




2017 Three Bridges Primary School

School Travel Plan

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Introduction

School Details	
Name of school*	Three Bridges Primary School
Name of STP Champion*	Miss Nicola Burrows
DfE Number*	2153
Telephone Number*	01293524076
E-mail address*	nburrows1@wsgfl.org.uk
Address*	Gales Place, Three Bridges, RH10 1QG
Location*	
Website*	www.threebridgesprimaryschool.co.uk
Type of School*	Primary
Pupil and Staff Information	
Age Range of Pupils*	3-11
Number of Pupils* including Nursery	581
Full Time Staff*	49
Part Time Staff	30

Pupil and Staff Information

Where our pupils travel from

The school is closely situated to a Community Centre in Gales Place which hosts a daily playgroup.
The roads surrounding the school (Gales Drive, North Road and Crossways) are residential with a 30mph speed limit. School Lane to the south of the school is used by pedestrians only although it is sometimes used by emergency vehicles to access the school. There is now a new traffic light crossing on Gales Drive, outside LB1 providing safer access to both sites and between the two sites.
The school has an SSC (Specialist provision for children with Speech and Language disorders) which takes children from all areas of West Sussex. The main catchment area is local children from the Three Bridges area and surrounding neighbourhoods.

	Opening times	Closing times
School Site*	7am	18.30
Pupils Official Times*	8.30am	15.10
Breakfast Clubs (if applicable)	N/A	
After School Clubs (if applicable)	15.00	16.15
Other timings e.g. Nursery timings	Am and pm nursery classes.	

Engineering & Planning

Working Group

How many volunteers have been involved in supporting the school travel plan work and initiatives, this year?
i.e. working group members, transition mentors, Footsteps tutors, Crocodile escorts, cycle trainers etc

25

[Bike_It_Meeting_23rd_April_2015.doc](#) 

[Three_Bridges_Primary_School_Travel_Plan_TM3Complete_25_6_15_2_.docx](#)  

Name	Role
Miss Nicola Burrows	Teacher
Bev Clayden	LA Officer
Paul Smith (Bike It Officer)	Other
Katherine Hampson (Wow)	Other
Mr Matt Andrews	Deputy Head Teacher
Katalin Toth (Eco Council)	Teacher
Joanne McGivern (School Council)	Teacher

Travel & Transport Infrastructure

Facilities		
	Description	Numbers
Car Park*	Staff parking spaces*	30
	Visitors parking spaces*	0
	Disabled parking spaces*	2
Cycle Parking*	Covered Sheffield Stands	28
	Sheffield Stands*	0
	Cycle Pod / Mini Pod*	0
	Other Cycle Spaces*	0
	Total pupil cycle parking spaces*	22
Scooter Parking*	Total staff cycle parking spaces*	6
	Total Scooter Parking Spaces*	0
Storage Lockers*	Number of storage lockers for equipment*	0
Showers available*	Number of showers available*	1
Coach Parking*	Spaces for coaches to park*	0
	Details of coach parking facilities	0

Transportation Links	
Buses*	<p>There is a bus stop directly outside the Upper Site on Gales Drive which provides routes to most local parts of Crawley and links to the main bus station in Crawley Town Centre.</p> <p>The main bus station in Crawley Town Centre is a 15-20min walk from the school and provides bus routes to all areas of Crawley and the surrounding towns/villages.</p>
Rail*	<p>The School is about a 20 minute walk from Three Bridges Train Station, which provides good transport links.</p>

Transportation Links

Roads*

Gales Drive
Gales Place
North Road
Three Bridges Road
Crossways
Mitchells Road

The school sits on the edge of these roads and is therefore easily accessible by road, although parking is an issue as many of these roads are regulated by a TRO (Yellow lines).

Walking Routes*

Gales Drive
Gales Place
North Road
Three Bridges Road
Crossways
Mitchells Road

The main pavements leading to the school are wide and in relatively good condition. As you move further away from the school site, pavements are narrow in places and uneven. Mitchells Road in particular needs repair but the Local Highway Team are aware of this issue. A walking audit has been commissioned to identify a walking route from a park and stride site and this is discussed in more depth later in the travel plan.

Cycling Routes*

There are no designated cycle routes leading to the school. However, the school are working with the Bike It officer to identify safer routes.

STARS Routes to School Audit

The STARS Routes to School Audit has been designed to assist schools with identifying the sustainable travel and transport network that surrounds the school site. The audit is a great activity to conduct with your pupils and will count as evidence towards the 'Consultation Initiatives' in your Action Plan.

You can use the audit below to identify any 'Travel & Transport Issues' that the school faces and begin to think about solutions that may need to be put in place to make it safer and easier for people to travel to your school.

Name of road (main gate)	Gales Place, Gales Drive
Name of other roads surrounding the school	Crossways, North Road, Mitchells Road and Three Bridges Road
Date of assesment	10-02-2016
Time of assesment	1pm
What is the speed limit of the road outside the main gate?	30mph
What is the speed limit on the other roads surrounding your school? (please select all that apply)	30mph

How many of the following crossings are present?

