



# **SCHOOL TRAVEL PLAN**

James Rennie School  
Specialist Communication and Interaction College  
California Road  
Carlisle  
Cumbria  
CA3 0BX

Headteacher: Mrs Corinna Cartwright

DfES No: 909/7022

## Table of Contents

SCHOOL TRAVEL PLAN .....	1
Background to the School .....	3
School Location.....	4
Ariel View of the School showing car parks .....	4
Location of School.....	5
School Usage.....	5
Staffing.....	5
Pupils .....	6
Current Travel Arrangements .....	6
Partnership Working and Consultation .....	6
Survey of Needs.....	7
Aims and Objectives of James Rennie School Travel Plan .....	8
School Development Plan .....	9
Action Plan.....	10
Management, Monitoring and Evaluation .....	15
Management .....	15
Monitoring .....	15
Evaluation .....	15
Appendices .....	16

## ***Background to the School***

James Rennie School is a school for 134 pupils aged from 3 to 19 years. All of the children attending the school have severe or profound and multiple learning difficulties. All the pupils have a Statement of Special Educational Need.

The school offers full access to a broad and balanced curriculum, using a range of approaches to meet individual learning needs and styles.

The school caters for primary, secondary and post 16 groups, ensuring a safe and secure environment, a range of appropriate education strategies as well as the physical and social needs of the pupils. The building and its environment contribute to a sense of 'moving on' and provide for the significantly different requirements in the development of pupils as they progress through the school from Nursery to Post16. The building also supports pupils in preparation for accessing college and further education provision.

The school delivers a broad, balanced and stimulating curriculum which encompasses the autism-specific needs of the pupils and provide enrichment and challenge. It is underpinned by highly skilled intervention programmes such as PECS (Picture Exchange Communication System) and a technological environment which enables visual learning through interactive whiteboards. The curriculum supports pupils in moving from dependence to independence within an environment that takes account of physical, social and maturational differences. The physical environment supports behaviour management with the provision of separate areas for calming and low stimulus settings.

The school addresses the range of special needs of its pupils recognising that in addition to a broad and balanced curriculum, including the National Curriculum, some pupils may be working at early levels and require a developmental approach. This is delivered through activities relating to sensory and physical development. The building incorporates specialist sensory and calming areas – including, soft play and physiotherapy. We are also looking forward to the completion of our sensory garden project in April 2010.

In 2006, the school achieved Specialist College status becoming a Interactive and Communication College. An extension was built two years later to provide a Training Centre, office, ICT suite, and two ASD workrooms. The school believes that progress in the development of language and communication is central to the life chances of students with severe and profound learning difficulties. As a school committed to raising standards it is developing an integrated communication system incorporating all those disciplines that encourage thinking, self-expression and communication. The school is a main provider of training in these techniques in Carlisle and North Cumbria and has developed its own highly qualified and effective Communication Team for this purpose

### ***School Location***

The school has a wide and mixed catchment area. It caters for children from as far as Wigton, Aspatria and Penrith in the south and west and Alston and Gilsland in the north. The catchment areas are very contrasting, with a high percentage of social deprivation.

