

# *PORTFIELD SCHOOL & SATELLITE CENTRES*



## **POLICY DOCUMENT FOR TRAVEL PLAN**

We support Portfield School Travel Plan

Adopted by the Headteacher and Chair of Governors on 05/06/2019

This policy will be reviewed in consultation with staff, parents and governors on a biennial basis and will be reviewed by: June 2021

### Portfield School Mission Statement

Working together    Learning together    Achieving together  
At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

### UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

# Portfield School Travel Plan

## Introduction

Portfield School is an all age special school situated in the County town of Haverfordwest catering for pupils with severe and complex learning difficulties. At present there are 154 pupils on role situated in the main school buildings, attached portakabin, Y Porth Centre located on Ysgol Y Preseli Comprehensive school site and 2 classrooms located in the adjacent Haverfordwest High Comprehensive School.

The majority of pupils live within the County of Pembrokeshire with 2 pupils living in the neighbouring county of Carmarthenshire and nearly all travel to school by LEA provided taxi or minibus. A few parents transport their own children and one child walks to school.

Portfield School has developed this travel plan to encourage a healthy and safe environment for pupils, parents, staff and visitors to the school premises.

## Consultation

The travel plan has been produced through consultation with staff, LEA and parents. A questionnaire was devised for staff to collect information and the plan has also been discussed during staff meetings.

Parents have been consulted through questionnaires, one devised to ascertain information about their current travel using LEA transport living over 3 miles away and one for those parents who live locally where there may be alternative forms of transportation for their pupils.

## Current Issues

The pupils who attend Portfield school live throughout Pembrokeshire. It is therefore difficult to identify a safe route to school since there are so many journeys. However the plan will identify some issues related in general to transporting pupils and will concentrate on the access road to the school for pupils who arrive by bus or car. One pupil walks to school and therefore this route will also be considered in relation to its safety.

The school works closely with the LEA who provides school transport. The issues identified have included

- Timings of transport to ensure pupils arrive and depart on time
- Length of journey time for pupils
- the use of webbing or clamps to securely fix wheelchairs in transport
- the training of escorts/drivers to support pupils with medical issues
- the safety of drop off and collection points due to most pupils being transported to school by bus, taxi or car.
- environmental concerns – improve where possible numbers of pupils and staff 's use of environmentally friendly modes of transport to school
- pupils walking to school

Journeys made during the school day to attend activities at other locations are carried out largely by minibus supplied by the LEA and driven by School staff who have undergone MIDAS training.

## Safer Routes in Communities

The Safer Routes to Schools programme began in Pembrokeshire in 1999 and has been very successful in drawing down grant money from the National Assembly for Wales to address infrastructure improvements to encourage a modal shift from private cars to walking and cycling to school.

### Objectives

- To increase the number of pupils walking and cycling to school in safety through improvements to the built environment, seeking to address both real and perceived concerns for the vulnerability of school pupils.
- To reduce traffic congestion and associated pollution throughout the County, in order to enhance and improve the quality of life for all who live, work or travel in Pembrokeshire.
- To promote the role of alternative modes of travel (walking, cycling and public transport) in preference to the car for all, or a substantial part of all journeys, emphasizing the health benefits of sustainable forms of transport.
- To identify individual schools that wish to participate in the Safer Routes in Communities initiative and encourage them to prepare, produce and implement School Travel Plans, in conjunction with relevant and appropriate partners.

**A School Travel Plan is to be the key component of Safe Routes in Communities bids, since it shows a school's commitment to developing, implementing and monitoring safe and responsible journeys within its surrounding community.**

**In relation to safe routes/access to school and immediate locality. The following general gains are goals from improving safer routes and appropriate travel to school:**

**The social gains which should be generated are as follows: -**

- ❑ Reduction of traffic volume producing an associated reduction in noise and pollution.
- ❑ Reduction of exposure to road safety hazards
- ❑ Reduction in congestion producing an associated economic gain.
- ❑ Reduction in the demand for new infrastructure and consequent cost saving.

**Benefits for parents and carers are as follows: -**

- ❑ Reduced costs associated with motorised trips.
- ❑ Reduce the risk of involvement in road traffic accidents.