Pelican Crossing

Puffin Crossing

Toucan Crossing

Zebra Crossing

School Crossing Patrol

Traffic Island

1

Is there any traffic calming within 500m of school, e.g. speed bumps, build outs? (If yes, please provide details)

Are there railings present outside or near the main gate? (If yes, please provide details)

Is the main vehicular entrance used for pedestrians/cyclists as well as cars? (If yes, please provide details)

No

Does the school have a dedicated car park for parents (not teachers)? (If yes, please provide details)

No

Are there any dedicated cycle lanes leading to the school?

No

What is the quality of the pavements like within 500m of the school? (If poor/Inadequate, please record any details)

What is the quality of the 'SCHOOL' and zig-zag road markings like?

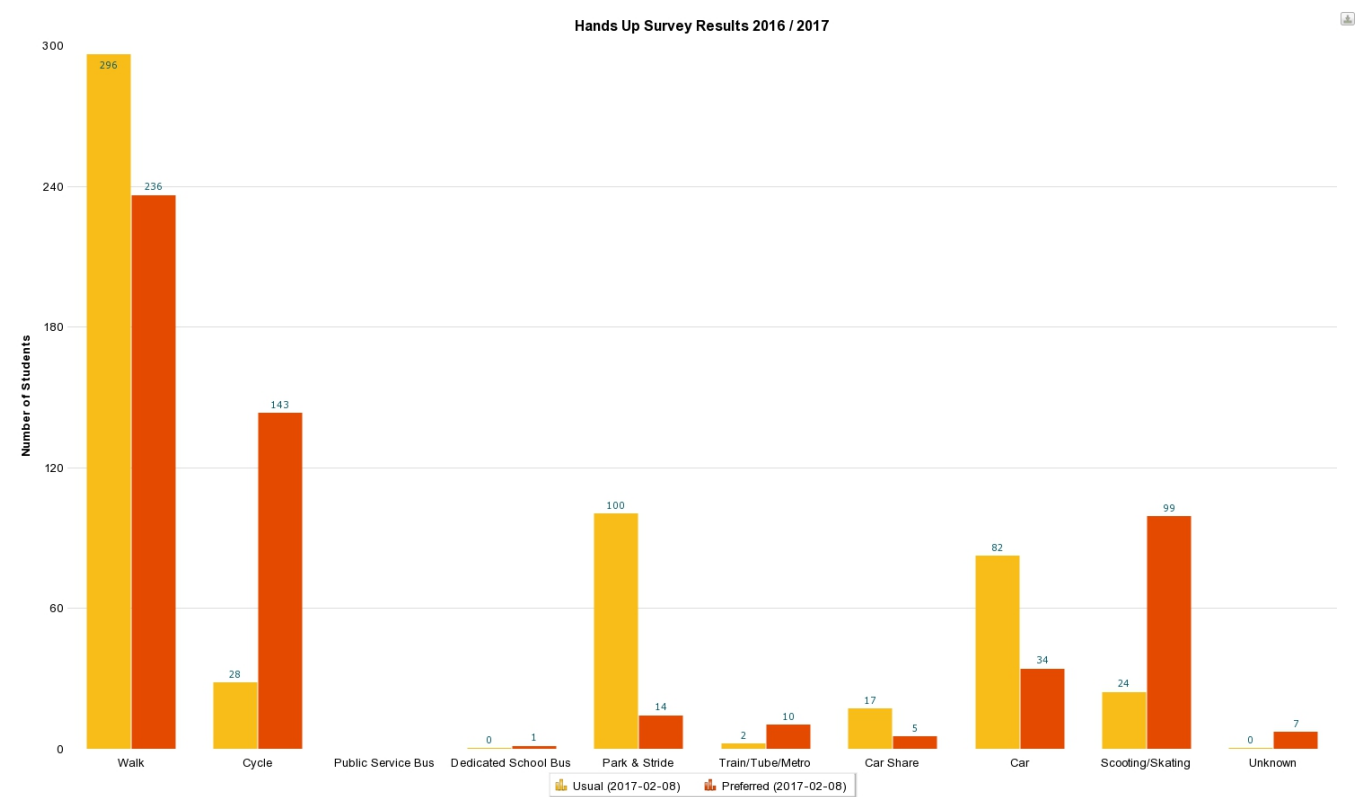
Please record any other obstacles or road layout issues within 500 metres of the school entrance which could be deemed as preventing young people or making it more difficult for them to use sustainable transport on the journey to and from school.

