



**ST MICHAEL'S**  
PREPARATORY SCHOOL

## **Promoting Safe and Sustainable Travel Choices**

St Michael's Preparatory School, Jersey

School Travel Plan

October 2018



## Document Control

**Document Title:** St Michaels Preparatory School, Jersey – School Travel Plan

Issue	Date	Comments
01	30/01/18	School Travel Plan
02	08/10/18	Update to School Travel Plan

This document has been produced for St Michael's School. Any queries or requests for clarification is to be made to St Michael's School office.

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## Introduction

This school travel plan has been prepared for St Michael's Preparatory School to improve road safety, to reduce the impacts of vehicular traffic around the school and to promote sustainable choices for travel for the well-being of schoolchildren, parents/carers and school staff. It is a central part of the school's mission statement that its students be safe, healthy and happy.

### The Travel Plan will help the school:

- Better manage vehicular movements and car parking that takes place in the school compound;
- Improve road safety on the school compound and adjacent road network;
- Better manage vehicular access and routing to school;
- Promote alternate modes for travel to school; and
- Reduce the environmental impacts of travel to school

## Need for the School Travel Plan

St Michael's Preparatory School have always placed importance on the health, safety and enjoyment of its students. The school provides a safe, clean and comfortable school environment. This includes the journey to and from school, in particular, the last leg to and from the school building is safe, comfortable and convenient.

There is a need to improve the safety of all road users in particular schoolchildren during the school drop-off and pick-up period. The concentration of vehicular traffic in the school compound, car parks and adjacent road network during the school drop-off and pick-up periods pose a road safety risk to our students and school community. There is also the environmental and health impacts of exhaust emissions generated by motorised vehicles.

The ways in which our students travel to school affects many areas of their health and well-being. There is ample evidence to demonstrate the benefits and impact derived from healthy lifestyle choices including sustainable travel choices and morning exercise, which increases the alertness of the brain and thus enhances the ability to learn<sup>1</sup>.

An independent study commissioned by the school in 2016 recommended actions to improve road safety, access and car parking at the school including the need for a School Travel Plan.

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<sup>1</sup> Jersey ECO-ACTIVE Schools Travel Toolkit, States of Jersey

**The School Travel Plan will:**

- **Cover all travel/ transport actions for the school;**
- **Set out a process where the school works in partnership with staff, parents/carers and other stakeholders to promote safe and sustainable travel; and**
- **Be created in consultation with the whole school community and takes account of current trends and the local situation**

# 1 School Information

## 1.1 Introduction to the School

**School Name:** St Michael's Preparatory School  
**School Address:** La Rue de La Houquette, Five Oaks,  
St Saviour, Jersey JE2 7UG

St Michael's Preparatory School is a private Christian foundation school providing education for children from the ages of three to fourteen. The school is a non-selective school offering education based on the National Curriculum, the Jersey Curriculum and the requirements of the ISEB Common Entrance and Scholarship syllabus.

## 1.2 School Location

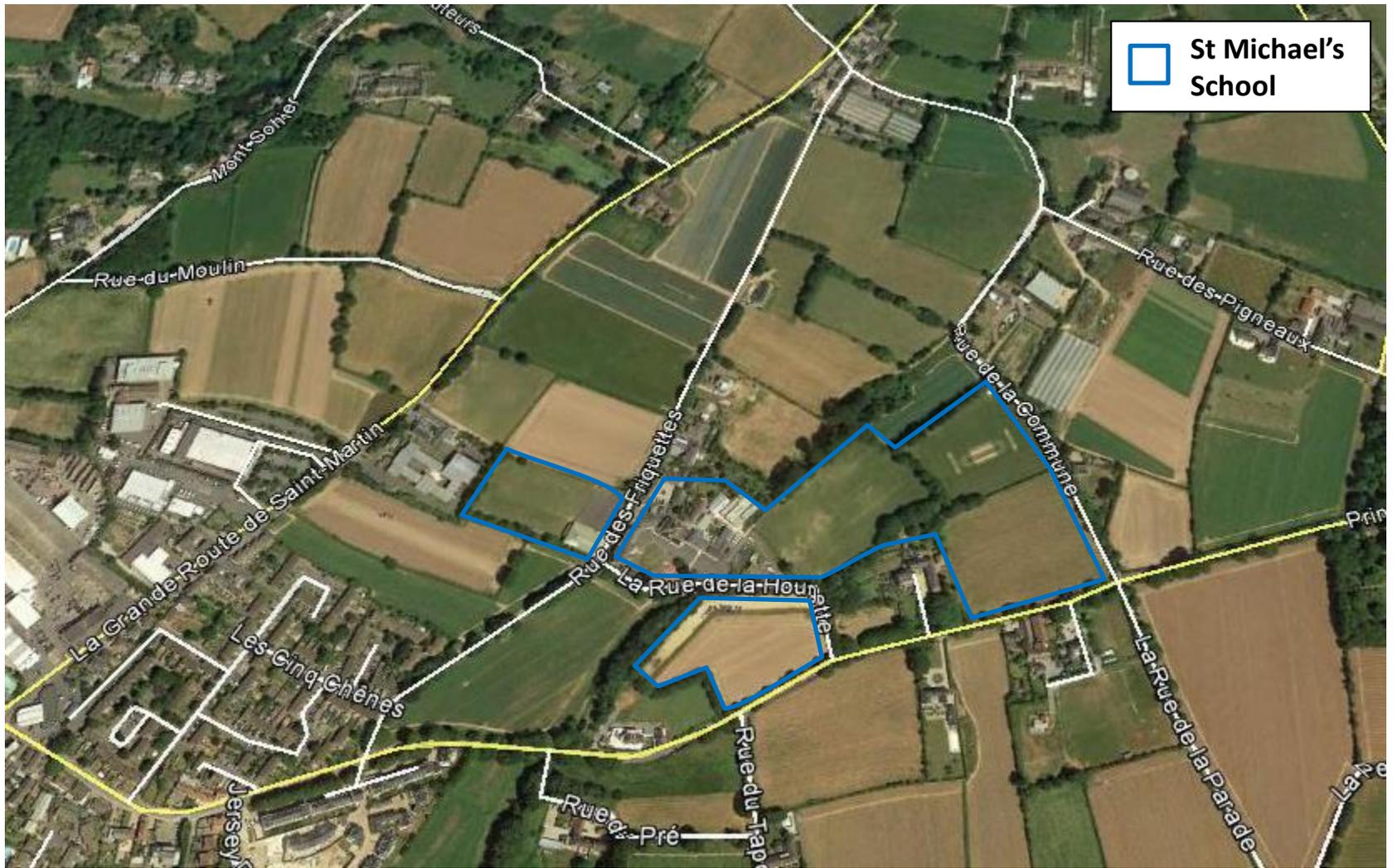
Figure 1 shows the school location off Le Rue de la Houquette in the Parish of St Saviour.

