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Proposed New Classroom Building  
Gosberton House Academy, Westhorpe Road, Gosberton, Spalding

## School Travel Plan

C4324 – Gosberton House Academy  
October 2023



CIVIL | STRUCTURAL | GEOTECHNICAL & ENVIRONMENTAL | TRAFFIC AND TRANSPORT

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## Reliance

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## Quality Assurance

HSP Consulting confirms that all reasonable efforts have been made to ensure that information contained within this report is accurate. HSP Consulting would further confirm that due care, attention and technical skill were used in creation of this report.

Signed for and on behalf of HSP Consulting

Paul Daykin, Director

## Issue & Revision History

| Revision              | Status           | Originator | Checked                                       | Approved | Date       |
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## 1 Introduction

### 1.1 Context

- 1.1.1 This School Travel Plan has been prepared by HSP Consulting Engineers Ltd (HSP) in coordination with Gosberton House Academy (GHA) to accompany a planning application for a permanent teaching block which replace existing temporary classrooms and improve the quality of learning space.
- 1.1.2 GHA has an existing School Travel Plan which is included in Appendix A. This School Travel Plan enhances on this and reflects the school site as it is proposed.
- 1.1.3 GHA is a specialist primary school operated by the University of Lincoln Academy Trust. GHA caters for children with an Autistic Spectrum Disorder, with a number of places for children with additional needs including learning, communication, sensory and social needs. The proposed works associated with the planning application will enable the school to offer places to future cohorts meeting all complex SEND needs, including catering for children with profound and multiple learning difficulties.
- 1.1.4 The works proposed will replace existing temporary classrooms and although the official capacity of GHA is 64 pupils, it is oversubscribed with currently 103 pupils which could potentially increase to 112 pupils subject to pupil demand. The additional number of pupils can be safely and suitably catered for at GHA. Subject to demand and additional SEND provision in the County, the school may eventually return to its optimum capacity of 64 pupils.

### 1.2 Key Information

- 1.2.1 The school lies in the west of Gosberton, and north of Westhorpe Road. Gosberton lies approximately 9km north of Spalding, and 15km south-west of Boston, in Lincolnshire.