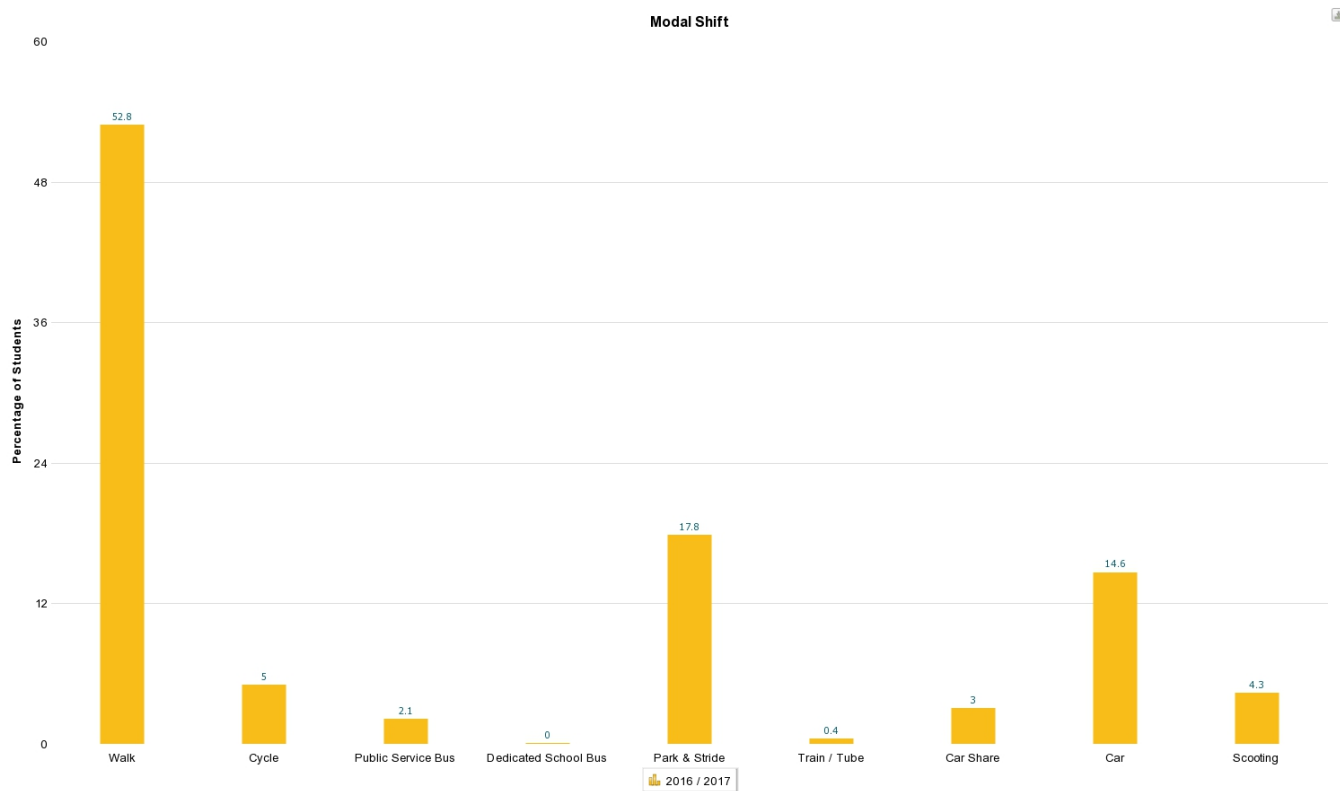
Surveys

Pupil Survey Results

Responses:
561 (8th February 2017 - 8th March 2017), Absent Pupils: 115

Response Rate:
(Responses + Absent Pupils / Pupils on Roll)
120.4 % (8th February 2017 - 8th March 2017)



