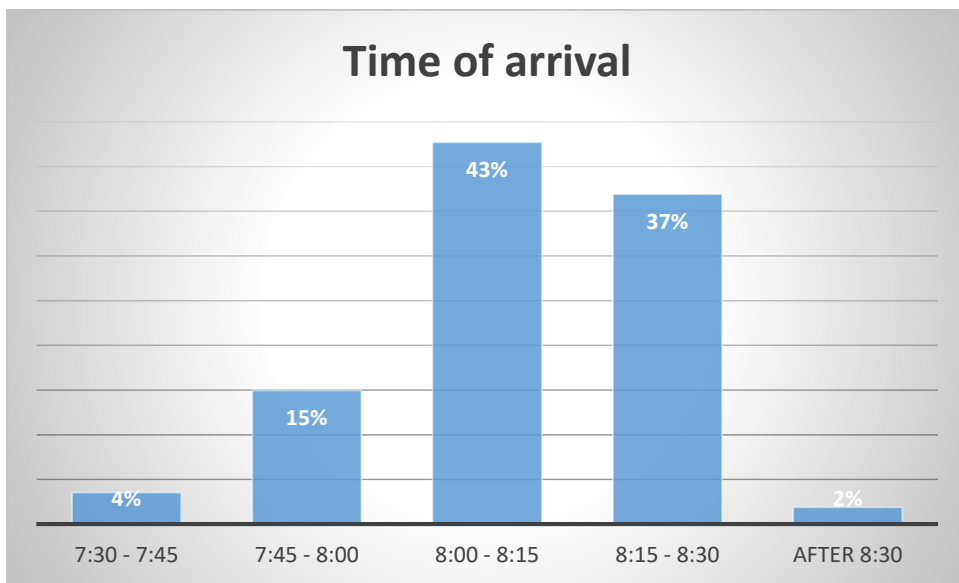
**For students who use a car, what proportion are single students or car sharing?**



When accessing the school site, which of the three entrances do students use?

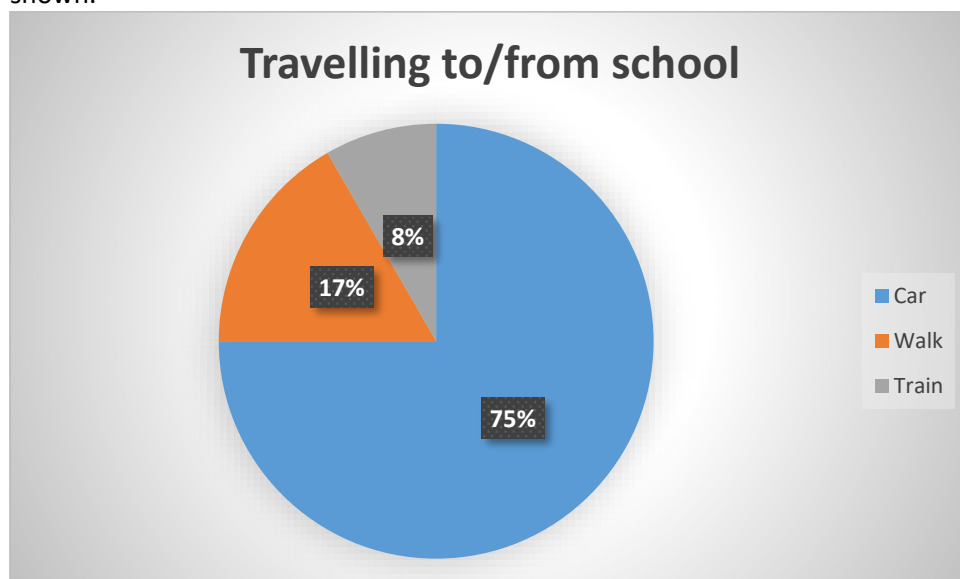


What time do students arrive in the morning?



## Appendix 2: Parent Travel Questionnaire

A travel survey of our current parents was completed in November 2018 and the results are as shown.



The feedback regarding congestion was not specific but just referred to the volume of traffic entering Kettering, temporary traffic lights and train cancellations and delays.