**Figure 1.1** illustrates the location of the school in relation to the surrounding area.

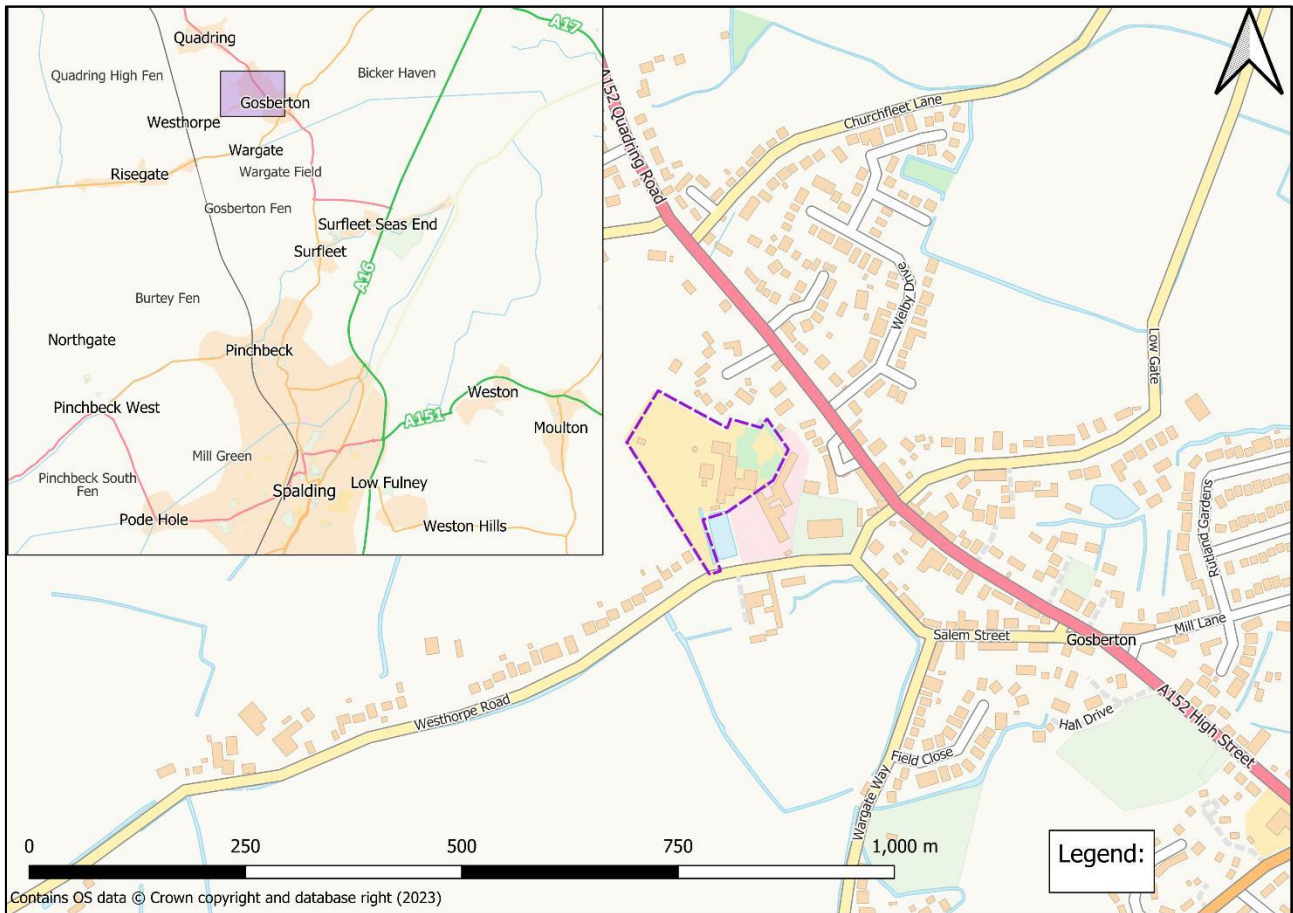


**Figure 1.1: Site in context of surrounding area**

- 1.2.2 Children travel from all over Lincolnshire to attend the school as the school is currently an autism specialist school. It is hoped that this catchment area will reduce as the school is able to cater for all SEND needs following the proposed works.

**Table 1.1: School Information**

| School Name                                                          | Gosberton House Academy                                                                                                                                                |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Category                                                      | SEND<br>(ASD - Autistic Spectrum Disorder and MLD - Moderate Learning Difficulty)                                                                                      |
| School Address                                                       | 11 Westhorpe Road, Gosberton, Spalding, Lincolnshire PE11 4EW                                                                                                          |
| Telephone Number                                                     | 01775 840250                                                                                                                                                           |
| Email                                                                | <a href="mailto:enquiries@uolat.co.uk">enquiries@uolat.co.uk</a> or <a href="mailto:enquiries@gosberton-house.lincs.sch.uk">enquiries@gosberton-house.lincs.sch.uk</a> |
| School Principal                                                     | Miss Katharine Saywell                                                                                                                                                 |
| Travel Plan Coordinator                                              | Louise Stanton                                                                                                                                                         |
| Website                                                              | <a href="http://www.gosberton-house.lincs.sch.uk">www.gosberton-house.lincs.sch.uk</a>                                                                                 |
| DfE Number                                                           | 925 7008                                                                                                                                                               |
| Unique Reference Number                                              | 143257                                                                                                                                                                 |
| Age Range                                                            | 2 - 11                                                                                                                                                                 |
| Number of Pupils 2023/2024                                           | 103                                                                                                                                                                    |
| Future Number of Pupils                                              | 112                                                                                                                                                                    |
| Number of Staff 2023/2024                                            | 45 (plus up to 10 Outreach Staff)                                                                                                                                      |
| Future Number of Staff                                               | 51 (plus up to 10 Outreach Staff)                                                                                                                                      |
| School Start and Finish Time                                         | 08:45 – 15:00                                                                                                                                                          |
| Wrap around care times                                               | 07:30 until 17:15                                                                                                                                                      |
| Number of Pupils eligible for LA Funded School Transport (2023/2024) | 90                                                                                                                                                                     |

### 1.3 Purpose of the Report

- 1.3.1 Typically, the aim of any Travel Plan is to minimise single occupancy car use to and from a while maximising sustainable modes of travel, within a given timeframe.
- 1.3.2 It is a 'Framework' STP, which means it outlines a framework for the proposed school to use to encourage sustainable travel choices and dissuade single occupancy car use by staff, visitors and pupils (where appropriate).