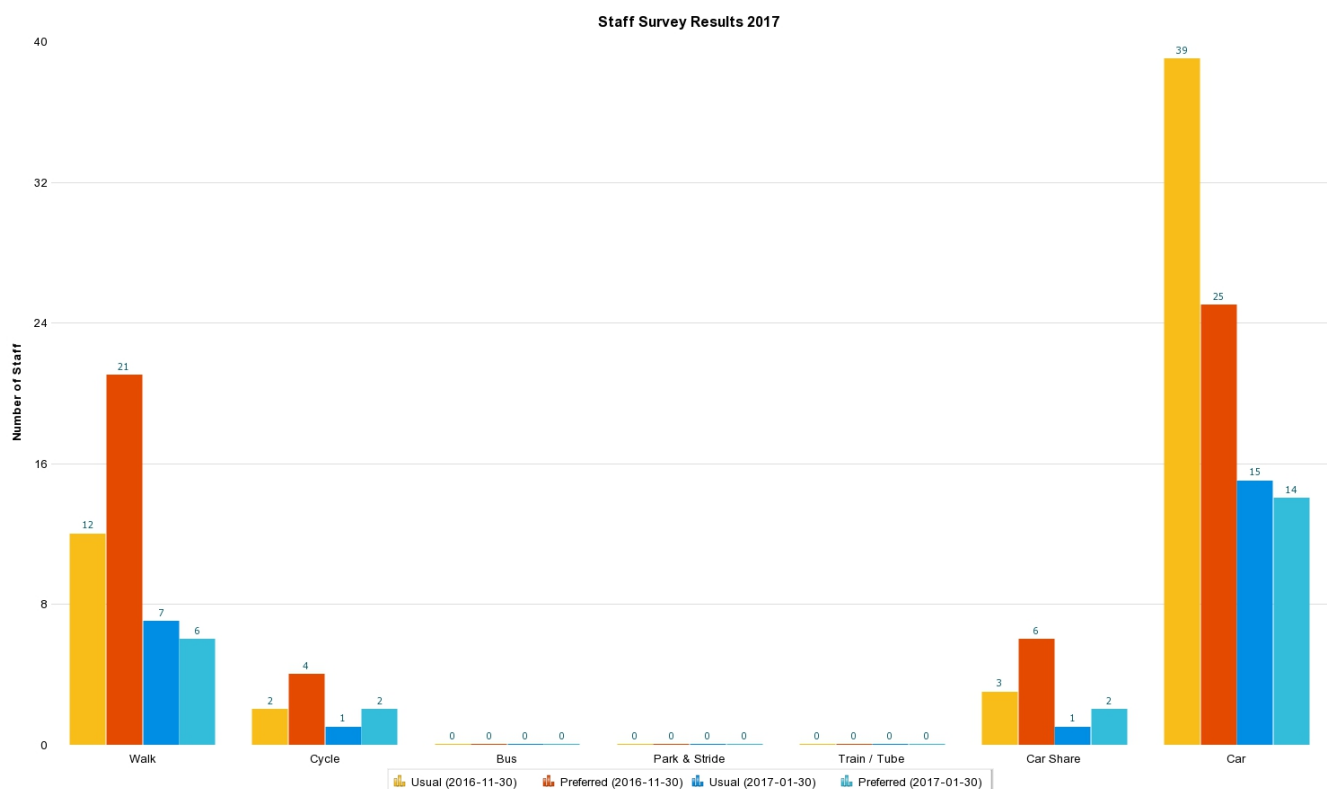


Pupil Survey Comments

Staff Survey Results

Responses: 56 (30th November 2016 - 30th December 2016)
24 (30th January 2017 - 2nd March 2017)

Response Rate: 70.9%



Staff Survey Comments

General traffic

Public transport is limited from East Grinstead to Crawley and journey times are lengthy and often delayed on bus routes.

Rain

Heavy traffic into and out of Crawley at peak times.

Heavy traffic on A24. Heavy traffic in and out of Crawley resulting in over an hour in the car on most days.

Heavy traffic, particularly when there are train strikes.

I usually bring the car to work as I do not go straight home after work.

Journey by car usually fairly problematic due to traffic congestion

Not enough car parking spaces and restricted parking zones around school

Take my children to child minders on the way to school. Traffic is slow moving on the Horsham bypass.

Although it would be nice to get a train and walk either end this would take about 4 times as long as i live a 30 minute walk from the station. Also carrying tons of books would be impossible.

Root is very dangerous for cycling.

Traffic build up in and around main towns.

Traffic queues on the A24 and then within Crawley every day

I usually drive although I do sometimes walk. I prefer to have my car as at the end of the school day I usually go straight out rather than going home.

Getting into and out of Crawley during peak times is very trying.

Severe lack of parking on school premises and restricted parking in the immediate vicinity

No safe cycle routs.

Poor public transport links between East Grinstead and Crawley.

Rain, snow and ice

Traffic on the way home and issues with traffic lights

Traffic on the way home and issues with traffic lights

Traffic on the way home and issues with traffic lights

Lack of parking on upper site of school

Traffic really bad

we have to leave very early to avoid congestion around Crawley

Traffic bad in the morning around Horsham bypass. Take my children to child care on the way to work

Sometimes I cycle to school.

traffic congestion, poor quality of roads, frequent repairs to tyres and suspension, accident blackspots,

I live in a village which would require a bus journey (irregular) and a train journey (Southern rail!) followed by a walk of approx 20 minutes if I were to use public transport. No other staff commute from an area close to me that I could car share with. This is therefore the easiest and most logical mode of transport. (I carry too many bags/ resources etc to make cycling a viable option)

Historical Pupil Mode of Travel Data

Pupils Modal Split		Walk	Cycle	Public Service Bus	Dedicated School Bus	Park & Stride	Train/Tube/Metro	Car Share	Car	Scooting	Total
2017 8th February 2017 - 8th March 2017	Number	296	28	12	0	100	2	17	82	24	561
	%	52.8 %	5 %	2.1 %	0 %	17.8 %	0.4 %	3 %	14.6 %	4.3 %	83%
	Local Authority Data	44.7 %	4.3 %	1.4 %	0.7 %	10.8 %	1.7 %	2.4 %	26.4 %	7.6 %	94%
2016 2nd December 2015 - 2nd January 2016	Number	254	24	0	0	20	0	0	181	19	498
	%	51 %	4.8 %	0 %	0 %	4 %	0 %	0 %	36.3 %	3.8 %	96%
	Local Authority Data	42.2 %	4.3 %	1 %	4.3 %	11 %	2.4 %	3.1 %	24.8 %	7 %	95%

Historical Staff Mode of Travel Data

Staff Modal Split		Walk	Cycle	Bus	Park & Stride	Train / Tube	Car Share	Car	Total
2017 Monday 06th February 2017	Number	12	2	0	0	0	3	39	56
	%	21.4 %	3.6 %	0 %	0 %	0 %	5.4 %	69.6 %	
2017 Monday 30th January 2017	Number	7	1	0	0	0	1	15	24
	%	29.2 %	4.2 %	0 %	0 %	0 %	4.2 %	62.5 %	
Local Authority	%	23.4 %	3.7 %	0.5 %	1.2 %	0.9 %	3.9 %	66.4 %	2106
2016 Wednesday 02nd December 2015	Number	2	1	0	0	1	3	13	20
	%	10 %	5 %	0 %	0 %	5 %	15 %	65 %	
Local Authority	%	21.7 %	4.8 %	0.5 %	2.1 %	2.2 %	5.1 %	63.6 %	2042

Targets due this academic year

Target	Details	Met	Comments
Mode: Cycle Date Added: 02/12/2015 2016 / 2017	Previous: 0% Projected target: +5 % Actual: 5% % Change: -% Percentage Points: 5		In 2015/2016 4.8% of pupils were travelling to school by bike. In 2016/2017 this increased to 5%. The hands up survey was taken during the Winter period and therefore the school were pleased to see a 0.2% increase. There was also a 0.5 % increase in scooter use.
Mode: Walk Date Added: 02/12/2015 2016 / 2017	Previous: 0% Projected target: + 2 % Actual: 52.8% % Change: -% Percentage Points: 0		In 2015/2016 51% of pupils walked to school. In 2016/2017 this had increased by 1.8%. This was very close to the target set. The survey data from 2016/2017 reflected the school's campaign to increase park stride and to reduce the number of cars outside the school gates. Resulting in an increase of 3% in Car share, an of 13.8% in Park and Stride and a reduction of 21.8% using a car to travel to school.