The school is made up of 3 components; the main school compound, the school's sports hall and the school car park on the field fronting the school as shown in Figure 2.

## 1.3 Students and Staff

The school has approximately 310 students from nursery to Year 8 as follows:

Academic Group	Year Group(s)	No of Students
Nursery	Children following their 3rd birthday	19
Pre-Prep	Reception, Years 1 & 2	104
Juniors	Years 3 & 4	65
Seniors	Years 5 to 8	122



ST MICHAEL'S  
PREPARATORY SCHOOL

Project:

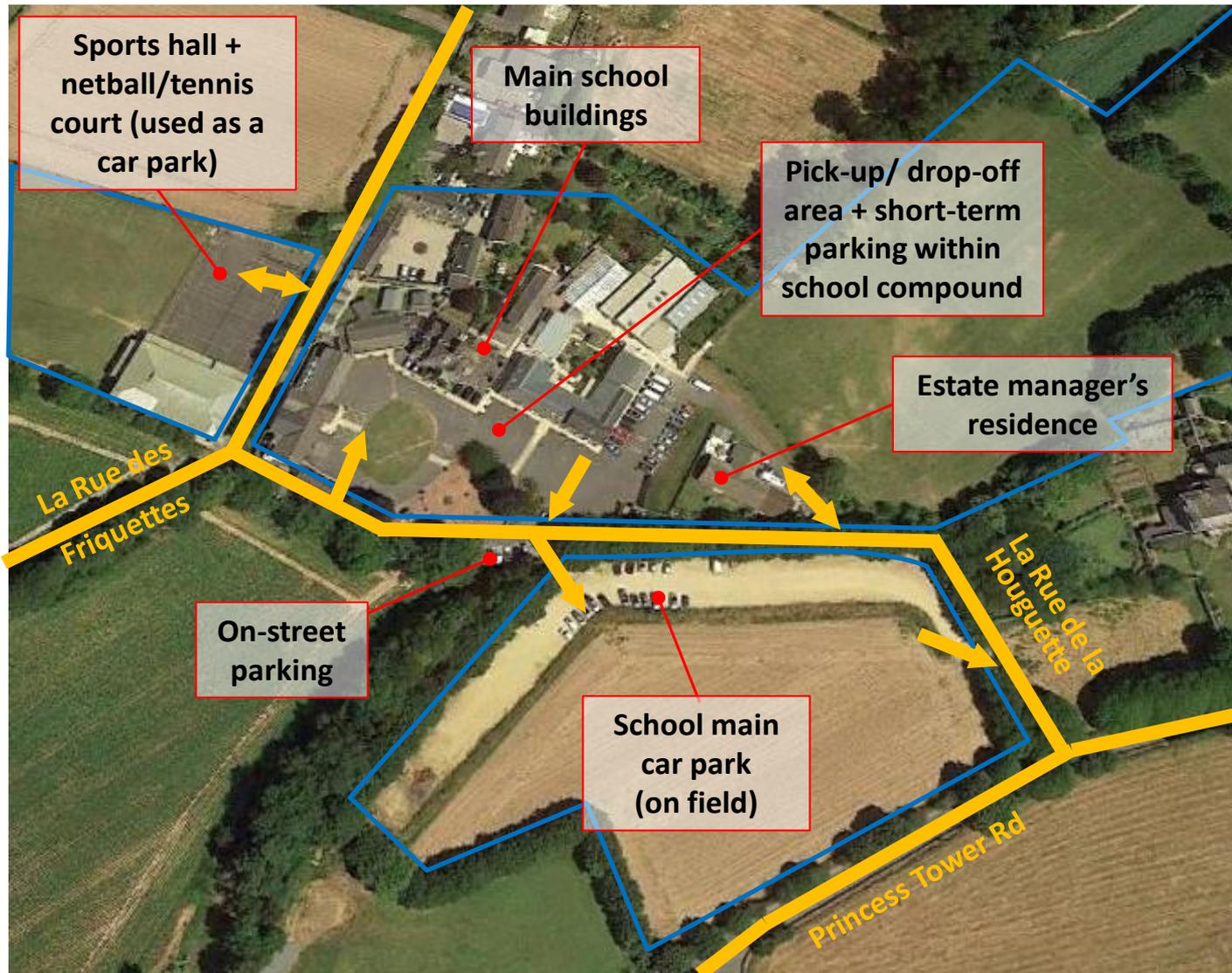
St Michael's School Travel Plan

Title:

School Location Plan

Figure No:

1



□ St Michael's School



Project:  
St Michael's School Travel Plan

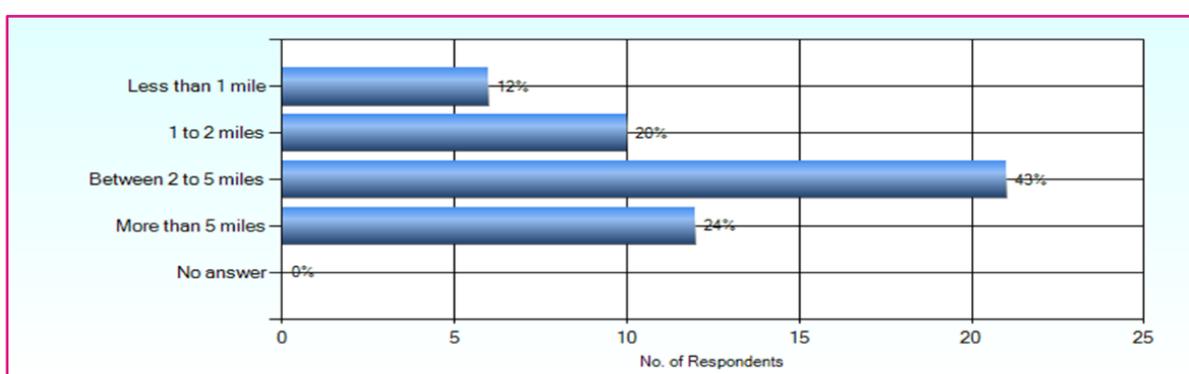
Title:  
School Site Plan and Adjacent Road Network

Figure No:  
2

Students come from a wide catchment area across Jersey with 30% of them living within 2 miles of the school.



The school employs 58 teaching and support staff. Slightly more than 30% of staff live within 2 miles of the school.



## 1.4 School Operation

Term time school hours are between 08:15 and 16:05.

The school implements a staged end-of-school timing:

- Junior and younger children finishing at 15:45; and
- Senior children finishing at 16:05

The after school club activities generally end by 18:30 on Mondays to Thursdays and at 17:30 on Fridays.

<b>Activity</b>	<b>Description</b>
School drop-off/ pick-up	<p>The school gates are opened to vehicular traffic between 07:00 to 09:00 and between 15:00 and 19:00 to allow vehicles to drive into the school compound.</p> <p>Most of the vehicular pick-up drop off activity takes place within the school compound.</p>
Staff travel	<p>Staff arrive at the school between 07:00 and 08:00 and leave any time after the end of the school day.</p> <p>Staff parking is restricted to the school main car park on the field and is not permitted within the school compound.</p>
Visitors to the School	<p>Visitors arriving to the school outside the gate opening hours park either on the lay-by on La Rue de la Houquette or in the school car park on the field.</p>
Delivery and Servicing	<p>Only servicing and delivery vehicles are permitted into the school compound outside the pick-up/ drop-off periods.</p>
School Event Days	<p>There are about 20 'school event days' in an academic year. These 'school event days' attract more visitor traffic to the school that during typical school days.</p> <p>On these days, there is additional pressure on the currently constrained internal roads and limited car parking spaces within the school compound to cope with this increased demand for parking, pick-up's and drop-off's.</p>

## 1.5 School Car Parking

There are 3 main car parking areas that are used as a car park, waiting area and for school pick-up and drop-off at the school as shown in Figure 2.

<b>Activity</b>	<b>Description</b>
School main car park on field	<p>Unpaved surface without car park bay markings with space for up to 100 cars.</p> <p>The surface of this car park gets waterlogged and muddy in wet weather and during the winter months.</p> <p>Accessed by steps and is not disabled friendly</p>

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Main school compound

37 marked car park bays

Current use of this car park is unsafe due to insufficient capacity, poor parking practices and vehicle manoeuvres putting schoolchildren safety at risk of collisions

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Sports Hall

There are no car park bay markings and can accommodate up to 40 cars.

No protected pedestrian route between the sports hall and the main school building

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There are 6 car park spaces on La Rue de la Houquette which is currently used for visitor parking.

There is a need to improve the car parking strategy for the school and to have all car parking consolidated car park to meet the school's car parking demands.

## 2 Transport Links to the School

### 2.1 Pedestrian Access

The pedestrian provision within and around the school is shown in Figure 3.