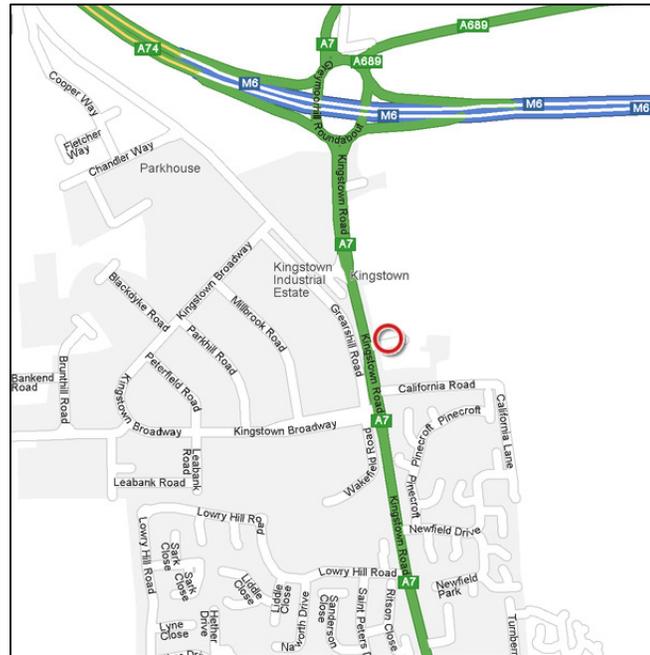
The School is situated north of Carlisle, close to Junction 44 of the M62 motorway. The school is a post war school whose development has been determined by Government initiatives and strategies for the education of pupils with special needs. As a result, buildings have been added to accommodate increased pupil numbers and to provide additional facilities. The newest addition to the site is a Communication Centre which opened in January 2008. The school is surrounded on three sides by fields.

There is one main entrance for pedestrians and vehicles. The school is accessed by a residential road (California Road) and there is a visitor parking area at the front of the building. For all other vehicles ie staff cars, service vehicles, contractors and school transport, there is a one way system in operation. The school has three main car parks which allow parking for 85 vehicles. There are four school minibuses which are parked in a secure compound.

### ***Ariel View of the School showing car parks***



## ***Location of School***



**Appendix 1** shows more detailed plans of the school and surrounding area, together with the transport system and the car parking areas.

## ***School Usage***

The school day extends from 9 am to 3.30pm, although we offer a wide range of extended school services which means that the school is open to at least 5pm each evening. There is also a weekly Youth Club which is held on Thursday evening from 7pm to 9pm. The school runs an Able To Play Scheme in the summer holidays for two weeks offering a full activity programme for the children from 9 am to 3.30pm. We also offer our Community and Arts Building to the local community and this is used on several occasions from 6pm to 9pm by members of the public.

## ***Staffing***

Due to the high level of support that the children need to access learning, there is a team of -

- 29 Teaching Staff
- 1 Unqualified Teacher
- 48 Education Support Staff
- 4 Administration Staff
- 2 Senior Technicians
- 17 Mid Day Supervisors
- 3 Apprentices
- 1 School Nurse

We have a team of professionals attached to the school including Speech and Language Therapists; Physiotherapists; Occupational Therapists; Educational Psychologist and Connexions Staff.

### ***Pupils***

We currently have 138 pupils on roll. There are 15 classes and the number in each key stage is as follows –

Early Years	8
KS1	10
KS2	32
KS3	27
KS4	26
KS5	35

### ***Current Travel Arrangements***

97% of our pupils come to school on local authority provided transport, i.e. minibus or taxi. 3% are transported by car by their parent or guardian. No pupils walk or cycle to school. Currently there are 31 routes, transporting 135 pupils. Because of the special needs of our pupils, they do not have choices about how they travel.

The length of the journeys vary from 3 to 25 depending on where the students live. The longest distance travelled is 25 miles

During the school day, students access learning off site and they are transported by staff in the school minibuses to various locations in and around Carlisle.

As part of our inclusion work, some students go to other schools for certain sessions during the week. They are transported either by taxi, in staff vehicles or by school minibus.

Transport is also arranged to take students home following after school clubs and the Youth Club. Some pupils are collected by their parents and some are taken home by school minibus.

### ***Partnership Working and Consultation***

Wide consultation is something that is undertaken routinely at James Rennie school.

Pupils are consulted through the School Council and The School Business Manager addressed the Council on **23 November 2009**. Pupils had been formally consulted using questionnaires to gather information regarding the School travel Plan.

Parents are consulted regularly and this is seen as a strength of the school. Parents are informed daily through a school diary of events which have happened during the day. This is often followed by a phone call at night. All parental concerns are addressed. Parents attend meeting including Annual Review Meetings. Parents also receive regular newsletters and we hold family Learning days through the year.

Parents were formally consulted by a newsletter on **16 October 2009** and asked to provide information regarding the school travel plan via a questionnaire.