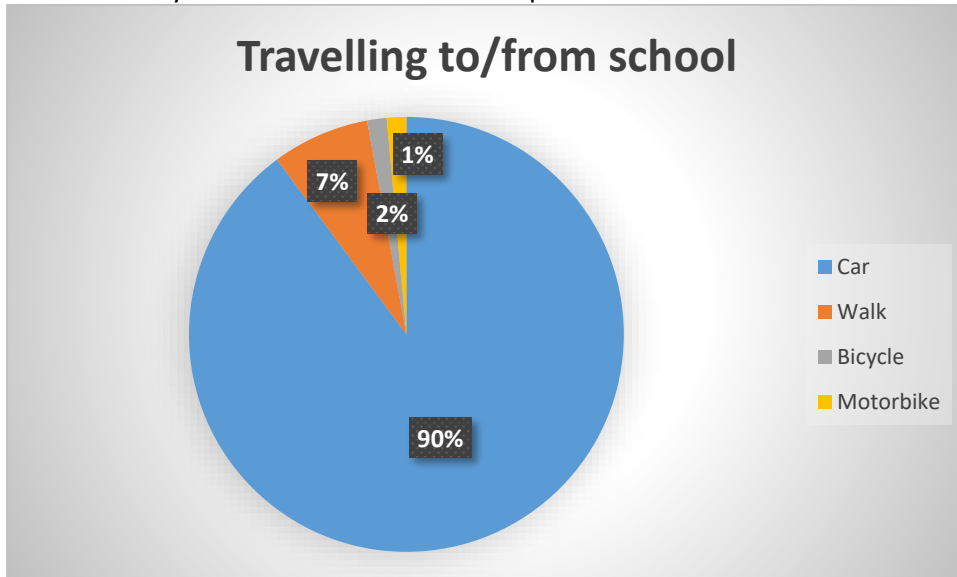
The improvements the parents would like to see are:

- School buses to drop off at a location that does not cause congestion on Pytchley Road and they suggest inside Wicksteed Park or an area within the school grounds.
- Bypass for the villages of Isham and Harrowden.
- Remove unnecessary pedestrian crossings.

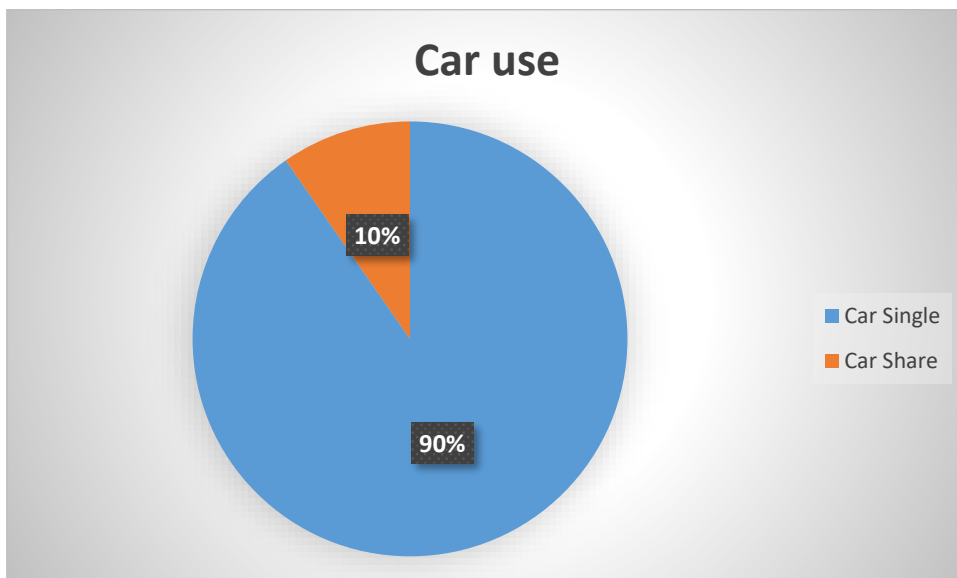
The parent survey did not show any difference in their preferred method of transport to the one they chose to use.

## Appendix 3: Staff Travel Questionnaire

A travel survey of our current staff was completed in November 2018 and the results are as shown.



Staff travel to school between a minimum of 0.5 miles up to 32 miles with an average distance of 8 miles.



Of the staff who currently use their car to come to school and do not share, 30% of those surveyed expressed an interest in car sharing.