Location	Description
External Roads	<p>There is poor pedestrian connectivity between the adjacent built up area and the school</p> <p>There is no pedestrian crossing nor protected kerbside waiting area to cross the road on La Rue des Friquettes and on La Rue de la Houquette</p> <p>Pedestrians walk on the road putting them at risk of collision with vehicular traffic</p>
Within the School Compound	<p>There are marked walkways and crossings around school buildings and within the school compound for the protection of pedestrian movement</p>

### 2.2 Cyclists Access

La Rue des Friquettes and La Rue de la Houquette which provide access to the school are narrow roads and are unsafe for cycling by schoolchildren.

### 2.3 Public Transport Access

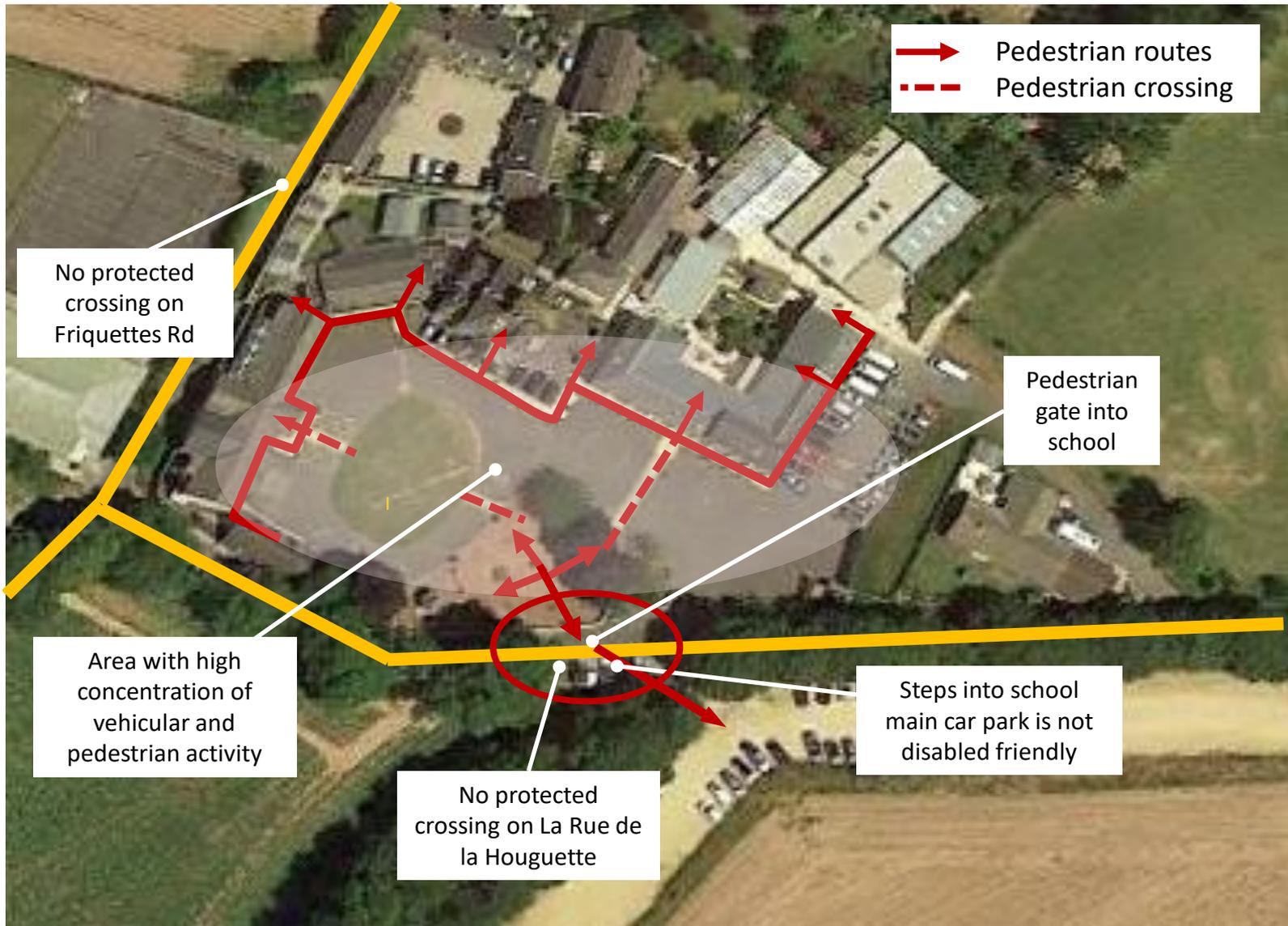
There is no convenient public transport access to the school.

The closest bus stop is on St Martin's Road, a 500m walk away from the school through the Le Cinq Chenes residential estate.

### 2.4 The School Bus Service

There are 3, 17-seater school buses which are used for ferrying students to school and for extra-curriculum activity use. This school bus service is run by a private operator.

In 2017, this school bus service was used by 15 students for travel from home to school.



## **2.5 Vehicular Access**

La Rue des Friquettes and La Rue de la Houquette are narrow Parish Roads with a 30 mph speed limit.

Vehicular access to the main school building is through La Rue de la Houquette.

Access to the school car park on the field is through a one way system off La Rue de la Houquette.

Access to the school's sports hall is through La Rue des Friquettes.

There are part-time 'flashing amber lights' in operation on Rue des Friquettes to warn drivers of the school and of the temporary reduction of speed limit from 30 mph to 20 mph on this road. These lights are only in operation on weekdays, in the morning before school starts and, in the afternoon after school ends.