Staff are regularly consulted on a wide variety of school issues. This happens through the weekly diary meeting on Monday mornings at 8.30 am or the Unit meetings on Thursday afternoons at 3.45 pm. Also, through the Performance Management process and well as other informal routes. Discussion about the Travel Plan took place at the Monday morning meeting on **14 October** and staff were formally asked to complete the questionnaire on **16 October 2009**.

Governors are regularly updated on a variety of issues both statutory and non statutory and they were officially informed of the preparation of the Travel Plan and gave its approval on **20 October 2009**. Ian Mattock was proposed as the governor representative on the Working Group.

The Health and Safety Group discussed the Better Ways to School initiative on **7 October** and a Working Party comprising of The Head Teacher, The Health and Safety Officer, The School Business Manager and a school Governor met on **14 October 2009** and **3 November 2009** to prepare the plan. This was reviewed by the Health and safety Committee on **30 November 2009**.

### ***Survey of Needs***

A travel survey was undertaken in October 2009. Questionnaires were sent to

- 
- a) Staff to determine the mode of transport used and ask for any suggestions/comments on how to improve the present transport arrangements.
- b) Parents/guardians were given the opportunity to express their views relating to independent travel and cycling proficiency.
- c) Parents who bring their child to school were asked to comment on the parking and collection arrangements
- c) Pupils were asked how confident they felt about riding a bicycle, using pupil transport and road safety.

The results are listed in **Appendix 2**.

## ***Aims and Objectives of James Rennie School Travel Plan***

### **Aim 1 - Encourage sustainable methods of transport by staff and visitors**

It is not possible to change the way in which pupils are transported to school but we can encourage staff to use more sustainable methods of transport.

#### **Objective 1 – try to reduce car use by staff and visitors**

**Target 1a:** – to inform staff and visitors of alternative methods of transport by issuing bus timetables. To signpost public transport on website and display literature in foyer

**Target 1b** – to inform staff of the cycle to work scheme and assist with applications

**Target 1c** – to suggest a car share scheme for staff and develop a scheme for interested staff

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### **Aim 2 – equip staff with skills and confidence to cycle to work and provide facilities for safe storage of bicycles**

#### **Objective 2 - to provide facilities, training and resources to enable staff to cycle safely**

**Target 2a** - to provide a cycle shelter by September 2010

**Target 2b** – to offer cycle proficiency training for staff

**Target 2c** – to ensure there are adequate shower and changing facilities for staff

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### **Aim 3 - equip pupils with knowledge and skills needed to cycle and safely**

#### **Objective 3 - to provide facilities, training and resources to enable pupils to cycle safely**

**Target 3a** – Provide cycle training to at least 8% of children for whom it is appropriate by July 2011.

**Target 3b** - Provide cycling experience to at least 50% of children from whom it is appropriate by July 2011

**Target 3c** - to have a road layout marked in the school playground by Sept 2010 for pupils to practise road safety procedures

*Exact numbers will depend on the needs of individual children*

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#### **AIM 4 - Improve Site safety**

##### **Objective 4 – to improve site safety and congestion at peak times**

**Target 4a** – To have parking bays clearly marked and numbered by June 2010

**Target 4b** – to ensure all staff and transport vehicles have a designated parking space by June 2010

**Target 4c** – to ensure that there is clear demarcation between pedestrian and vehicular access by June 2010

**Target 4d** – To improve the safe movement of pupils from buses to the school. Staff to be provided with Fluorescent armbands by April 2010.

**Target 4e** – to clear pedestrian walkways of shrubs, overhanging branches which can impede pedestrian access by February 2010

**Target 4f** – to install lighting across car park main entrance to ensure safety of pedestrians at night by February 2010

**Target 4g** – to improve the directional signage to the school

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#### ***School Development Plan***

Improvements to the transport system were identified in the School Development Plan for 2009/2011 and some work has already been undertaken ie the repainting of the Lower school car park bays, the creation of a one way traffic system and demarcation between pedestrian and vehicular access. See **Appendix 3**

The Development Plan for the next three years now included the other areas detailed in the School Travel Plan. This is to be approved at the next Full Governor Meeting,

### **Action Plan**

The Action Plan sets out a list of proposed actions that will be taken to meet the objectives identified above. Each action has responsibilities, priorities and time scales.