The improvements the parents would like to see are:

- No drop off or pick-ups in Lewis Road
- To change some traffic lights to roundabouts to improve the traffic flow.

## Appendix 4: Governor Travel Questionnaire

A travel survey of our current governors was completed in November 2018 and the results are as shown.

Governors travel to school between a minimum of 3 miles up to 10 miles with an average distance of 7 miles.

The governors who responded to the survey all currently use their car to come to school and do not share.

The improvement the governors would like to see is:

- A drop-off zone where parents can park briefly to drop off their children for school.



## Appendix 5: Visitor Travel Questionnaire

A travel survey of our visitors was completed in November 2018 and the results are as shown.

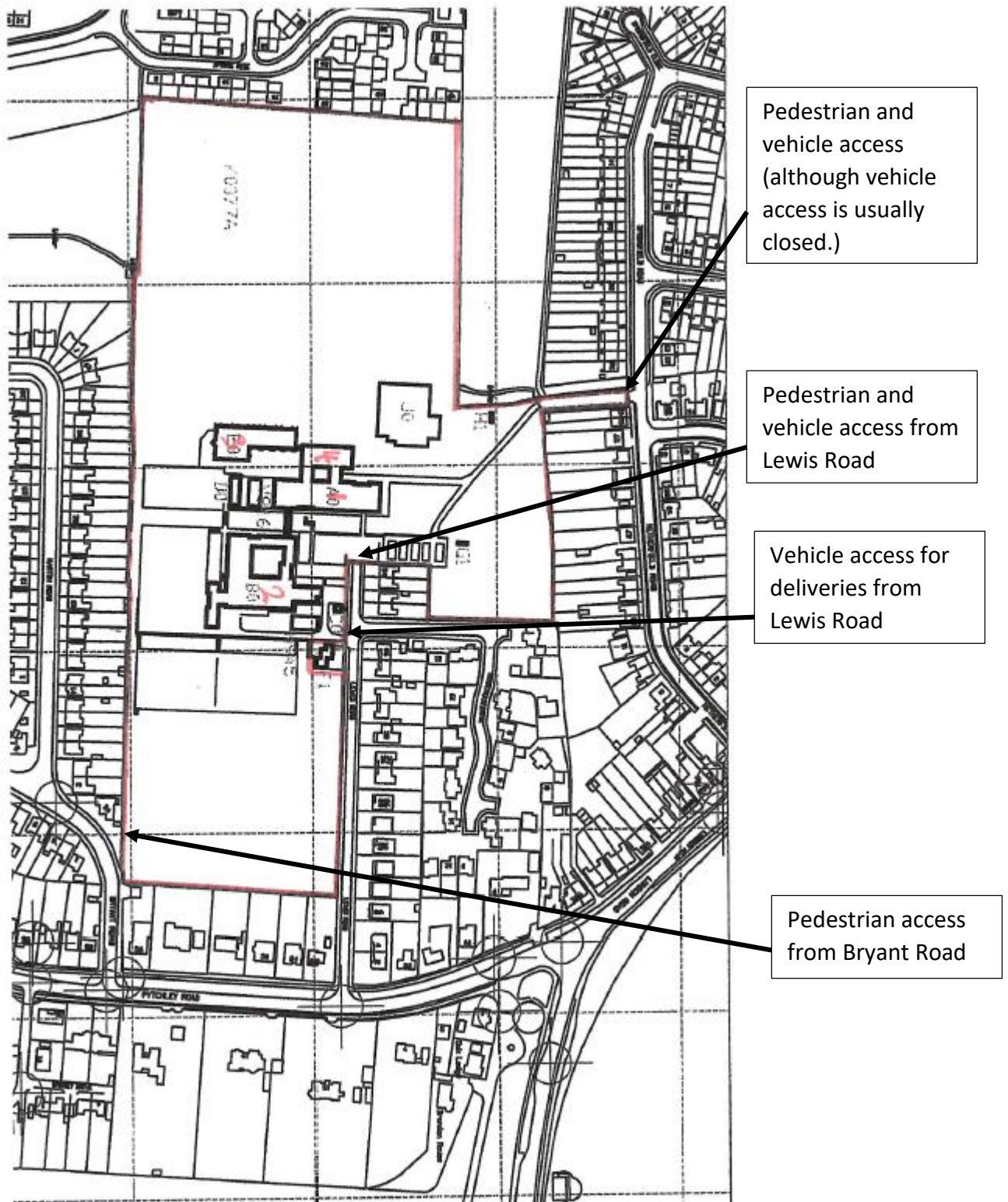
The visitors to the school travelled between a minimum of 1 mile up to 102 miles with an average distance of 18 miles.