### 3 The Existing Situation

The main travel challenges facing the school relate to road safety, car parking, traffic congestion and the need to encourage sustainable travel to and from the school.

There is a very high dependency on private car use for travel to and from school. This is largely because the school site has no provision for safe and comfortable access for pedestrians, cyclists or by public transport.

#### 3.1 On-school Site Provision to Support Sustainable Travel

Item	Provision
Provision for the less able	There are 2 disabled parking bays in the school compound There is no disabled access provision between the school and the main car park and sports hall car park.
Covered waiting area for pick-up/ drop-off	None
Cycle and scooter parking facility	None
Shower facilities for staff	Yes, in the sports hall

#### 3.2 Site Audit (December 2016)

A Site Audit undertaken in December 2016 identified the following issues relating to road safety, site access, vehicular operation and car parking at the school.

Issue	Details
Unsafe vehicular operation in school compound	Students/ pedestrians share a restricted roadspace with motorised vehicles within the school compound resulting in an increase in road safety risk There is insufficient car parking/waiting provision for the school

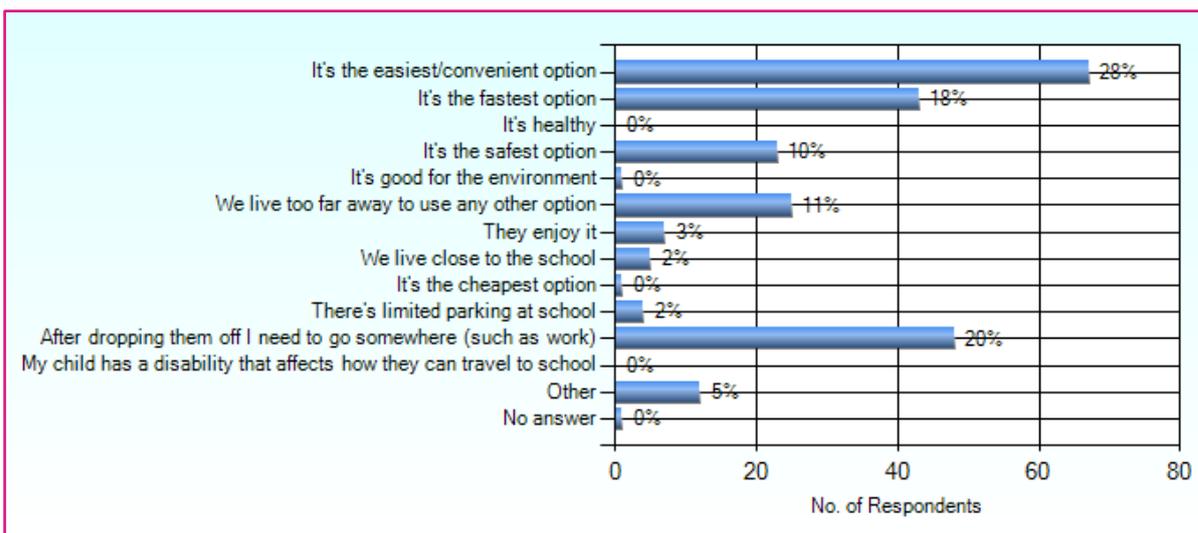
	Traffic queues extend into La Rue de la Houquette at the school entrance due to congestion within the school compound
	There is a general lack of road safety consideration and etiquette by some drivers when making drop-offs/ pick-ups
Poor Accessibility to car park on field	There is no safe step-free access between the car park and the school. Car park surface gets waterlogged in wet weather and this can discourage use
Lack of safe and protected pedestrian crossing and waiting area for crossings	On La Rue de la Houquette linking the school and the main car park on the field On La Rue des Friquettes linking the school and the sports centre
The school does not have a safe and protected layby area for drop-off/ pick-up	There is no safe and convenient layby for drop-off and pick-up to reduce the need for parents/ carers to park their vehicles.

### 3.3 School Travel Plan Survey Findings

The outcomes from the Parent/School Travel Plan Survey undertaken in December 2017 was validated at a parent/staff workshop in January 2018. The results are as follows:

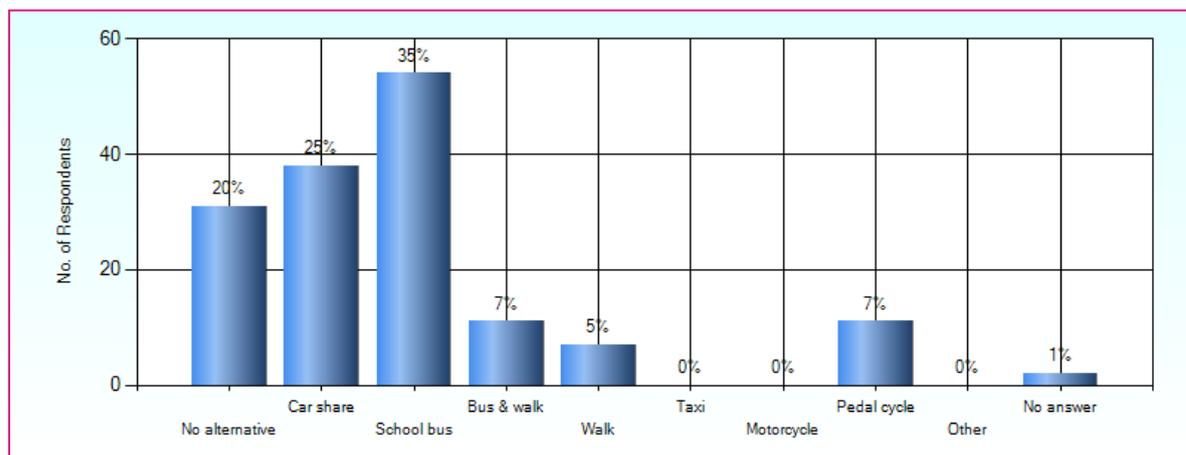
Item	Survey Results
<b>Current Mode of Travel to School</b>	96 % of children travel to and from school by private car 3% use the school bus 1% travel by public transport and walk to school. There is no reported cycling to school
	Out of those who travel by car 90% of them are picked-up/dropped off in the school compound whilst the remaining 10% park at school car parks and walk into school.