## Gains for pupils are as follows: -

- ❑ More opportunity for independence by increasing mobility, leading to greater responsibility.
- ❑ Improved development of social and spatial skills.
- ❑ Reduce the risk of involvement in road traffic accidents.
- ❑ Healthier pupils and reduction of obesity through more physical exercise.
- ❑ Reduce car dependency by school pupils.

## Brief description of the school

<p><b>Location of school.</b></p>	<p>Portfield School  Portfield  Haverfordwest  Pembrokeshire  SA61 1BS</p> <p>Portfield School is located on the outskirts of the County town of Haverfordwest in a suburban area.</p> <p>Portfield School Satellite Unit Preseli  Ysgol Y Preseli  Crymych  Pembrokeshire  SA41 3QH</p> <p>Portfield School Satellite Unit's Haverfordwest High  Haverfordwest High  Portfield Avenue  Haverfordwest  Pembrokeshire  SA61 1EQ</p>
<p><b>Numbers of pupils.</b></p>	<p>Portfield School has 154 (7 of which are located in Preseli, 12 in Haverfordwest High 1 and 9 in Haverfordwest High 2) pupils on roll with a range of physical, learning and sensory difficulties. A number of pupils are dependent on wheelchairs.</p> <p>Nearly all pupils require support to travel to school either because of their physical needs or due to the severity of their learning difficulty meaning that their safety would be at risk were they to travel alone.</p>
<p><b>Numbers of staff.</b></p>	<p>Portfield School employs 130 (4 of which are located in Preseli, 6 in Haverfordwest High 1 and 4 in Haverfordwest High 2 ) staff plus a large number of professionals regularly visit the school. There are 4 members of the kitchen/catering services and 6 members of the Cleaning services which are on site daily.</p>

<b>Catchment area.</b>	The catchment area covers the whole of Pembrokeshire and parts of Carmarthenshire.
<b>Parking areas.</b>	Indicated on plan
<b>Bus stops.</b>	<p>There is no public bus stop on the access road to the school. The closest bus stop is on the main Haverfordwest to Broad Haven Road at Tesco.</p> <p>In Preseli there is a bus stop located outside of the main gates of the school on the main road through Crymych.</p> <p>There is no public bus stop located at Taker Milward The closest bus stop is on the main Haverfordwest to Broad haven Road at Tesco.</p>

## Evidence of consultation

### Summary of modes of transport to and from school used by pupils

#### To / from school – pupils (number of responses- 138)

Live over 3 miles			Live within 3 miles		
Mode	Number	%	Mode	Number	%
Walk	0	N/A	Walk	2	22.2%
Cycle	0	N/A	Cycle	0	N/A
Bus/ Taxi	120	93%	LEA Bus/Car	4	44.4%
Private Car	9	7%	Parent car	3	33.4%
<b>Total</b>	<b>129</b>	<b>94%</b>	<b>Total</b>	<b>9</b>	<b>6%</b>

#### To / from school – staff (number of responses 94)

Live under 2 miles			Live 2- 5 miles		
Mode	Number	%	Mode	Number	%
Walk	9	36%	Walk	0	N/A
Cycle	1	4%	Cycle	0	N/A
Bus	0	N/A	Bus	2	3%

<b>Car</b>	15	60%	<b>Car</b>	63	91%
<b>Share lift</b>	0	N/A	<b>Share lift</b>	4	6%
<b>Total</b>	25	26.5%	<b>Total</b>	69	73.5%

<b>Summary of school's transport and road safety problems - to reduce congestion on site</b>		<b>✓</b>	<b>✗</b>
<b>Congestion</b>	All day		x
	08:30 – 09:15	/	
	14:45 - 15:30	/	
<b>Existing control measures</b>	Parking area signage, displaying parking restriction times. Parking staff to assist with traffic control at peak times.		
<b>What more needs to be done.</b>	New layout with additional designated parking areas. Currently on going. Cost approx. £100,000 if area above school is utilised - £30,000 if minor adjustments made. LA to discuss and identify way forward for school.		
<b>To reduce speed of traffic on school access route</b>	Dangerous to walk in particular areas due to no foot path.	/	
	Vehicles speeding.	/	
<b>Existing control measures</b>	Speed ramps installed to reduce vehicle speed. Pupil supported where no foot path is located.		
<b>What more needs to be done.</b>	Pembrokeshire County Council to investigate costs of installing foot paths at the entrance/exit of school site. Speed signage to be purchased and displayed. – July 17		
<b>To improve car parking on school site.</b>	Illegal	/	
	Dangerous	/	
	Inappropriate	/	
<b>Existing control measures</b>	Car parking signage displayed and parking staff on duty at peak times. Termly news letters to be sent out reminding parents not to park on double yellow lines, grass bank or directly outside school entrance.		
<b>What more needs to be done.</b>	Encourage more people to car share or walk if staff live locally. Allocate car park spaces for staff who car share. Encourage car sharing by keeping a list in the office of where staff live and are happy to share. Increase parking areas within school grounds.		

