



# Travel Plan

## 20-2021



## **Introduction**

The School Travel Plan looks at the journey to and from school. It seeks to make the journey safer and more sustainable. It encourages 'active' travel like walking or cycling as a way to promote healthy lifestyles. In addition, it encourages parents and staff to think about travel choices and choose alternatives to the car when coming to school if it is safe to do so.

A School Travel Plan can offer the following potential benefits to staff, parents and pupils:

- Improved road safety - it can increase the awareness and care taken by those accessing the site, by improving its amenity for walkers and cyclists and by reducing traffic levels in and around the site.
- Improved health - it can help promote active travel, encourage healthier and more active lifestyles and can complement other school initiatives.
- Independence - active travel, in particular, contributes to creating a sense of independence among the pupils.

## **The School Travel Team**

The School Travel Team has involved members of the school community, Head Teacher, Principal Teacher, Parent Council representatives, representatives from Orkney Islands Council.

## **Aims**

The overall aims of this plan are to:

- Improve safety around the school entrance and for pupils on their journey to and from school.
- Promote healthy and active travel choices i.e. walking and cycling.
- Improve public road safety awareness across the school catchment area.

## **St Andrews Primary School**

St Andrews Primary School is a Local Authority school which covers the catchment areas of Deerness, Holm, Tankerness, Toab and the village of St Mary's. It is in a rural setting overlooking Suckquoy Bay in Toab. In recent years a small settlement opposite the school has emerged and is continuing to grow. At the last 'Hands up Survey' (Sept 19) we recorded that 9 pupils walked to school and the rest of the children travel to school by bus or car.

There are 160 pupils from P1 - P7 and 52 in nursery and pre-school.

School starts at 0915 and finishes at 1530. Children are dropped off at school from 0845 by parents who are going to work in school or in Kirkwall etc.

The nursery starts at 09.20, just after the school buses arrive in the morning and finishes ten minutes before school ends in the afternoon at 15.20. Child Care runs from 8.30am to 5.30pm including school holidays.

After school clubs finish between 16.30 and 17.00.



### **Main School Gate and School Entrance.**

This is the entrance for all people to the main door of the school.

## Roads and Footways

There is a part-time mandatory 20 mph speed limit on the main Kirkwall - Deerness road (A960) below the school. Light Timings: 8.45am-9.15am and 3.30pm-4.00pm. There is an unsegregated cycle track from the village (A960) leading to the T-junction and up to the school (B9052).



Pavement from the village (B9052)

## Access - Vehicles & Cycles

The school has a drive in area off the Holm Road (B9052). This has a one-way system: entry from the top and exit from the bottom. In the top area there is parking for staff, and a parking space for drivers or passengers with disabilities. Below this, there is a car park for parents and visitors to the school. From there, there is a safe route to walk to the main school gate. The bus dropping off / pick-up area is marked directly outside the school gate.



Lower car park with path to main gate

There is also a further small car park into which the rubbish collection lorry comes on Tuesday and Friday mornings. Delivery vans and lorries come to the main entrance and use the bus parking lanes or take the large main gate down and enter the playground. This rarely happens when children are around - but if it does, then the children are directed away from this area by the playground supervisors.



Small car park with cycle parking

The bus dropping off / pick-up area is marked directly outside the school gate. At the start of the school day, parents/carers are permitted to stop in the bus dropping off / pick-up area to drop off their children. Cars must not be left unattended in this area because they restrict the access for school buses.



Bus dropping off /  
pick-up area

Seven cycle parking spaces are provided in the small car park (see photograph above). This may be used in the summer months by older pupils or staff. The janitor supervises any child/ren who has a cycle in the cycle racks in the small car park. He also ensures they get on the main road safely after school once the school buses have left the car park.

### **Buses**

There are three main bus routes covered by Stagecoach - Deerness, Holm and Tankerness. Children in Toab who live closer to the school are named as nominated passengers and are transported by these coaches if there are 'spare seats'. This is safer than the children walking to school on country roads which do not have pedestrian pavements / walkways.

There is a smaller bus provided by Octo which transports 16 children who live in the east end of Holm. The janitor and an auxiliary supervise the children from 08.45 and the janitor does so at the end of the day. (Class teachers at present due to covid-19 changes)

Teachers take their class pupils to the buses at the end of the day and the janitor ensures all children are on board before signalling to the drivers to drive off.