<b>Objective 1 – try to reduce car use by staff and visitors</b>				
<b>Target</b>	<b>Person Responsible</b>	<b>Action</b>	<b>Resources</b>	<b>Date to be completed</b>
<b>Target 1 a</b> To inform staff and visitors of alternative methods of transport by issuing bus timetables. To signpost public transport on website and display literature in foyer	School Business Manager Deputy Head (Web Site manager) Extended School Co-ordinator (Family Learning Days)	Contact local transport providers to obtain time public transport timetables  Post on web site  Inform parents by newsletter of travel plan and display timetables in foyer  Include public transport information in Visitor information  Discuss with parents at Family Learning Day	Administration time	April 2010
<b>Target 1b</b> – to inform staff of the cycle to work scheme and assist with applications	Head Teacher School Business Manager	Whole staff meeting – inform staff of arrangements for applying for cycle to work grant	Staff time	January 2010

<b>Target 1c</b> – to suggest a car share scheme for staff and develop a scheme for interested staff	School Business Manager	Log all interested parties and collate car share rota according to home addresses / routes to work.	Administration time	July 2010 – with ongoing updates
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<b>Objective 2 - to provide facilities, training and resources to enable staff to cycle safely</b>				
<b>Target</b>	<b>Person Responsible</b>	<b>Action</b>	<b>Resources</b>	<b>Date to be completed</b>
<b>Target 2a</b> - to provide a cycle shelter	School Business Manager	Investigate accessible funding Finance and Building Committee to find suitable site on school grounds	Cycle Shelter for 10 -12 cycles	September 2010
<b>Target 2b</b> – to offer cycle proficiency training for staff	Health and Safety Committee	Contact Road Safety Officer to organise appropriate course.  Survey staff to ascertain numbers of participants	Staff and administration time	July 2010

<p><b>Target 2c</b> – to ensure there are adequate shower and changing facilities for staff</p>	<p>School Business Manager School technician</p>	<p>Carry out a maintenance inspection of facilities and arrange for repairs where necessary</p> <p>Investigate provision of secure lockers (or alternative secure storage of personal belongings)</p>	<p>Cost of repair of shower cubicles</p> <p>Cost of lockable storage</p>	<p>April 2010</p>
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<p><b>Objective 3 - to provide facilities, training and resources to enable pupils to cycle safely</b></p>				
<p><b>Target</b></p>	<p><b>Person Responsible</b></p>	<p><b>Action</b></p>	<p><b>Resources</b></p>	<p><b>Date to be completed</b></p>
<p><b>Target 3a</b> – Provide cycle training to at least 8% of children for whom it is appropriate by July 2011.</p>	<p>SMT Health and Safety Team</p>	<p>Letter home to parents to follow up Parental Questionnaires</p> <p>Investigate which parents would like their children to learn to cycle</p> <p>Contact Road safety Department</p> <p>Investigate accessible funding</p>	<p>Administration and Staff time</p>	<p>Summer 2011</p>
<p><b>Target 3b</b> - Provide cycling experience to at least 50% of children from whom it is appropriate by July 2011</p>	<p>Headteacher SMT</p>	<p>Investigate the purchase of bicycles and tricycles for use by pupils on the school grounds</p>	<p>Cost of equipment</p>	<p>Summer 2011</p>