## Reason for Mode Choice



## Feasible Alternative Mode of Travel

Practical options that could be considered instead of private car use include the school bus (35%) and car sharing (25%)



Issues that need to be addressed to encourage school bus use are:

## Use of the school bus as a viable transport option

- Children may be too young
- Loss of child interaction time during the car trip
- Cost of the school bus service
- Inconvenience of waiting and stop locations for school bus
- Longer journey time compared the a car trip
- Children safety and security at stop and on the bus

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**Car sharing with other parents**

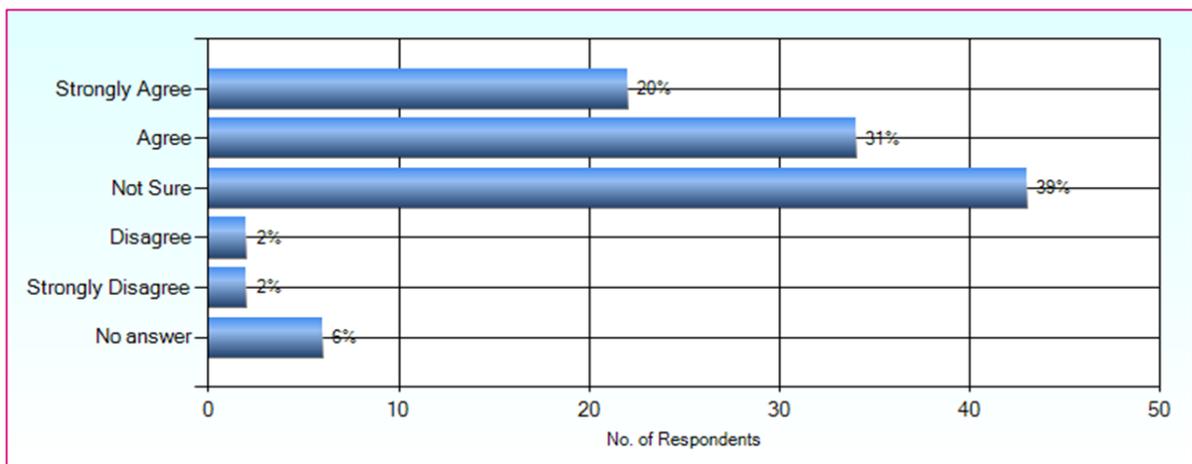
Issues that need to be addressed to encourage car sharing are:

- Requires like-minded parents who live closely or on-route to school
- Needs to be organized by school
- Difficult to manage as children have different school end time/ after school activities

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**Support for the School Travel Plan**

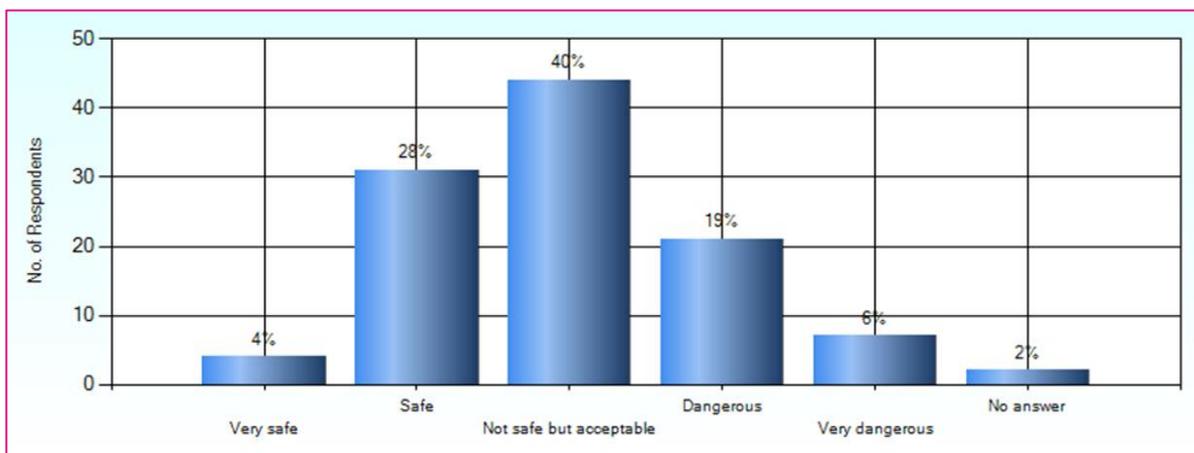
51% agreed that a successful School Travel Plan will help improve safety and sustainable travel for the school