There are rules for bus travel:

- use seatbelts at all times
- no moving seats or having feet/bags in the passageway
- no shouting or teasing others
- no moving till the bus stops
- parents to be at the home pick up and dropping points
- stand back from the bus till it stops or till it has moved away - before crossing the road

## **Cycling**

Only children who have gained their Bikeability Level 2 certificates can cycle to school as there are no cycle lanes/paths (except from the village of Toab to the School) and vehicles travel at speed on the B roads; Children usually complete their Bikeability Level 2 assessment in P6. We do not advise younger children to cycle but have allowed it, if the parent takes full responsibility as we do not believe the roads are safe enough for children who have not been through a comprehensive training course. During the cycling course, children's bikes are kept in the school overnight if they are not taken home.

Cycling Scotland's Bikeability resources are used for P5-7 pupils.

## **Road Safety Education**

Road safety is part of the Health & Wellbeing curriculum for children from age three years and upwards with revisiting taking place as part of class outings in all classes.

### **Barriers to children walking or cycling to school**

- class B roads
- no pavements or footpaths near to most children's homes
- no cycle tracks near to most children's homes
- motorists driving fast to work
- strong winds / rainy weather
- there is no school crossing patrol or zebra crossing in the vicinity

## **Travel Information**

Travel arrangements are included in the School Handbook which is given to all new pupils prior to their first day in school. Route maps are not provided for parents but we do discuss the timing of pick-ups etc. before the pupils' first journeys.

## **Outside School Hours**

St Andrews Primary School is not a Community School and so there is not much traffic outside school hours - except for after school clubs run by the school; parents/carers pick their children up after these. Helpers in these clubs use the car parking available when in School.

The Young Farmers' Club and the St Andrews and Deerness Community Council use the school for meetings and the St Andrews Mini-Rugby use the field and the hall weekly. Other groups use the hall or field on specific occasions by arrangement.

When there are school concerts, parents' evenings, fund-raising events etc, the playground is opened for parking but this is not sufficient. Cars are usually parked for 100 yards up one side of the main road to Holm (B9052).

## Safety Vests

All pupils are provided with a fluorescent vest and wrist band. The correct size of vests are distributed to pupils at the end of term 1 in preparation for the darker evenings after the October holidays. Pupils are actively encouraged to wear these to and from school in the winter months.

## School Transport Entitlement

Qualification varies according to a pupil's age and the distance they live from the school:

QUALIFYING DISTANCE FROM SCHOOL		
SCHOOL PUPIL	EASTER-OCT	OCT-EASTER
Age 7 and under	over 2 miles	over 1.5 miles
Age 8 and over	over 3 miles	over 1.5 miles

Further details of various aspects of school transport provision including the School Transport Policy, newsletters, and advice to and the responsibilities of parents/carers is available at <http://www.orkney.gov.uk/Service-Directory/S/School-Transport.htm> or contact the Education Transport Officer, telephone 01856 873535 extension 2427.

There are times when transport may be mobilised early due to adverse weather conditions. Parents/carers must therefore ensure that their contact details and emergency contact numbers are kept up to date with the school to assist this process.

## Public Bus Service

The local town service operates daily and stops outside the school. To help plan your journey, please consult <https://www.stagecoachbus.com/timetables>

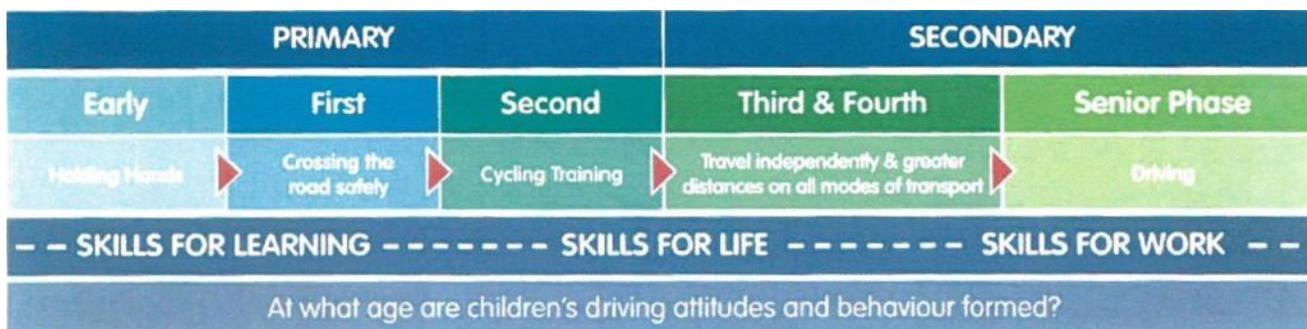
## Education

In line with Curriculum for Excellence, pupils are taught about road safety at all stages.