- 1.3.3 The Travel Plan Coordinator (TPC) will coordinate the implementation of the Travel Plan and ensure that it reviewed and monitored at least annually.
- 1.3.4 Gosberton House Academy is a SEND school and consequently, most pupils will need to travel to school by vehicular transport and the majority of them are entitled to Local Authority (LA) funded transport. These factors have shaped the travel plan objectives and measures for the proposed school.
- 1.3.5 As a 'live' document, the STP will then be reviewed and updated annually for 5 years (and beyond this on a voluntary basis), in liaison with Worcestershire County Council travel plan team. Realistic and measurable targets must be set so that the travel plan's progress can be monitored.

## 2 Overview of School Travel Plans

### 2.1 Purpose of a School Travel Plan

- 2.1.1 A School Travel Plan (STP) is recognised as a document which sets out how a school will promote safer, active and sustainable travel to school, with the main emphasis being on reducing single occupancy car trips generated by the site.
- 2.1.2 To ensure the success of a STP, extensive consultation is required between teachers, parents, pupils, visitors, governors, local authorities and local residents to develop a holistic strategy that will not only benefit the school community but also the wider road network. An effective school travel plan applies a series of travel plan measures to achieve the following:
- i.* Reduce the number of private vehicles and parking demand;
  - ii.* Safe arrival and departure of pupils;
  - iii.* Encourage more active and sustainable travel choices.

### 2.2 Modeshift STARS

- 2.2.1 Modeshift STARS is an online portal and national awards scheme that recognises schools that have shown excellence in supporting cycling, walking and other forms of sustainable travel. Modeshift STARS provide a wide variety of free resources, including guidance documents, campaign toolkits and educational resources that are suitable for schools.
- 2.2.2 As recommended by Lincolnshire County Council in their December 2021 'Guidance Notes for the preparation and implementation of development Travel Plans', GHA will register with Modeshift STARS prior to completion of the proposed works.



## ***Modeshift STARS Accreditation***

### Green Accreditation:

- Complete your STARS Application
- Set at least two targets
- Plan - 10 Sustainable Travel Initiatives, 5 Supporting Initiatives, 2 Consultation Initiatives

### Bronze Accreditation:

- Completed everything identified at Green Accreditation
- Complete a Pupil & Staff Survey
- Deliver - 10 Sustainable Travel Initiatives, 5 Supporting Initiatives, 2 Consultation Initiatives

### Silver Accreditation

- Completed everything identified at Bronze Accreditation
- Establish a working group
- Deliver - 20 Sustainable Travel Initiatives, 10 Supporting Initiatives, 7 Consultation Initiatives

### Gold Accreditation:

- Establish everything identified at Silver Accreditation
- Shift away from Car use in pupil travel data of 5 percentage points
- Deliver - 25 Sustainable Travel Initiatives, 15 Supporting Initiatives, 10 Consultation Initiatives

### Platinum STARS Accreditation

- Establish everything identified at Gold Accreditation
- Have completed a minimum of three annual pupil travel surveys in the last 4 academic years including one from the current year.
- Increase in active modes of travel of at least 5 percentage points in the last 4 academic years

### 3 Aim and Objectives

3.1.1 Typically, the aim of a Travel Plan is to reduce single occupancy car use to and from a site, whilst simultaneously maximising sustainable modes of transport by all site users. For Schools, Travel Plans can also play an important role in terms of road safety.

3.1.2 Based on this, the aim of this School Travel Plan is as follows:

“To minimise the number of site users who travel to and from GHA by single occupancy vehicle whilst simultaneously maximising uptake of sustainable transport modes and ensuring safe and efficient drop off and pick up of pupils.”

3.1.3 In this context, the site users are the school’s pupils and their parents/guardians, school staff and school visitors.

3.1.4 A pragmatic approach is taken to achieving the aim of the travel plan as the specialist nature of GHA means that pupils will be drawn from a wide catchment, and they will have special needs and disabilities. As a result, most pupils must travel to school by vehicular transport, and most are entitled to local authority funded school transport (taxi/minibus). Furthermore, some pupils may require lone transport due to their individual needs. These factors have shaped the travel plan objectives set out below.

1. Monitor and manage staff and visitor car parking.
2. Maintain efficiency of pupil drop off and pick up.
3. Raise awareness of the STP and benefits of sustainable travel.
4. Provide opportunities for pupils to learn about sustainable travel and independent travel.