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**Safety in school compound**

65% stated that there is a need to improve safety for schoolchildren within the school compound during the morning drop-off / afternoon pick-up periods



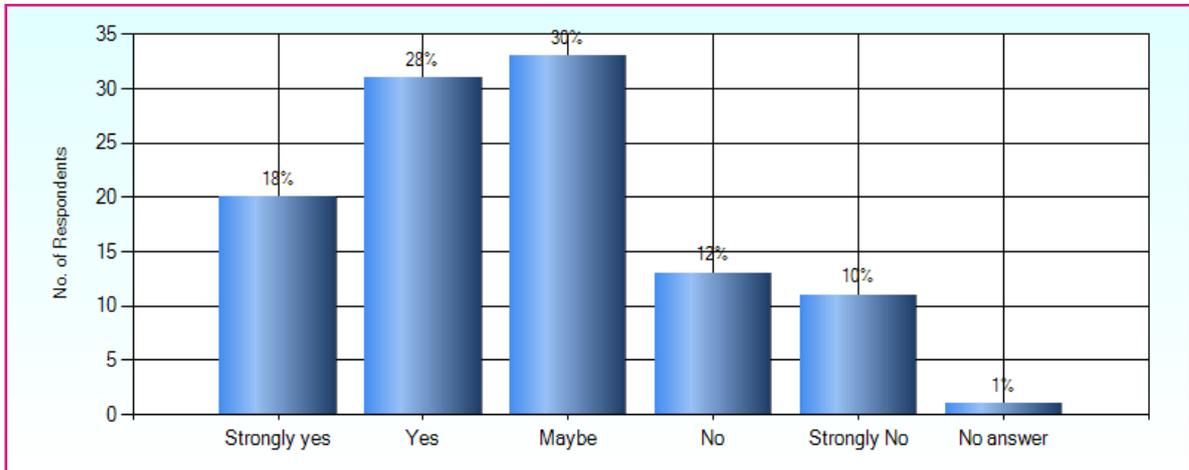
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**Provision of a dedicated drop-off/pick-up layby**

46% indicated that they would use a dedicated and safe drop-off/pick-up layby

This would reduce the need to park and walk their child to/from the school

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**Other Actions that the school should consider to improve safety and more sustainable travel behaviour**

- Stop vehicles from entering the school compound (23%)
  - Do not permit vehicle parking/waiting in school compound (21%)
  - Roll-out Road safety awareness campaigns (15%)
  - Roll-out Activities to promote car sharing (14%)
  - Encourage walking/cycling as part of a healthy lifestyle generally (11%)
  - Provide cycle training (8%)
  - Provide incentives for sustainable travel (7%)
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## 4 Consultation and Involvement

This section outlines the involvement of the different stakeholders in the preparation of this travel plan.

<b>Group</b>	<b>Consultation/ involvement</b>
School Management	School Travel Plan is supported by the school's senior management team  The Headmaster is responsible for developing and securing approval of the School Travel Plan
Parents/ Carers	An on-line parents/carers Travel Plan Survey was undertaken in December 2017. A total of 111 responses was obtained.  Parents/Carer Travel Plan Workshop was held in January 2018.
School Staff	An on-line staff Travel Plan Survey was undertaken in December 2017. A total of 51 responses was obtained.  Staff Travel Plan Workshop was held in January 2018.
Students	No consultation has been undertaken with students. This will be undertaken as part of the rolling-out stage of the School Travel Plan.
Parish of St. Saviour	The Parish supports the School Travel Plan.
SoJ Department for Infrastructure	The DfI have been consulted for guidance on the Travel Plan development and support the School Travel Plan.
Police Liaison on Road Safety Police Community	SoJ Community Policing Team have been consulted on the development of the School Travel Plan and at the Travel Plan Workshop held in January 2018.

## 5 Objectives, Targets and Action Plan

### 5.1 Objectives

The School Travel Plan's objectives are:

- To promote Health and Safety and sustainable development message to pupils and parents
- To increase number of pupils travelling to school by sustainable means.
- To reduce private car use for travel to school
- To improve safety within the school compound and on the school access roads
- To reduce traffic congestion/vehicular emission

The School Travel Plan will also contribute to meeting the wider States of Jersey transport and sustainability objectives.

### 5.2 Targets

The School Travel Plan and road safety targets are as follows:

Deadline	Target(s)
July 2018	Launch of the School Travel Plan. School Travel Plan was updated in October 2018.
March 2019	Complete 6 month Travel Plan Review
	Achieve a 10% increase in school bus use for travel to/from school
	Create a car share database for parents/carers
	Road safety awareness campaign to students and staff
	Campaign to raise awareness of sustainable transport options
	Work with DfI to roll-out cycle training for 50 students
	Introduce road safety measures within the school compound to reduce road safety risks during drop-off/pick-up periods
	Develop proposals for a safe, convenient and efficient drop-off/pick-up layby at the school

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Develop proposals for improved car parking provision and supporting infrastructure on the school's main car park to reduce car parking that takes place in the school compound

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March 2020      Complete 1<sup>st</sup> year Travel Plan Review

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Achieve an annual 10% increase in school bus use for travel to/from school