### Curriculum for Excellence

Road safety is the Responsibility of All (RoA). Road safety learning at every level offers opportunities to engage children and young people through active and interdisciplinary learning. The learning approaches highlighted in this booklet demonstrate the range of opportunities available.

## Road safety learning and the seven principles of Curriculum for Excellence



**Progression** — young people, as road users, experience continuous progression in their learning with each stage building upon earlier knowledge and achievements.

**Depth** — young people, as road users, are given opportunities to draw on previous experiences and apply these to new situations.

**Relevance** — young people, as road users, see the value of what they are learning and its relevance to their lives.

**Breadth** — young people have the opportunity to learn and develop as road users through a range of experiences.

**Personalisation and Choice** — young people are given increasing opportunity for exercising responsible personal choice as road users.

**Challenge and Enjoyment** — road safety learning provides young people with experiences that are challenging at an appropriate level.

**Coherence** — road safety learning provides young people with opportunities for activities which draw different strands of learning together.

## Road safety learning at every level

Early	ELC P1	Go Safe with Ziggy	streetsense2	School Travel Plans
First	P2 P3 P4	streetsense2		School Travel Plans
Second	P5 P6 P7	streetsense2	JRSO	Reaction Timer
		a2bsafely		School Travel Plans
		Theatre-in-Education (P6 & P7)		

Source: <https://roadsafety.scot/wp-content/uploads/2018/09/CfE-2018-19-booklet.pdf> Pg 04

A range of opportunities to engage children at every level in road safety learning are available:

### Go Safe With Ziggy

To inspire a child's interest in road safety learning, exploring key themes through active experience and play. Children have the opportunity to work with the Road Safety Scotland resources at home and at school. The initiative has 3 key age groups 0-3, pre-school and transition into P1.

### Streetsense2

To challenge knowledge, attitudes and behaviours, enabling children to self-reflect.

### JRSO All Together for Road Safety

To encourage peer learning and promote road safety issues through partnership working.

The introduction of Junior Road Safety officers in P6 and P7 has allowed for the opportunity to raise awareness in school through competitions, assemblies and a noticeboard.

### Theatre-in-Education

To raise awareness of the coming dangers to which this age group will be exposed during the next few years, helping them realise why those dangers are particularly relevant to their age group and to enable them to analyse, discuss and change decisions and outcomes.

## **Bikeability**

Bikeability is a multi-level programme delivered by Cycling Scotland designed to give pupils the skills and confidence on their bikes and have a good understanding of how to ride safely on quiet roads. Schools to deliver:

Playground training for Bikeability Level 1 to Primary 5 pupils

On-road training for Bikeability Level 2 to Primary 5 or 6 pupils.

## **Play on Pedals**

Play on Pedals is a pre-school, early years resource that links into the national Bikeability Scotland training programme, through a series of fun and imaginative activities, nursery pupils will be helped to develop their balance and control skills.

## **Bus Stop/Hometime**

These resources increase the road safety awareness of young people using school transport highlighting pupils responsibilities when crossing country roads after getting off the bus and also to focus on distractions that can have potential tragic consequences

Pupils who use bus transport regularly meet to review safety and comfort issues.

## **Walk to School Initiatives**

We participate in annual initiatives to promote healthy and environmentally friendly ways to travel to school. During summer months pupils are more likely to walk or cycle to school.

## **School Travel Survey**

An updated survey was sent out in Term 1 2019. The main concerns highlighted in this survey, along with action taken to address these, are as follows:

<b>Aim</b>	<b>Target</b>	<b>Action</b>	<b>Personnel</b>	<b>Timescale</b>	<b>Funding</b>
To improve safety around the school entrance and for pupils on their journey to and from school	To educate the pupils on road safety issues	Continue with the Junior Road Safety Officers initiative for senior pupils	Road Safety Officer	Short Term	
	Bus Behaviour	Assemblies run by Junior Road Safety Officers raising the issues of boarding leaving buses and wearing seatbelts while traveling on bus transport.	Junior Road Safety Officers	Short term	
		Annual viewing of the 'Bus Stop' and 'Hometime' DVDs.	JRSOs and HT	Short Term	
		Newsletter to go home laying out bus safety and behaviour	JRSOs and HT	Annually, term 1	
	Road Safety is included in the curriculum on a regular basis	Continue to use Road Safety Scotland's resources	Teachers	Short Medium Long Term	
	Inform parents	Produce further newsletters of 'Safe Routes to School'	HT JRSOs	Medium Term	
	Investigate speeds of traffic on roads around the school	Deployment of Speed Indicator Device on the Toab T Junction (A960)	D&I, OIC	Short Term To begin Oct/Nov 2020	
Ensure road access to new proposed housing development is safe and road traffic calming measures are considered	Roads and Planning departments consultation	D&I, OIC	Medium and long term		
Promote healthy and active travel choices i.e. walking and cycling	Increase the number of pupils cycling to school on a regular basis and/or Encourage pupils to cycle or walk	Continue to deliver Bikeability Level 1 to P5 pupils	Cycle Training Assistants and volunteers.	Short Term	
		Continue to deliver Bikeability Level 2	Cycle Training Assistants	Short Term	

	to their bus pick up points where it's safe to do so.	on-road training to P6 pupils.  Continue to train new volunteers as Cycle Training Assistants/	and volunteers.  Head Teacher	Short Term	
	Become a 'Cycle Friendly School,	Contact OIC Road Safety Officer for guidance and next steps to build on current practice	Road Safety Officer, HT, Cycle Training Assistant, Cycling Scotland	Medium to Long term	

<b>Aim</b>	<b>Target</b>	<b>Action</b>	<b>Personnel</b>	<b>Timescale</b>	<b>Funding</b>
Improve public road safety awareness across the school catchment area	Raise public awareness of road safety around our bus service - e.g. speed of drivers, overtaking and awareness of children on the roads	Contact Road Safety officer at the OIC	Road Safety Officer	Short, medium	
		Put information in the school newsletter / school website.	Head Teacher and school admin	Long term	
		Speak to the local Community Councils to highlight concerns. JRSO's to run poster competitions to raise awareness of the issues i.e. speeding.	Head Teacher	Medium term	
		School FB posts	Head Teacher and P6 JRSO's	Medium to long term	
		Possible JRSO radio Orkney article	JRSO & admin RO & JRSOs	Medium to long term  Medium to long term	

## **MONITOR & REVIEW**

The School Travel Plan will be reviewed by the School Travel Team on a yearly basis.

Progress will be measured annually by participating in the National Hands Up Survey.

## **PROMOTION**

The School Travel Plan will be on the school's website and on the School's Noticeboard. Copies can be requested from the school office.

## Appendix 1

### **Information from OIC Education and Leisure School Transport Policy (April 2019)**

#### **3.1. Qualifying Distance**

The Council provides free transport to all pupils who live more than the statutory walking distance from their designated school, which is two miles for pupils less than 8 years old and three miles for pupils aged 8 and over.

In Orkney, this reduces to 1.5 miles for all pupils during the winter terms (October break to Easter break). These distances are measured by the shortest available safe walking route. This is more generous than that prescribed by statute and therefore may be reviewed at any time.

#### **3.2. Entitlement**

The Council provides school transport for pupils who live out with the qualifying distance of their school as detailed in 3.1. The statutory requirement to make travel arrangements does not imply a door to door service and requires only that suitable arrangements are made.

Transport is usually provided as close to home as is practical, however parents / carers are responsible for getting their children safely to / from the transport pick-up / drop off point. Parents / carers can be expected to walk / transport their children up to the qualifying distance as detailed in 3.1 to reach the pick-up / drop off point. Distances from home to school will be measured electronically using the Council's geographic information system (GIS) tools and Ordnance Survey large scale digital mapping.

When applying for school transport, the address provided on the school transport application form is the only address taken account of for transport purposes. However, if a pupil has more than one address because the parents are not living together but the pupil lives for part of the school week with each parent, then both places of residence will be regarded as home for the pupil. Both addresses must be within the catchment of the school and meet the entitlement distance.

The Council will not consider diverting school transport provision from an existing route. Where the distance from the pupil's home address to the pick-up / drop off point exceeds the qualifying distance, the Council will make provision. This can be either through a parent receiving a mileage allowance for undertaking the journey or, in exceptional circumstances, through extending the route of a hired vehicle to cover the stretch of road.