## 4 Site Accessibility

### 4.1 Introduction

4.1.1 This section assesses the accessibility of GHA by all transport modes. A principal element of national and local policy is to ensure that developments are served by non-vehicular modes of travel. It is also critical that developments are sited in close proximity to complementary land uses. Incorporating these principles into a new development will help enable future site users to make sustainable travel choices and reduce their travel and/or car use.

4.1.2 Due to the specialist nature of GHA, pupils travel from all over Lincolnshire and are required to be dropped off and picked up within the site for safeguarding. However, it is advantageous that GHA is located relatively central within the southern half of the County of Lincolnshire. Staff, particularly teaching and outreach staff, are more specialised and likely to travel further distances than staff of a mainstream school. The above factors limit the potential for travel to and from GHA by sustainable transport. Nevertheless, it is important to highlight the sustainable transport opportunities and benefits of making some, if not all, of their trips to and from GHA by active modes of travel and public transport.

### 4.2 Local facilities and amenities

4.2.1 The Institute of Highways and Transportation (IHT) has published several guidance documents with respect to the provision of sustainable travel in conjunction with new developments. Within these documents, it is suggested that:

- i.* Most people will walk to a destination that is less than one mile (Planning for Walking, 2015);
- ii.* The bicycle is a potential mode of transport for all journeys under five miles (Planning for Cycling, 2015); and

iii. Walking distances to bus stops should not exceed 400 metres, with people being prepared to walk twice as far to rail stations (Planning for Walking, 2015).

4.2.2 Manual for Streets (DfT, 2007) identifies 'Walkable neighbourhoods' as being: "...characterised by having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot." Whilst this is a useful indicator, both Manual for Streets and TD91/05 of the Design Manual for Roads and Bridges outline that walking can be used to access a variety of destinations within a range of up to 2km and 2 miles respectively.

4.2.3 Based on the above guidance on journey time/distance thresholds, **Table 4.1** and **Figure 4.1** highlight the local amenities and facilities within walking and/or cycling distance of the school. This demonstrates that the site is located in close proximity to a few amenities and facilities which staff can access during their breaks or before / after work.

**Table 4.1: Local Amenities and Facilities**

| Local amenities and facilities |                                                         |
|--------------------------------|---------------------------------------------------------|
| Within 500m                    | Convenience store, barbers, tearoom,                    |
| Within 1,000m                  | Takeaway, butcher & deli, convenience store, hair salon |