New Targets

Target	Details	Annual Monitoring	Due Year
Mode: Scooting Date added: 27/02/2017	Previous: 3.8% Projected Target: 4% % Change: 5.26% Percentage Points: 0.2	2017 / 2018:	2017 / 2018

Travel & Transport Issues

Current Travel Transport Issues					
Date Issue Identified	Details of Issue / concern	How the issue / problem was identified	Possible Solutions	Resolution	Uploads
Walking					
July 2015	Uneven pavements	Parent survey	Contacted WSCC		
July 2015	No school crossing patrol	By parents and staff	A count was requested by WSCC in 2 identified locations.		
Road Safety					
July 2015	School Safety zone - solar lights need replacing	Parent Survey and complaints	Contacted WSCC who will replace 2016/2017 and extend with school warning triangles on North Road		
February 2016	For some time there has been issue with the speed of traffic outside the school, despite the 20 mile per hour zone.	Through the Travel Survey, parents comments and teacher's observations when manning the gate.	Greater Police presence. Write to Council MP for help. Educate parent drivers through in house school campaign.		
January 2016	Children's behaviour and road safety skills have raised concerns.	By teachers manning the gate.	Road Safety education within school at every opportunity.		
June 2016	Beacon light out on school crossing sign - Upper Site side of Gales Drive, near the traffic light crossing.	School Travel Plan co-ordinator has been monitoring these lights as they have recently been replaced.	Issue reported to West Sussex County Council through SSE. Reference number 132848.		
Parking					
January 2016	Lack of parking near to the school as the Community Car Park has gone and much of the local area has parking restrictions.	Travel Survey, staff and parent comments.	Increase and encourage active journeys to school. Investigate and set up local Park and Stride locations.		

No new travel / transport issues

Actions

Planned Actions

Cycling Actions						
C16 Other cycling initiative 1	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Launch assemblies in Spring 2 - to be led by Bike It Crew members.	Miss N Burrows Bike It Crew	March 2016				
Promotion Actions						
PR6 School has an active travel policy	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Policy to be distributed to all staff and parents. Link to be added to school website.	Miss N Burrows SLT Team	January 2017				
Walking & Scooting Actions						
W12 Scooter storage installed	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
raise monies towards storage and approach local authority to match fund	Miss Burrows B Clayden	March 2017				