<b>Target 3c</b> - to have a road layout marked in the school playground by Sept 2010 for pupils to practise road safety procedures	School Business Manager	Ground Maintenance Contractor to provide design for road markings  Playground to be marked in conjunction with parking bays	Cost of markings	September 2010
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<b>Objective 4 – to improve site safety and congestion at peak times</b>				
<b>Target</b>	<b>Person Responsible</b>	<b>Action</b>	<b>Resources</b>	<b>Date to be completed</b>
<b>Target 4a</b> – To have parking bays clearly marked and numbered by June 2010	School Business Manager	To ask Grounds Maintenance Team to repaint car park bays and to number them	Administration Time Cost of repainting car park bays	June 2011
<b>Target 4b</b> – to ensure all staff and transport vehicles have a designated parking space by June 2010	Headteacher SMT	To clarify the numbers of staff who park at school and obtain vehicle registration numbers Designate a space and number to every member of staff	Administration time	June 2011
<b>Target 4c</b> – to ensure that there is clear demarcation between pedestrian and vehicular access by June 2010	School Business Manager	Ground Maintenance Contractor to clearly mark pedestrian walkways	Cost of markings	June 2010

<p><b>Target 4d</b> – To improve the safe movement of pupils from buses to the school. Staff to be provided with Fluorescent armbands by April 2010.</p>	<p>School Business Manager  Teaching and Education support Staff</p>	<p>Local Authority Transport Dept to be informed of new system</p> <p>Staff to be allocated to each exit to collect and deliver pupils at the beginning and end of each day.</p> <p>3 members of staff to act as transport supervisors at each exit</p> <p>All staff to be issued with fluorescent armbands</p> <p>Staff to be offered the choice a purchasing a staff fleece and/or raincoat at reasonable prices</p>	<p>Administration time to set up rota</p> <p>Staff meeting time to explain the new system</p>	<p>February 2010</p>
<p><b>Target 4e</b> – to clear pedestrian walkways of shrubs, overhanging branches which can impede pedestrian access by February 2010</p>	<p>School Business manager Site Technician Grounds Maintenance Team</p>	<p>Pathways to be cleared</p> <p>Newsletter to staff and parents to remind them to use pathways.</p>	<p>Administration time</p>	<p>February 2010</p>
<p><b>Target 4f</b> – to install lighting across car park main entrance to ensure safety of pedestrians at night by February 2010</p>	<p>School Business Manager</p>	<p>Discuss with Finance and Buildings Committee</p> <p>Obtain quotes for appropriate lighting</p>	<p>Cost of lights and fitting</p>	<p>April 2010</p>
<p><b>Target 4g</b> – to improve the directional signage to the school</p>	<p>School Business Manager</p>	<p>Write to Highways Department to request a sign for the main entrance</p>	<p>Administration time</p>	<p>Summer 2010</p>

## ***Management, Monitoring and Evaluation***

### **Management**

The responsibility for the management of the Travel Plan lies with the Health and Safety Team which consists of Head Teacher Mrs Corinna Cartwright. The School business Manager, Mrs Margaret Ratcliffe and the Health and Safety Officer, Mrs Elizabeth Davison.

Margaret Ratcliffe, school Business Manager will be responsible for the review of the School Travel Plan.

### **Monitoring**

Parents will be kept informed as to progress on the School Travel Plan via termly parental newsletters.

A review will be conducted in July 2010. This will also take place if there are changes to the school routine, such as additional after school clubs or a change in Local Authority Transport arrangements. The School Travel Plan will be updated to take account of any changes to the routine, developments at the school and any changes to educational practice.

### **Evaluation**

The following steps will be taken every year to evaluate the effectiveness of the School Travel Plan. The Health and Safety Team will carry out an evaluation at the end of the summer term and use the results to develop the programme for the next school year. The first review will be in July 2010.

- Survey results compared using School census returns.
- Check at the end of the school year that information about STP has been sent to parents during year.
- Evidence from teachers planning for PSHCE lessons includes road safety. Feedback from colleagues about effectiveness
- Check that older children have received Cycling Proficiency training. Monitor numbers taking part and passing.
- Check the number of pupils achieving Independent Travel Award.

## ***Appendices***

**Appendix 1** – Photographs of the access road and traffic system at James Rennie School

**Appendix 2** – Results of Parental, Pupil and Staff Questionnaires

**Appendix 3** – Premises Development Plan 2009/10