

TRAVEL POLICY

Policy statement

This policy sets out our intentions regarding pupil, parent and staff movements to and from our school site. We set out measures to support the safety of the school journey and we identify areas of concern and the steps we are taking to reduce these. This policy works alongside our Transport for London (TfL) Travel Plan. We achieved the gold star accreditation in STARS (Sustainable Travel: Active, Responsible, Safe) in July 2018, July 2021, July 2023 and in July 2025. We would like to be regarded as a model school for our school journey and transport strategies. The latter are set out in detail in an appendix to this over-arching policy.

This policy is available to parents and prospective parents on the School's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Our aims:

- to support the safety of our pupils, parents, staff and visitors when entering and leaving the school site;
- to encourage alternative modes of transport to the car, reducing the consumption of fossil fuels, save energy, minimise air pollution, and increase pupil fitness and minimising disruption to our neighbours
- to raise awareness of and assist in addressing the existing transport problems faced by our neighbours
- to demonstrate our commitment to the local community and not add significantly to congestion and parking shortage in the area.

Responsibilities

The Headteacher is the member of staff who is responsible for the implementation of this policy and the development of our TFL Travel Plan.

Brief description of the school site

We moved into our new building in April 2021. The school is located on the main thoroughfare of Richmond Road, which bisects East Twickenham. The site is designed to accommodate 420 pupils. The new address of the school is 389, Richmond Road, Twickenham, TW1 2EF. The speed limit on our road is 20mph, there are clearly marked bike lanes, and there are safe crossing points via traffic lights within 200m of the school entrance.

Our numbers and catchment area

The school has 420 pupils on roll as of September 2026 and has reached its full capacity in September 2025. The majority of the children will live very near the school. We expect catchment area at capacity to be best described as houses within 600 metres of the pedestrian gate.

Key issues and action taken:

- The main entrance faces the busy main road. *To mitigate this risk for pupils, the gate is staffed by senior leaders at all main entry and exit times. The school has also taken significant action with the local authority to ensure that the main school entrance is safe for children: the area is now cordoned from the main road by a set of*



railings to prevent the children from accidentally entering the roadway. There is also a set of bollards on both sides, to ensure the children are safe from cars accidentally leaving the roadway. The principle aim for this section of pavement is to provide a safe space for our families and children.

- Families using the Lidl carpark as a school drop off point. *Clear communication to families has repeatedly informed them that the Lidl carpark and the residential roads adjacent to the school are not to be used for drop-off or pick-up parking. As a result of this and the active rewards in place for foot or sustainable transport, very few children are dropped off or collected by car. There have been no reports from Lidl that the carpark is being used by families for this purpose.*

Measures to support pedestrian safety:

- clear school signage;
- high vis book bag for pupils to carry on the school journey;
- pupils are taught road and pedestrian safety awareness;
- a member of staff will monitor pupil entry and exit on a daily basis and report any issues immediately to the Headteacher.

Measures to reduce the impact of the school on the local area:

- new parents will be made aware of the existing congestion and lack of parking in the school area and their school journey choices will be discussed with the Headteacher
- we have a staggered start to the school day so that drop off in the morning can take place between 8.30am and 8.45am. Parents may also choose to use the breakfast club facility which starts at 7.45am
- walking and scooting to school is positively encouraged and rewarded as part of our green and healthy living approach
- children encouraged to travel sustainably via scooter and bicycle and can store their bikes and scooter in the bike shed.
- when cars have to be used car sharing is encouraged. Parents and carers should check with their insurance provider that they have the relevant cover for example Social, Domestic and Pleasure when providing transport to other parent helpers or car sharing to drop-off and collect pupils.
- new staff will discuss their school journey at interview with the Headteacher and will be provided with an individual travel to school plan
- new staff are all recruited on the understanding that there is no staff parking and that their commute should be a sustainable one
- there will be a regular programme of scooter training for year 2 and cycle training for Year 5 and 6 pupils organised through the LA safety team
- a coach location will be agreed with LBRUT Transport Planning



Relationships with local residents

We are committed to developing strong relationships with our neighbours and will seek opportunities to listen to concerns and to engage in communication. Thus far, we have inducted a community resident onto our local advisory board and have established strong relationships with the residents' association.

Monitoring and evaluation

The Headteacher will ensure that any concerns raised by local residents, parents and members of staff are recorded and reported to the Multi-Academy Trust. The Headteacher will ensure that travel is an agenda item for Senior Leadership Team the Local Advisory Committee and Parent Teacher Association meetings. The TfL School Travel Plan will record all issues, action points and targets.

Policy review information

This policy will be reviewed annually

Key review dates	By whom	Changes made
01.09.2026 next review	Alex Lee	School numbers updated
01.09.2027 next review	Alex Lee	School numbers updated

Staff and Parent Signing Section

If you are a member of **staff** please sign here to show that you have read this policy, you understand that non-adherence could lead to financial penalties for the school and a reversal of planning consent and that you will fully support our Travel Policy.

Name of staff	
Position in school	
Signature	
Date	

If you are a **parent** please sign here to show that you have read this policy, you understand that non-adherence could lead to financial penalties for the school and a reversal of planning consent and that you will fully support our Travel Policy.

Name of parent	
Name of child/children	
Signature (on behalf of all family members and carers)	
Date	