Completed Actions

Walking & Scooting Actions						
W1 Living Streets WoW Campaign	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Launch Assembly/Strider Set up WOW scheme on both school sites. Strider visits at the end of the school day.	Miss N Burrows and Kate Hampson from Living Streets in collaboration with school staff and children.	October 2015	Funded by Living Streets WOW project.	02-02-2016		travel_to_school_newsletter_Wow_launch_Bike_It_breakfast.pdf
W1 Living Streets WoW Campaign	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Regular use of Travel Tracker system to record journeys All classes now using the online system to record their journey on a daily basis. Children rewarded with badges, monthly.	Miss N Burrows and class teachers.	January 2016	Funded by Living Streets WOW project.	29-01-2016		Travel_Tracker_link.docx
W1 Living Streets WoW Campaign	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Half Termly WOW meeting Meet with WOW champions to discuss future actions, progress and finding solutions.	Miss N Burrows and WOW Champions.	December 2015	No funding required	18-11-2015		WOW_Meeting_October_2015.doc WOW_Meeting_November_2016.doc
W1 Living Streets WoW Campaign	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Meet with WOW champions to discuss future actions, progress and finding solutions.	Miss N Burrows and WOW Champions.	December 2015	See minutes	19-10-2015		
W6 Walk to school week	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
WSCC Walk to School Week Throughout a week in May the whole school were invited to take part.	All staff	May 2015	Subsidised by WSCC remainder paid by school - approx. £80.	29-05-2015		Three_Bridges_Primary_School_Travel_Plan_TM3Complete_25_6_15_2_.docx
W9 Educational / Curriculum walks	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Park and Stride Audit Wow Champions to conduct route audit for proposed Park and Stride location with Kate Hampson.	Kate Hampson Miss Burrows	February 2016	Co-ordinated by Kate Hampson. Identified concerns about safety of entrance to the Cricket Club car park.	10-02-2016		Risk_Assessment_Park_and_Stride_Audit.doc
W10 Walking Bus in place	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
SSC children Walking Bus Once a Week Children are met by a member of staff every Friday morning on the opposite site and take part in a 'Walking bus' scheme to walk to their own site.	Miss N Burrows Miss K Williams	October 2016	SSC children are brought to school by taxi and therefore are unable to take part in the school's planned travel initiatives. The walking bus has been set up to allow these children to take part in the WOW initiative. This happens once a week on a Friday morning.	21-10-2016		three_bridges_walking_bus.JPG
W11 Walking trips	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Library Visit Small group, whilst on the way to the Library were taught about crossing roads safely.	Miss Burrows Mrs Allen	November 2015	No funding. Children were given the opportunity to put road safety skills in to practice whilst walking to the library.	04-11-2015		Library_Risk_Assessment_2015.doc
W11 Walking trips	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Yr 6 Walk to Local Park Whilst walking to Gratton's Park, children were educated in road safety skills, on route.	Mrs Mahesan and Mrs Archibald	November 2015	The school raised awareness of crossing roads and general road safety.	12-11-15		Risk_assessment_Gratton_27s_Park_Nov_2015.docx
W13 Scooter club	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Scooter skills after school club 4 trial sessions organised for Key Stage 1 children. Sessions to focus on scooter skills.	Miss N Burrows (Travel Plan Co-ordinator) Mr Paul Smith (Sustrans)	October 2016	The children enjoyed these sessions and we will look to offer further sessions during the Spring Term.	16-11-2016		scooter_skills_sessions_letter_oct_2016_1_.doc
Curriculum Actions						
CU1 School takes part in competitions promoted by others	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
WOW competition Design next year's badges.	Miss N Burrows	March 2016	Top 3 entries were sent off to Wow. Awaiting results.	15-03-2016		
CU9 School uses Living Streets Travel Tracker to collect data	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Data collection Daily use of travel tracker online system in all classes	Miss N Burrows and all class teachers	January 2016	Funded by Living Steets	02-02-2016		Travel_Tracker_link.docx
CU10 Other curriculum work 1	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Poetry Workshop Based around Be Safe Be Seen initiative.	Miss N Burrows and Year 5 teachers. Bike It officer	November 2015	Funded by Sustrans through Bike It.	02-02-2016		Newsletter_Autumn_2015_Bike_Poetry.pdf bike_poem_001.jpg Bike_It_High_visibility_display.jpg
Cycling Actions						
C1 Dr Bike/cycle maintenance sessions	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Parent led Dr Bike Session After school session in the hall. Run from 3.15- 4.30pm	Miss N Burrows and parent.	May 2015	Free - parent supported scheme.	02-02-2016		pictures_dr_bike_workshop.docx
C2 Cycle parking installed	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
New storage facilities Funding acquired from West Sussex County Council and match fund through the Friends Association.	Miss N Burrows and Bursar.	June 2015	West Sussex County Council and Friends of the school.	01-12-2015		funding_bike_shed.docx Est_16207_from_Allpark_Ltd_3316_Bike_storage_quote.pdf bike_it_282.JPG
C3 Bikers breakfast	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Launch Breakfast Breakfast for the children who cycled to school.	Miss N Burrows and staff. Paul Smith, Bike It Officer	October 2015	Funded by Sustrans.	07-10-2015		travel_to_school_newsletter_Wow_launch_Bike_It_breakfast.pdf
C5 School takes part in The Big Pedal	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Big Pedal School is registered to take part in April 2016. Promotional assemblies organised for both sites (Upper and Lower)	Miss N Burrows Paul Smith (Bike It officer) All staff	April 2016	Prizes funded by Sustrans. We came 4th locally and were rewarded with a bike foot pump.	29-04-2016		The_Big_Pedal_2016_letter_to_parents.pdf
C7 Cycle reward scheme	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

silver award for Bike scheme school worked to raise the award level of the Bike it award from bronze to silver. Presented in a whole school assembly and plaque is now proudly displayed at both school sites. The school are actively working towards gold.	Paul smith - bike it Miss Burrows-	September 2016	school worked to progress from bronze to silver Bike it Award. Presented in a whole school assembly and plaque is now proudly displayed at both school sites. The school are actively working towards gold.	28-09-2016		Awards.zip
C9 Cycle club in place	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
After school sessions Lower Site - Learn to Ride Upper Site - Cycling Skills and Games	Miss N Burrows and Paul Smith, Bike It Officer	October 2015	Funded by Sustrans. After school sessions are on-going.	02-02-2016		Confirmation_letter_Bike_it_club_February_2016.docx
C15 Bling Your Bike day	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Valentines Bling your Bike Events to take place on 9th February 2016 on the Upper Site and 10th February 2016 on the Lower Site. Posters displayed and assembly given to promote the event. Information attached to the Newsletter and appears on website	Miss N Burrows Paul Smith (Bike It Officer)	February 2016	Funded by Sustrans	10-02-16		Newsletter_Spring_2016_Bling.pdf Valentines_Bling_Your_Bike_Word.docx bike_it_254.JPG
C17 Other cycling initiative 2	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Bike It Crew Meeting Half termly meeting to discuss promotions and initiatives.	Miss N Burrows	April 2015	See minutes from the meeting.	23-04-2015		Bike_It_Meeting_23rd_April_2015.doc
Road Safety Actions						
R1 Cycle training for pupils (e.g. Bikeability)	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Bike Ability Yr 6 Bike Ability.	Yr 6 Class Teachers Dean Pocock WSCC	April 2015	40 pupils achieved Level 1 33 pupils achieved Level 2	05-06-2015		School_Bikeability_Information.docx
R2 Learn to ride	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
After School Sessions Lower Site after school sessions with Bike It Officer	Paul Smith Bike It Officer Miss N Burrows	October 2015	Funded by Sustrans	19-10-2015		bike_it_276.JPG bike_it_270.JPG
R3 Balance Bike training	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Yr 1 Balance Bike Training Course Week beginning 8.2.16	Ed Clark Miss N Burrows	February 2016	Funded by West Sussex	12-02-2016		bike_it_273.JPG bike_it_277.JPG
R9 Road safety assembly/presentation	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Road Safety Assembly Visitor Beverly Clayden	Beverly Clayden Miss N Burrows	October 2015	None required	05-10-2015		bike_it_242.JPG