The visitors did not note any particular travel problems and therefore made no suggestions for improvement.

## Appendix 6 – Southfield School Transport Code of Conduct

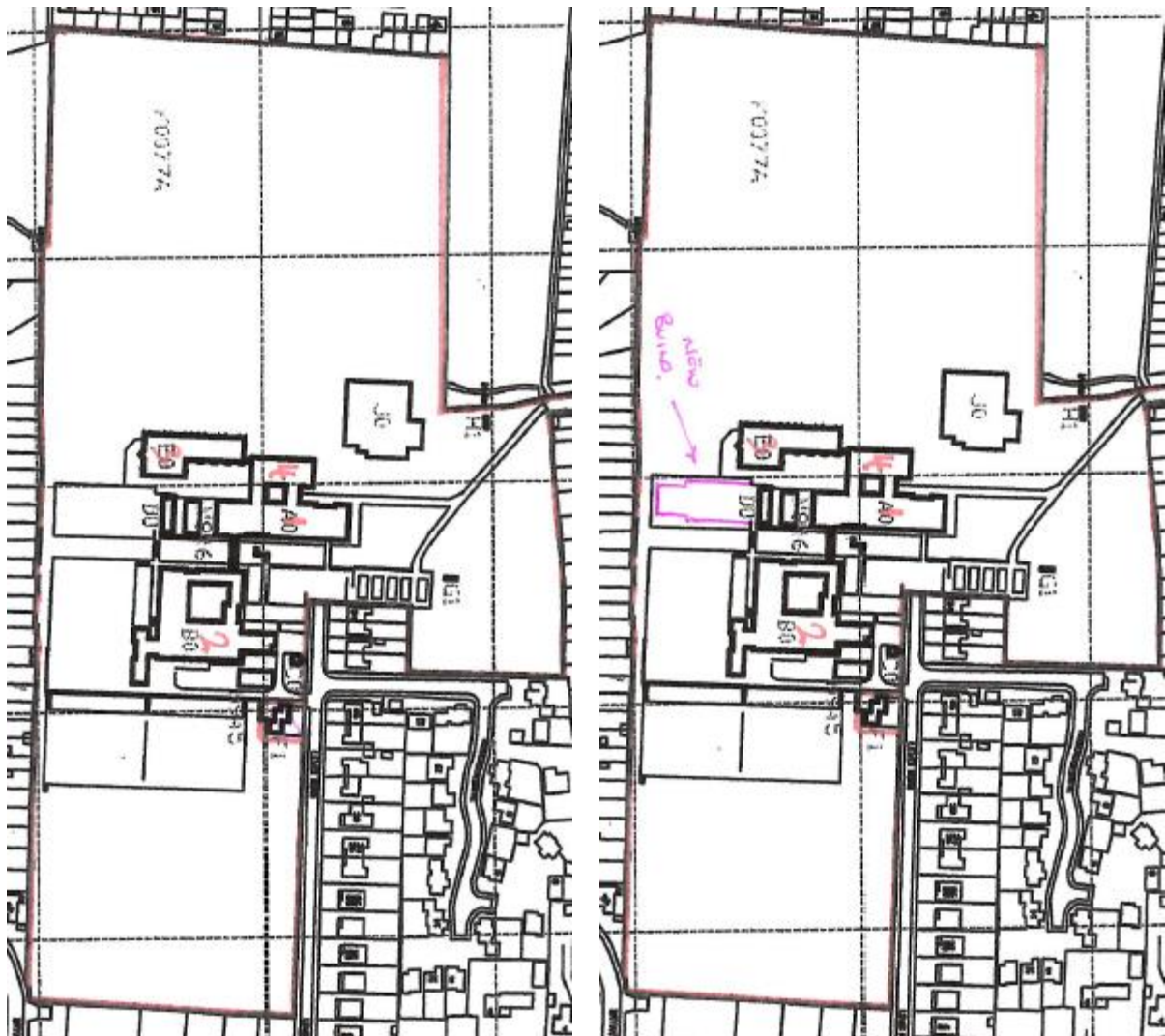
- 1 Always be punctual
- 2 Ensure that you always have your bus pass with you and keep it available for inspection or **you could be refused travel**
- 3 **Buses will only stop at timetabled collection points.**
- 4 Do not push towards the bus when it arrives or when boarding
- 5 You **must** wear a seat belt at all times
- 6 Do not leave the vehicle once you have boarded. **Students are not allowed to leave the bus to visit the shop whilst the driver is waiting for students at other Bus Stops.**
- 7 Always remain seated during the journey. Do not kneel or stand on the seats, or walk up and down the aisles.
- 8 Do not behave in a way that is likely to distract the driver and remember that excessive noise can disturb the driver and could lead to an accident.
- 9 Make sure that your belongings do not obstruct the gangway or take up seat space.
- 10 **Eating, drinking** and smoking are not allowed on the vehicle.
- 11 If the vehicle breaks down or is involved in an accident, follow any instructions given to you by the driver. In the event of an emergency please remain seated on the bus until further instructions are given.
- 12 Behave sensibly and safely at all times.
- 13 CCTV is in operation on all buses. This will be used for safety and behavioural purposes where necessary.
- 14 **Remember, your bus pass may be withdrawn for a period of time if your behaviour on the school bus is unacceptable and you will have to find alternative arrangements.**
- 15 Cost of any damages caused by Students will be charged to parents/carers. In addition, any act of vandalism can be referred to the Police at the discretion of the Bus Company.
- 16 If you miss the bus at the end of the day, then you should report to the member of staff on duty and return to the reception and school will contact home on your behalf.