In cases where alterations to school transport arrangements are necessary, pupils and parents / carers will be given as much notice as possible and unless there are safety reasons, changes take effect as soon as practicable.

The safety of the pupil's journey between home and the pick up and drop off point is considered to include being accompanied by a responsible adult if necessary, such accompaniment to be arranged by the pupil's parent / carer.

The Council does not provide transport for:

- Pre-school education.
- 'Placing Request' pupils who are attending a school other than their catchment area school.

The Council does not provide transport for those pupils in receipt of a placing request, this must be taken into consideration when making a placing request.

Parents must accept full responsibility for the organisation and cost of transport for their child travelling to and from school.

Home to school transport covers one return journey, to school in the morning and home at the end of the school day.

### **3.3. Transport Commencement**

The Council requires up to five working days to organise and arrange transport for a new pupil between home and school or implement a change of address which may also mean a change of bus route. If there are capacity issues on the route then it may take longer to allocate spaces as nominated passengers are entitled to ten working days' notice to make alternative arrangements.

### **3.4. Nominated Passengers**

Nominated places may be allocated by the Council to pupils who do not qualify for transport but live on an established bus route where the bus serving the route has available empty seats. It is important to note that a nominated place is not an entitlement to school transport, it is only offered to a pupil who does not qualify for free home to school transport where space is available on an existing school contract vehicle.

The Council reserves the right to withdraw transport if the seat is required for a pupil travelling to their entitled school. Under such circumstances parents / carers will be provided with ten working days written notice to make alternative transport arrangements.

If the number of requests for nominated places is greater than the number of vacant seats available, the Council must select which of those pupils will be allocated nominated places. This will normally result in removing pupils who are a Placing Request followed by those who live closest to the school.

If the number of entitled pupils in any area becomes such that it may be more practical and cost effective to provide transport in smaller vehicles nominated pupils may have this provision withdrawn with ten days' notice.

Nominated passengers may also be asked to relinquish their place on school transport at any time if it is deemed necessary for any other reason at the Council's sole discretion.

A nominated place cannot be provided where a school route is also registered as a local bus service (some Secondary routes). In such cases non entitled pupils should pay the appropriate fare.

### **3.5. Pupil Pick up / Drop off Points**

Suitable pick-up / drop off points will be agreed with the Council's Education Transport Officer. As stipulated in 3.2 transport may not be provided door-to-door. The Education Transport Officer will endeavour to assess new pick-up / drop off points to ensure that potential dangers are identified and solutions are found to keep risks to a minimum. If required, advice may be sought from Officers within the Roads Service of the Council. Any risk assessment carried out on a pick-up / drop off point is made on the assumption that pupils will be accompanied by a responsible adult from their home to and from the pick-up / drop off point.

Parents / carers are responsible for their child's journey to and from school, or where transport is provided, between home and the pick-up and drop off point.

Parents / carers should note that drivers are not required to help children cross roads and parents / carers should advise their children accordingly.

### **3.6. Pupil Catchment Areas**

School transport is provided for pupils who reside within the catchment area of their designated school. Parents / carers should note the qualifying distances at 3.1 which

outlines the entitlement criteria to school transport. Where a placing request is made for a school within a different catchment area the Council will not provide transport.

### **3.7. Medical Grounds**

In exceptional circumstances, home to school transport may be provided on medical grounds, to enable pupils to attend their designated catchment school even though they may live within the statutory qualifying distance from the school. An application should be made if a pupil who is attending their correct catchment school is unable to walk to school due to a medical reason. Supporting written medical evidence must be obtained from a GP or hospital to confirm that the pupil is unable to walk to school and the likely period of incapacity. Please note: Medical grounds do not mean automatic entitlement. Entitlement on these grounds will be reviewed on an annual basis.

### **3.8. Additional Support Needs**

A pupil with additional support needs will be individually assessed by a member from the Support for Learners Team and where appropriate, an arrangement made to ensure the pupil is transported suitably and safely.

The Pupils Requiring Special Arrangements (PRSA) Code of Practice was produced by the Council to provide contractors, escorts, parents / carers and school staff with summary information about the provision of transport for pupils requiring special arrangements arising from additional support needs.

This entitlement will be reviewed by the Support for Learners Team as part of the pupil assessment.

### **3.9. Pre-School Pupils**

There is no statutory duty for the Council to provide transport for pupils attending nursery or pre-school.