R10 Be Bright Be Seen activities	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Assembly High Visibility Visitor - Paul Smith 'Bike It Officer'	Miss N Burrows Paul Smith 'Bike It' Officer	November 2015	None required	10-11-2015		
R10 Be Bright Be Seen activities	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
High Visibility Disco Upper Site Disco	Friends of the school Miss Burrows	November 2015	Run by the Friends Associated. Tickets sold	13-11-2015		Disco_2015_005.jpg Disco_2015_069.jpg Disco_2015_075.jpg Disco_poster_2.pub
R10 Be Bright Be Seen activities	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Display High Visibility display - child's poems and high visibility bike display	Miss N Burrows	January 2016	None required	01-02-2016		001.JPG 002.JPG
R13 Use of transition resources	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
distribute resources piloted the step up guide in class through discussion.	Y6 teachers	March 2016	This was found to be useful by the Y6 children and school want to promote this further and obtain copies for all pupils in the handy size format. WSCC to issue enough guides for all pupils	07-07-2016		Step_up_letter.pdf
R13 Use of transition resources	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Step guide distribute resources piloted the step up guide in class through discussion	Y6 teachers	July 2016	This was found to be useful by the Y6 children and school want to promote this further and obtain copies for all pupils in the handy size format. WSCC to issue enough guides for all pupils	15-07-2016		
Promotion Actions						
PR1 Newsletter	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Regular Newsletters Updates through the weekly newsletters.	Miss N Burrows School Office staff	February 2016	No funding is required	08-01-2016		Newsletter_Autumn_2015_Bike_Poetry.pdf Newsletter_Spring_2016_2_crossing.pdf Website_Information_update.doc
PR7 Travel information on notice board	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
WOW Notice Board Park and Stride information to be displayed here. Wow reps	Miss N Burrows	February 2016	N/A	17-03-2016		wow_display.jpg
PR13 Information on website	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
School Travel Plan page on website Updates and up and coming events	Miss N Burrows Office Staff	February 2016	N/A	04-02-2016		Website_Information_update.doc Website_link.doc

PR15 Within the prospectus	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Information in prospectus Entry and Exit information included in the school prospectus.	Head Teacher	September 2015	N/A	07-09-2015		website_info_entry_and_exit_to_school.pdf
PR19 School railing banners	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Zig Zag Lines banner and WOW banner Banners to be displayed on the school gates so that they are visible from the road. Zig Zag line banner to be displayed outside the Upper Site to deter parents from parking in these areas. WOW banner to be displayed on both sites to promote walking to school.	Miss N Burrows	January 2016	Once the SKC had had a TRO placed on them the school promoted safe parking and not stopping on SKC by displaying the banner borrowed from WSCC.	08-12-2016		IMG_2250.jpg
Partnerships Actions						
P1 School works with Police / Safer Neighbourhood Team / PCSO to promote safe & sustainable travel	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Assembly Local PC invited to give an assembly to the Upper Site children to talk to them about Road Safety	Miss N Burrows Local PC	April 2016	All Upper Site children attended the assembly. PC Pearce addressed the school's concerns over how some of the children are crossing the road outside the school. He reinforced the importance of road safety and crossing roads sensibly.	13-04-16		
P2 School works with other schools to promote safe & sustainable travel	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Mode Shift Local Meeting School representatives to attend event - share and discuss ideas with representatives from other schools.	Miss N Burrows	July 2016	This was used as a Networking opportunity to discuss and share ideas with other schools. The Award was shared with the whole school during an assembly to raise awareness of sustainable travel.	01-07-2016		Award.docx
P4 School works towards the Sustainable Schools Framework	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Bike It Bronze Award We have been awarded our Bike It Bronze Award for Sustainable Travel. Bronze mark is shown on the school website.	Miss N Burrows Paul Smith Bike It Officer	January 2016	Funded by Sustrans	11-01-2016		Website_link.doc