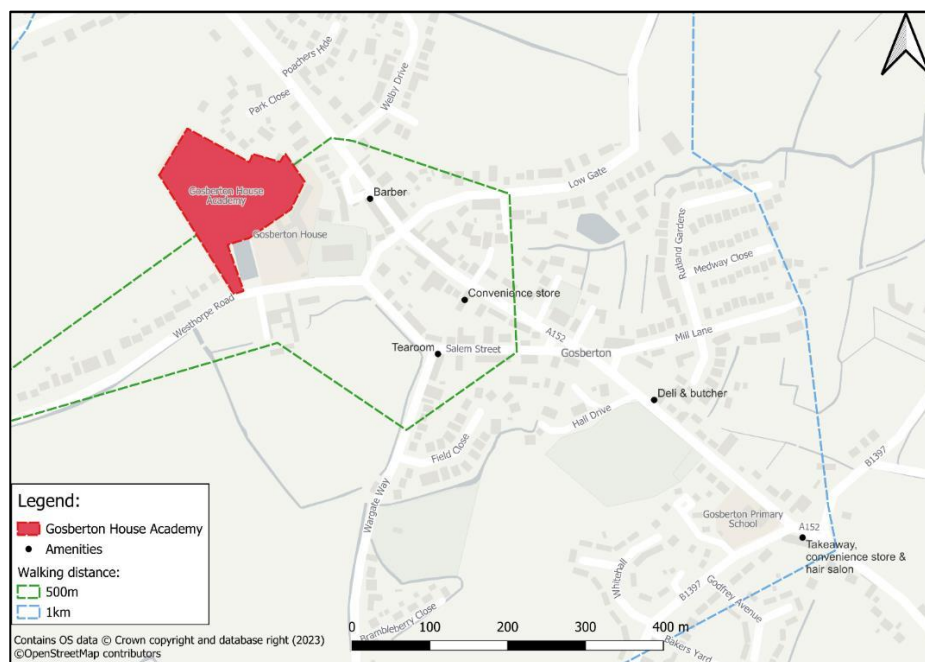


**Figure 4.1: Local amenities and facilities**

### 4.3 Pedestrian Accessibility

- 4.3.1 As previously outlined, it is generally accepted that ‘active travel’ modes (walking and cycling) provide important alternatives to the private car and should be encouraged either on their own or as part of longer journeys via public transport.
- 4.3.2 With regards to the pedestrian accessibility of developments, ‘Guidelines for Providing for Journeys on Foot’ (IHT, 2000) provides suggested acceptable walking distances to common facilities. **Table 4.2** presents these thresholds.

**Table 4.2: IHT ‘Guidelines for Providing for Journeys on Foot’ Walking Distances**

| IHT Guidelines              | Distance                                       |                             | Walk Time                                     |                             |
|-----------------------------|------------------------------------------------|-----------------------------|-----------------------------------------------|-----------------------------|
|                             | Commuting / Walking to School and Recreational | Other Non-Commuter Journeys | Commuting, Walking to School and Recreational | Other Non-Commuter Journeys |
| Desirable Maximum Distance  | 500 metres                                     | 400 metres                  | 6.25 mins                                     | 5 mins                      |
| Acceptable Maximum Distance | 1,000 metres (1km)                             | 800 metres                  | 12.5 mins                                     | 10 mins                     |
| Preferred Maximum Distance  | 2,000 metres (2km)                             | 1200 metres                 | 25 mins                                       | 15 mins                     |

- 4.3.3 **Figure 4.2** illustrates the 500m, 1km and 2km pedestrian catchment of the development site and **Table 4.3** below shows that there are public transport facilities and residential areas located with the desirable, acceptable and preferred maximum walking distances as provided in the IHT guidelines, above.

**Table 4.3 : Accessibility**

|                                             | Accessibility                                    |
|---------------------------------------------|--------------------------------------------------|
| Within 500m (desirable maximum distance)    | Bus stops, residential areas                     |
| Within 1,000m (acceptable maximum distance) | Further residential areas of Gosberton           |
| Within 2,000m (preferred maximum distance)  | Residential areas in areas surrounding Gosberton |