## Appendix 7 – Southfield School Site and Access Points



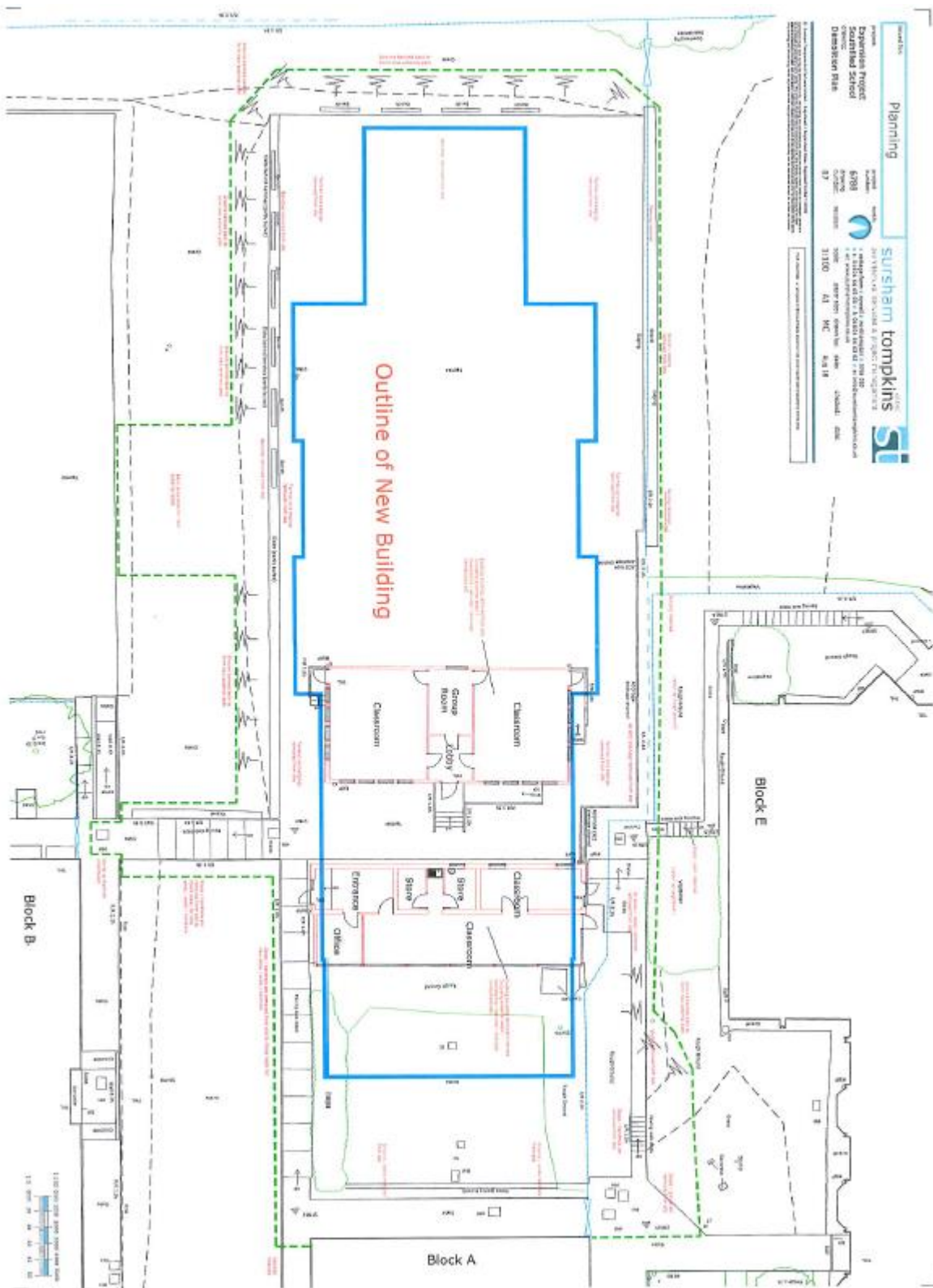
## Appendix 8 – Southfield School Proposed New Build