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Achieve a 2% car share use

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Annual road safety awareness campaign to students and staff

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Annual campaign to raise awareness of sustainable transport options

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Continue cycle training with DfI to train 50 cyclists annually

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Enforcement of vehicular restrictions in school compound

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Implement drop-off/pick-up layby for the school

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Improved car parking provision and supporting infrastructure in the school's main car park

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### 5.3 Action Plan

Actions to be taken to achieve the target(s)					Monitoring and Evaluation		Resources Required	PROGRESS (updated Oct 2018)
No	Description	Responsible Person(s)	Timescale	Success Criteria	Method	Responsible Person(s)		
1.	<b>Develop and launch the School Travel Plan</b> - Secure all approvals - Publish on school website - Disseminate to all stakeholders	Headmaster/ STP Mgr	31/10/18	School Travel Plan	Travel Plan review after 6 mths and then annually	STP Mgr	Monitoring of road safety risk and travel behaviour	<b>Completed.</b> The school travel plan (Oct 2018) is available on the school website.
	<b>Completed.</b> The school has appointed KR Synergy to support the implementation of the School Travel Plan							
2.	<b>Increase in school bus use</b> - Identify and implement actions to increase attractiveness of school bus use	Headmaster/ STP Mgr	31/10/18	Increase in school bus ridership	User feedback School bus ridership	STP Mgr	School bus ridership working group	<b>Completed.</b> The school has established that there is very limited demand of school bus use.
	- Promote use of the school bus		31/01/19					<b>On-going.</b> The school is promoting the school bus services.
3.	<b>Increase in car sharing</b> - Identify actions to increase car sharing	Headmaster/ STP Mgr	31/10/18	Increase in number of	User feedback	STP Mgr	Car share working group	<b>On-going.</b> The school is establishing a parent group to undertaken a



6.	<b>Cycle training for students &amp; staff</b>	STP Mgr	By 31/3/19	Cycle training for 50 students annually	No of students/staff cycle trained	STP Mgr	Support from Dfl	
7.	<b>To implement road safety measures within the school compound</b>	Headmaster	By 31/3/19	Improved road safety within the school compound	Monitoring of road safety risk	STP Mgr	Site observation surveys Road safety risk assessment	There is limited scope at present. The school is unable to restrict vehicles from the school compound until new facilities for car parking and layby is provided on the field
8.	<b>To develop and implement a safe, convenient and efficient pick-up/drop-off layby for the school</b>	Headmaster	By 31/3/19	Implementation of drop-off/pick-up layby	Use of the facility and user feedback	STP Mgr	Requires PoS planning approval Site observation surveys	This will require approval for expanding the car park on the field
9.	<b>To develop and implement improved car parking provision and supporting infrastructure at the school's main car park</b>	Headmaster	By 31/3/19	Improvements to the car park	Use of the facility and user feedback	STP Mgr	Requires PoS planning approval Site observation surveys	This will require approval for expanding the car park on the field

Dfl Department for Infrastructure, States of Jersey  
DoE Department of the Environment, States of Jersey  
PoS Parish of St Saviour  
SoJ States of Jersey  
STP Mgr School Travel Plan Manager

## 6 School Travel Plan Monitoring and Review

### 6.1 Overview

It is important that the school monitor the level of success achieved by the school travel plan.

The Travel Plan will be reviewed after the first 6 months and from then, on an annual basis. The review will record changes in road safety, travel behaviour and impacts and consider any new travel needs arising from changes in education and transport provision.

When reviewing our school travel plan we will take into consideration any issues arising from new developments in education and transport since the original STP was completed. Hands up survey of the children will be carried out each term and recorded. The next monitoring will be carried out in March 2019.

The School Travel Plan will be included in the School Development Plan.

### 6.2 Travel Plan Management

The School Travel Plan will be managed by a nominated School Travel Plan lead/manager. This is a part-time role which can be taken up by an existing member of staff.

The School Travel Plan lead will be supported by the School's Travel Plan Action Group consisting of key stakeholders.

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#### School Travel Plan Action Group

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Headmaster, representing the school's senior management team

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School Travel Plan lead

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Parent/ carer representative(s)

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Staff representative(s)

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Student representative(s)

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Parish of St Saviour representative(s)

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Police Liaison on Road Safety Police Community

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## 7 Sign-off and Approval

### 7.1 Commitment by the School

The Headmaster and school's senior management team commit to fully supporting the school's Travel Plan.

#### We will:

- Identify and support a School Travel Plan (STP) lead, who will be responsible for ensuring that the Action Plan is delivered, and will receive sufficient time and resources to enable this to happen;
- Link and incorporate the actions and targets in the Action Plan to our School Development Plan and associated plans;
- Encourage staff to incorporate the actions and targets in the Action Plan to the curriculum by including the Action Plan in our curriculum planning;
- Support pupils, through the STP lead, to monitor and review the Action Plan;
- Support the preparation of an annual review of the Action Plan;
- Promote the school's travel plan through the prospectus, website, newsletters, notice boards, etc.;
- Encourage existing parents to subscribe to the objectives of the travel plan, through promotion, policies and curriculum; and
- Encourage all new parents to subscribe to the travel plan objectives by making our expectations clear at initial interviews and induction meetings.



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Signed: Headmaster

Date 08/10/2018