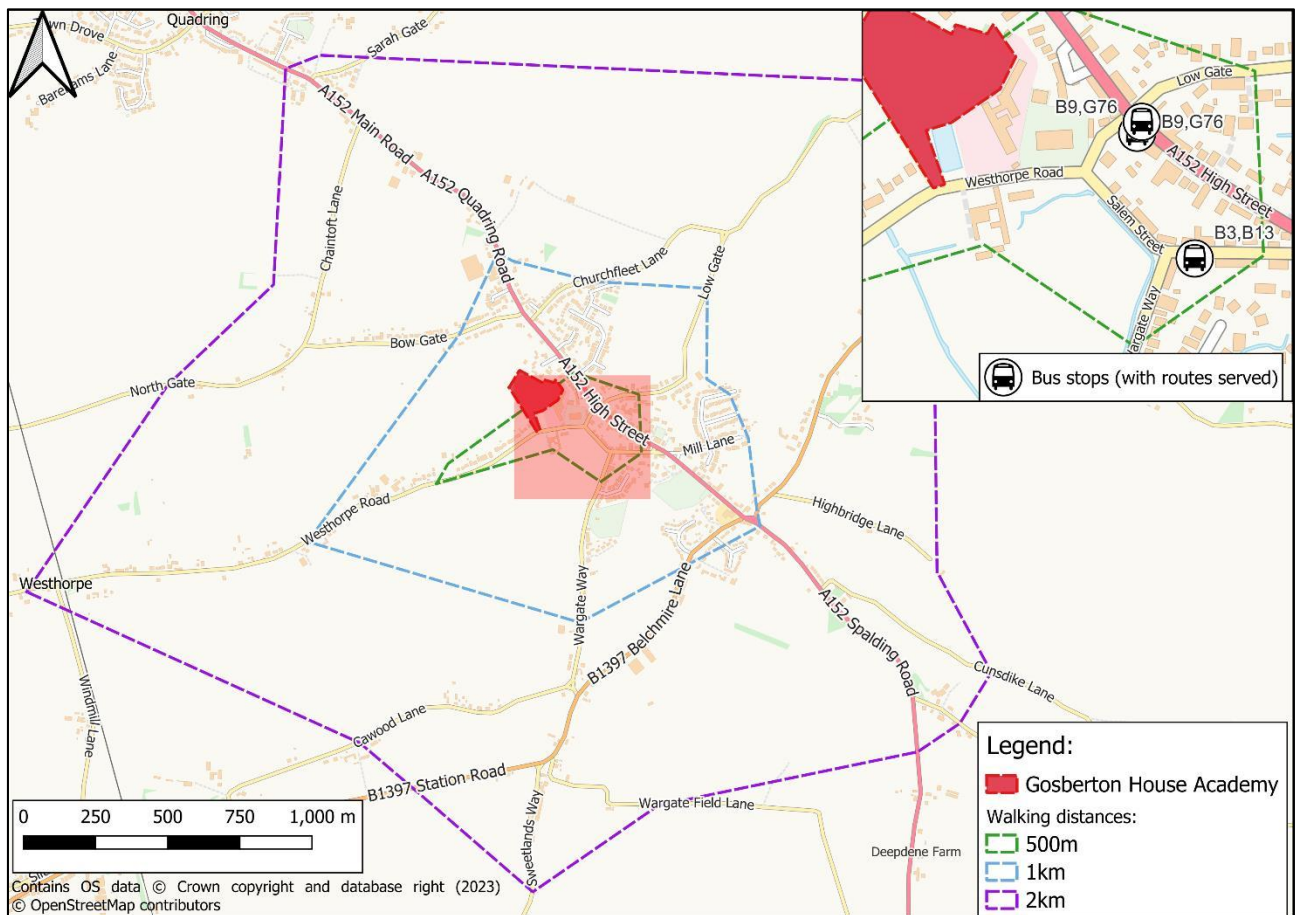


**Figure 4.2: Pedestrian Isochrone**

4.3.4 As Figure 4.1 and Figure 4.2 illustrate:

- i. Almost all of Gosberton, with its residential areas, lie within 1km walk of the school;
- ii. The 2km walking catchment includes some residential and rural areas surrounding Gosberton.
- iii. Within a 500m walking distance, there are bus stops which some staff can utilise for journeys to work.

#### 4.4 Cycle Accessibility

- 4.4.1 It is generally accepted that cycling has the potential to substitute for short car trips and to form part of a longer journey on public transport. Local and national government guidance often cites 5km as a journey distance threshold for cycling i.e., car journeys under 5km could be replaced by cycling.
- 4.4.2 More recent guidance from the DfT, Local Transport Note 1/20 - Cycle Infrastructure Design (July 2020), suggests that journeys of up to 5miles (8km) could be transferable from the car to cycling as it states the following: “Two out of every three personal trips are less than five miles (8km) in length (Transport Statistics Great Britain, DfT, 2016) – an achievable distance to cycle for most people.”
- 4.4.3 Taking this guidance together, **Figure 4.3** shows the 2 km and 5km cycling catchment (from the school site access). Gosberton residential areas are accessible within a 2km cycle, and several surrounding residential areas such as Quadring, Risegate and Surfleet Seas End are within a 5km cycle of the school.