## **5.1. Behaviour on School Transport**

Parents / carers are ultimately responsible for the proper and safe behaviour of their child when getting on, travelling and getting off the transport provided. Pupils travelling on school transport, who misbehave, cause damage or injury either to the vehicle or other passengers may at the Council's discretion either be temporarily or permanently removed from using school transport. In cases of anti-social behaviour, children will be subject to the normal disciplinary procedures of the school.

Any such behaviour can be reported by a teacher, pupil, parent, driver, operator or member of the public.

The Council may request an investigation into the alleged incident by working closely with the school and transport operator. If requested, this would be carried out by senior management within the school. This would normally involve taking written statements from pupils who witnessed the incident and interviewing individually those pupils who were named or identified as involved. Operators may also be requested to submit a report. CCTV images may be shown to school staff, and, in the case of a serious incident, to the Police.

Any information given is treated in confidence. The investigation will seek to establish, as far as possible, exactly what happened and who was responsible.

Education, Leisure and Housing and the investigating officer. This will usually take the form of an exclusion from transport for a defined period although disciplinary action within school, e.g. after school detentions, may sometimes be agreed as an alternative.

The action taken will depend on the severity of the incident and whether a pupil has previously been involved in anti-social behaviour.

The following can be used as a guideline for a minor incident (e.g. persistently moving around the school bus while in motion, not wearing a seatbelt):

- Warning letter on the first occasion.
- On the second occasion, exclusion from school transport for 1 to 5 days.
- On subsequent occasions, exclusion from transport for 5 to 10 days.

For a serious incident (e.g. bullying, physical or verbal abuse of driver / operator or pupils, smoking, any action threatening the safety of individuals or the vehicle, vandalism or damage):

- Exclusion from transport for a minimum of 5 days or up to one term depending on circumstances and previous history.

These are only guidelines and the action agreed in any particular case will take into account individual circumstances and the views of the school.

When exclusion from transport has been agreed, parents / carers will normally be notified in writing and given an appropriate period of notice before the exclusion period starts. This is to allow parents / carers an opportunity to make alternative transport arrangements. During the exclusion period, it remains the responsibility of the parents / carers to ensure their child's continued attendance at school.

In very serious cases, where it is considered that the safety of the vehicle, pupils and other transport users would be put at risk by allowing a pupil to continue to travel, exclusion from transport may start immediately and without written notice. In such cases, the school or service will attempt to contact the parents / carers to make them aware of the situation and arrange for them to collect the pupil from school.

If there has been damage, the operator will seek to recover the cost of repairs.

Education, Leisure and Housing will write to the parent / carer of the pupil(s) responsible detailing the date of the incident, the damage caused and the cost of repairs.

After a period of exclusion has ended, a pupil will normally be allowed to travel on the school transport again. However, the operator may require certain conditions (e.g. that the pupil must use a specified seat at the front of the bus) or the pupil may be transferred to another school bus.

Parents / carers are reminded that they have a duty to ensure that their children regularly attend school. Where a child fails to attend regularly at school (and has no reasonable excuse) then, unless Education, Leisure and Housing have consented to the withdrawal of the child from school, their parents / carers shall be guilty of an offence (Education (Scotland) Act 1980 – Section 35). It is therefore the parent / carer's responsibility to get their children to and from school whilst entitlement to school transport has been removed.

**Appendix 2 - St Andrews Primary School Travel Survey, September 2019**  
**Summary of Responses (See separate document for full survey results)**

The survey was completed by 63 people, representing 50% of the families in the school.

More than 75% of respondents live over 1.5 miles away - the distance after which OIC provide free bus transport from October - Easter.

83% of respondents' children used the school bus for at least part of their journey to and from school.

(Q9) Top factors affecting parents' decision whether or not to let their child/ren walk or cycle to school/the bus stop -

- Distance is too great 52%
- Vehicle speed reducing measures 49%
- Safe crossing facilities on busy roads 46%
- More road safety for children 36%
- Knowing that there was an adult walking the same route to accompany some children 23%

(Q10) Parents' preferred mode of travel for their children (for at least part of their journey) -

- School bus 81%
- Walking 17%
- Cycling 11%
- Car 7%

5 respondents used this question to mention safety concerns - speed of traffic, lack of footpaths, narrow roads, lack of safe space to stand and wait for school bus, busy roads.

(Q11) Children's preferred mode of travel to/from school (for at least part of their journey) -

- School bus 67%
- Car 22%
- Cycling 12%
- Walking 8%
- Spaceship and helicopter were other suggestions