P5 School works with Local councillors / Mayor / MPs	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Mode shift stars award ceremony School representatives to attend.	Miss N Burrows	July 2016	Nikki Burrows attended West Sussex presentation day to accept Bronze award and network with other schools and stakeholders. This was then shared with the children during assemblies and the award is displayed in both front entrances.	01-07-2016		Evidence_from_presentation_Award.docx
P9 School works with local sport / health partnerships to promote safe & sustainable travel	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Park and Stride locations 5 Local businesses contacted about the possibility of using their car parking facilities as a location for the school's Park and Stride initiative.	Miss N Burrows Kate Hampson WOW Champions	March 2016	Three Bridges Cricket Club have agreed to work with the school and have offered the use of their car park as a park and stride location for morning drop offs. A route audit was carried out by the Wow champions who have raised some concerns over the safety of the entrance to the car park. Kate Hampson to raise these issues with West Sussex County Council.	18-03-2016		Cricket_club_letter.doc CSC_Letter.doc Letter_Football_club.doc Montefiore_letter.doc Risk_Assessment_Park_and_Stride_Audit.doc Free_Church_letter.doc
Consultation Actions						
G2 Gold: The whole school community is involved with the travel activity of the school, its targets and actions	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Involvement in Walking and Cycling initiatives School has taken the decision to sign up to the Bike It and Wow schemes. This is offered to the whole school community and pupils understand that by choosing sustainable modes of travel goes towards the targets set in the travel plan to reduce car use.	All	October 2016	Both the WOW and Bike It schemes are running well across the school and will continue during the 2016/2017 academic year. Many events have been held to support the promotion of sustainable routows of travel	12-07-2016		travel_to_school_newsletter_Wow_launch_Bike_It_breakfast.pdf WS119_TravelToSchool_Newsletter_June2016_OSD.pdf
G4 Gold: Pupils have a role in updating the travel activity of the school	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Travel Tracker System All children enter their mode of travel every day via the Travel Tracker System.	All staff and pupils	October 2016	Travel Tracker system has been set up for all classes to use independently. Further encouragement is needed to ensure that all classes are using this on a daily basis.	03-10-2016		Travel_Tracker_report.csv
S3 S3 Silver: Minutes of meetings with governors, staff, senior management team or school council are provided	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
route audit with Living streets Full audit with living streets and group of children	Ms Burrows	March 2016	full audit of local area highlighting safe routes and identifying areas of concern	02-03-2017		Three_Bridges_SRA_report_final.pdf
S4 Silver: Examples of pupils work relating to the plan	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Haiku poetry - Be Bright Be Seen Display High Visibility display - childrens' poems and high visibility bike display	N Burrows P Smith Yr 5 class teachers	February 2016	Outdoor display of children's work. It attracted the attention of parents and pupils, helping to raise awareness of safety during the darker months.	01-03-2016		Be_Bright_Be_seen_poetry.JPG
S5 Silver: The school has carried out more in depth research/ alternative consultation methods	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Full parent, pupil and staff travel survey questionnaire pertinent to parents, pupils and staff to understand the barriers to sustainable travel and to get a clear understanding of how pupils travel to school.	Miss N Burrows Mr M Andrews	March 2015	70% of the respondents (100 pupils) travel less than a mile to school. 24% (35 pupils) travel A survey of Three Bridges Primary School parents was carried out in May 2015, 72 questionnaires were returned. This was less than half of the number returned in 2013 and it is therefore difficult to make comparisons with the data. A possible reason for the difference in response rates is that parents were encouraged to respond to the questionnaire in 2013 to support the application of a road crossing on Gales Drive. Many parents were in support of this and felt strongly about the crossing, therefore returning their parent questionnaire. The 2015 results were analysed by Nikki Burrows and discussed by the Senior Leadership Team who found that: 67% of the respondents (48 pupils) travel less than a mile to school. – 3% decrease since 2013 18% (13 pupils) travel between 1 and 2 miles. – 6% decrease since 2013 8% (6 pupils) travel between 2 and 3 miles. – 5% increase since 2013 7% (5 pupils) three miles or more. – 4% increase since 2013	17-03-2016	Three_Bridges_Primary_School_Travel_Plan_April_2015.docx Travel_Questionnaire_for_Parents.docx Pupil_travel_questionnaire.pptx	
S5 Silver: The school has carried out more in depth research/ alternative consultation methods	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads

Route Audit WOW representatives to work alongside Living Streets organisation to investigate the local area and the route to a potential park and stride location.	K. Hampson Miss N Burrows WOW representatives	June 2016	Route audit completed and findings shared with West Sussex County Council and school Leadership team.	17-06-2016	WS119_TravelToSchool_Newsletter_June2016_OSD.pdf
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Smarter Driving Actions

SD7 Parent parking campaign	Person Responsible	Target Completion	Reporting	Completion date	Funding acquired	Uploads
Campaign against parking on the Zig Zag lines Police that supported the school to produce a banner that a group of children used to shame parents in to not parking on the Zig Zag lines. This action was backed up by an Operation Crackdown leaflet being sent to all parents and it was advertised in the newsletter.	Mrs Emberson	March 2016	With the help of Police support, the children highlighted the dangers of parking on the Zig Zag lines. Whilst they were out 'protesting' they noticed a marked improvement. Unfortunately, this will need to be repeated to keep high profile.	11-03-2016		Newsletter_Spring_2016_Zig_Zag_Lines_Operation_Crackdown.pdf

Sign off & Formal Approval

Title	Name (for pupils a name is not required,e.g. school council)	Sign off
STP Champion	Miss Nicola Burrows	Signed off on: Wednesday 15th March 2017 10:38:38
Head teacher	Mrs Trudy Emberson	Signed off on: Wednesday 15th March 2017 10:38:44
Governor (if applicable)	Doug chapman	Signed off on: Wednesday 15th March 2017 10:38:52
Pupils	School Council	Signed off on: Wednesday 15th March 2017 10:38:58
LA Officer	Beverly Clayden	