The plan on the left shows the current layout of buildings on the site whilst the one on the right shows the proposed location of the new building.



## Appendix 9 – Southfield School Proposed New Build

This plan gives more detail of the location of the proposed new building relative to the existing buildings.



## Appendix 10 – Southfield School Example Messages

This appendix gives examples of a number of social media and email messages reminding students, parents and staff of the actions the school and they need to take regarding travel to and from the school.

Facebook, September 2018



Twitter, September 2018



Facebook, September 2018



Twitter, March 2018



Twitter, September 2017



Facebook, September 2017



The following is an email sent to all staff and parents in September 2018.

New EmailView RecipientsForwardArchive

To Whom it may concern regarding school travel arrangements

Sent By: Mrs Suzanne Dutton Sent 27 Sep 2018 10:26

A concerned member of the public has contacted the school to ask if we could send out a polite email to parents asking them to, ideally, not use the Wicksteed Park emergency access (located next to the bus stop on Pytchley Road at the mini roundabout) as a turning point when picking up their children or, at the very least, use extreme caution. She mentioned that the resident's driveways are blind and that there have been some near misses.

Our safety advice to parents is to use either Bryant Road (top gate) or Netherfield Road (bottom gate) to drop off or collect your daughter.

The member of the public also commented on the good behaviour and smart look of our students waiting at the bus stop.

The following is an email sent to all staff and parents in November 2017.

HEALTH & SAFETY ANNOUNCEMENT

Sent By: Mrs Suzanne Dutton Sent 23 Nov 2017 10:59

Our ref SD/smd

23 November 2017

Dear Parent(s)/Carer(s)

**IMPORTANT HEALTH & SAFETY ANNOUNCEMENT!**

As a school we of course regard Health & Safety as extremely important and we are concerned about the number of cars entering the school car park at the start and end of the school day. May we remind parents and carers that entering the car park at these times should be **avoided** unless you are attending a prearranged appointment.

If your daughter is brought to school or collected by car, to avoid congestion it is a good idea not to use Lewis Road at all and may we suggest that you use Bryant Road or Netherfield Road as "drop off" points. We have also been asked to avoid using the bus stop laybys on Pytchley Road as these are for public transport and it is extremely difficult to carry out their duties when the layby is blocked by cars using them to collect/drop off students.

**We hope everyone will understand that these requests should be followed to ensure the safety of all our students.**

As from Monday there will be a member of staff on duty to enforce this.

Thank you for you co-operation.

Yours faithfully,

Mrs S Roberts

Headteacher