**To improve safety on school site and reduce congestion**

**Review**

<ul style="list-style-type: none"> <li>Timings of transport to ensure pupils arrive and depart on time and safety of pupils from forecourt to class</li> </ul>	<p>School transport arrangements monitored for split site.</p> <p><b>Ongoing</b></p>
<ul style="list-style-type: none"> <li>Length of journey time for pupils.</li> </ul>	<p>Discuss with transport to ensure pupils journeys are as short as possible.</p> <p><b>Ongoing</b></p>
<ul style="list-style-type: none"> <li>The use of webbing or clamps to securely fix wheelchairs in transport</li> </ul>	<p>Discuss with transport the renewal of buses, contracts to ensure pupils are webbed rather than clamped following the guidance from the Seating Clinic.</p> <p><b>Ongoing</b></p>
<ul style="list-style-type: none"> <li>The training of escorts/drivers to support pupils with behaviour and medical issues</li> </ul>	<p>Discuss with Transport section the training of escorts.</p> <p><b>Termly meeting with LEA transport section.</b></p> <p><b>All escorts to have ID available.</b></p> <p><b>Lists of drivers, escorts to be given to school every September and updated termly by transport department.</b></p> <p><b>Ongoing</b></p>

<b>Target – To increase the number of pupils who are able to walk to school</b>		<b>✓</b>	<b>✗</b>
<b>Footways</b>	Sufficient foot paths	/	
	Dog fouling on foot paths	Some	
	Sufficient road crossings		X
	Sufficient street lighting		X
<b>Existing control measures</b>	<p>Working with the County Council to identify potential improvements to pedestrian links around the school – in relation to pupils who walk.</p> <p>Bicycle rack provided to store staff bicycles.</p>		
<b>What more needs to be done.</b>	<p>Target pupils who are able bodied to walk to school due to proximity of where they live; liaise with parents and convergence staff to encourage walking with adult by taking part in independent travel training. (2 pupils recently took part in travel training and now independently walk to school (Jan 17)</p> <p>Identify any further pupils able to walk independently – July 17</p>		

<b>To increase car sharing amongst staff</b>		<b>✓</b>	<b>✗</b>
<b>Staff not car sharing</b>	Staff reluctant to car share	/	
	Staff unable to car share	/	

<b>Existing control measures</b>	Allocated car park spaces for staff who car share
<b>What more needs to be done.</b>	Encourage more people to car share by allocating car park spaces for staff who car share. Encourage car sharing by keeping a list in the office of where staff live and are happy to share. July 17

### Proposed initiatives with objectives and targets

**Target - To increase awareness amongst pupils, staff and parents about the environmental, safety, health and social consequences of their travel choices.**

<b>Planned initiatives</b>	Make the School Travel Plan available to staff, parents and pupils. <b>Feb 17</b>
	Teach pupils kerb kraft to support site safety of pupils when being dropped off or picked up <b>Annual programme</b>

### Plans for monitoring and review

<b>How will changes be monitored?</b>	The intention is that this will be a living document that will be reviewed and updated annually
	A nominated governor will monitor the delivery of the programme and, together with the Headteacher/site manager will update the policy where necessary.
<b>How will they be reported?</b>	The headteacher/ Co-ordinators will review links with the curriculum.
	The school will include pedestrian and cycling safety issues as a key aspect of its long term site development plan.
	The school will maintain links with the County Council on road safety issues on the public highway outside and near the school.
	The head teacher will work with governors to agree a procedure to be followed for those parents who do not adhere to parking advice and restrictions.

### Programme for implementation

<b>Action Date</b>	See each target
<b>When will steps be taken by the school?</b>	By target date

A copy of this Policy will be available to all parents and pupils by request and is also on our website.