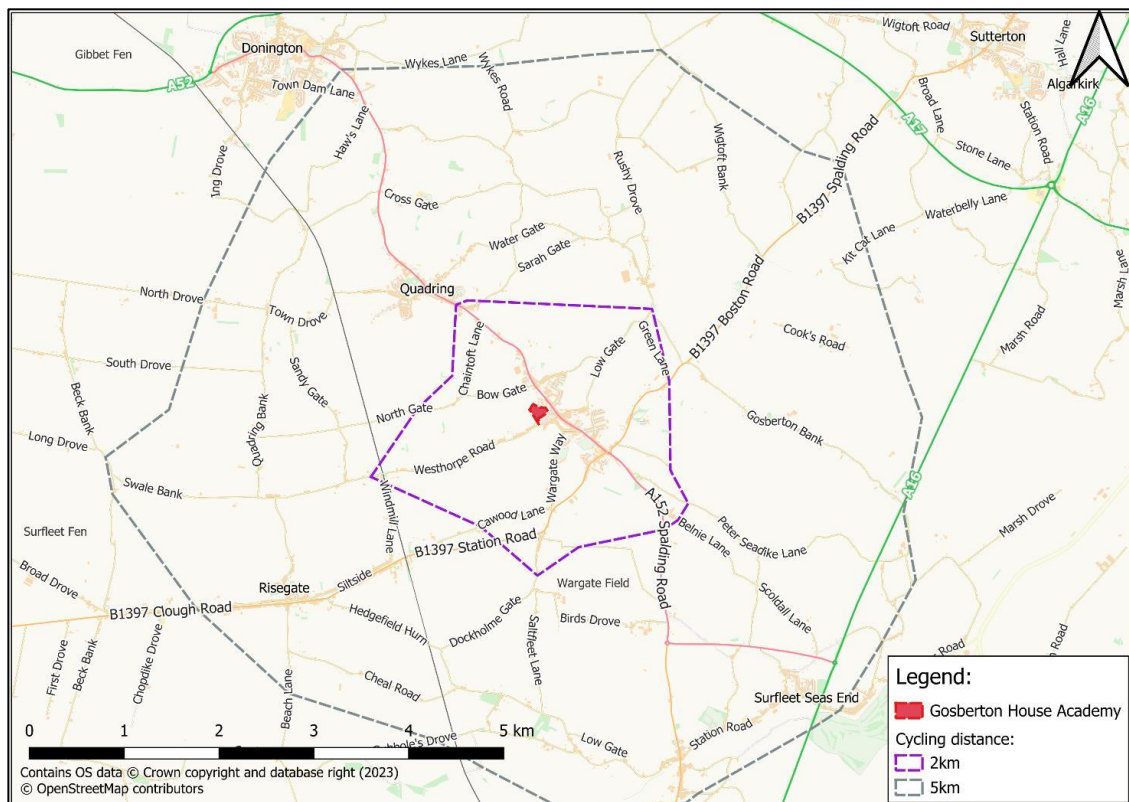


**Figure 4.3: 5km Cycling Isochrone**

## 4.5 Public Transport Accessibility

4.5.1 The information in this section reflects the public transport services available in the vicinity of the site.

### Bus

4.5.2 The nearest bus stops to the school are on A152 High Street and Salem Street, both within a 400m walking distance of the school, measured from the parking area within the school, as shown in **Figure 4.2**.

4.5.3 The nearest stops on A152 High Street have no infrastructure, whilst the stop on Salem Street is marked by a flag and pole and has a static timetable. **Table 4.4** provides details of the buses that serve the stops.

**Table 4.4: Buses available from Bus Stops on A512 High Street and Salem Street**

| Service | Available from   | Operator        | Route                                                            | Weekday Daytime Frequency | Days of operation       |
|---------|------------------|-----------------|------------------------------------------------------------------|---------------------------|-------------------------|
| B9      | A152 High Street | Brylaine Travel | Spalding – Pinchbeck – Gosberton – Quadring – Donington - Boston | Every 1-2 hours           | Monday – Friday Daytime |
| B3      | Salem Street     | Brylaine Travel | Spalding – Pinchbeck – Gosberton – Sutterton – Wyberton - Boston | Hourly                    | Monday – Friday Daytime |

4.5.4 As can be seen in **Table 4.3**, there are some, although limited, bus services from Boston, Spalding and some surrounding residential areas which may provide convenient access for staff and visitors to the school.

#### **Rail**

4.5.5 The nearest rail station is located in Spalding, some 9km away from the school. It is unlikely that staff or visitors to the school would make journeys to the school using this station, due to the distance.

#### **Road Network**

4.6.1 GHA is accessed from Westhorpe Road which runs in an east / west alignment and is a single carriageway with one lane in each direction. It has a width of c.6.0m and is lit. It has a footway of c.2.0m on its northern side, which is in good condition.

4.6.2 Near the school, traffic is subject to a 30mph speed limit; this increases to 40mph at a point approximately 80m west of the school access.

4.6.3 There are no parking or stopping restrictions in the vicinity of the school access.

4.6.4 To access GHA from the wider road network, Westhorpe Road connects to Quadring Road (A152) with a priority junction located approximately 150m east of the school access. The

A152 connects to Donnington and the A52 to the north of Gosberton and to the south links to the A16. The A152 also connects to the B1397 which leads to the A17 to the east. As such, the strategic / regional road network is accessible which connects to towns and villages within Lincolnshire.

#### 4.7 Summary of Accessibility

- 4.7.1 Overall, it is deemed that the site is in a somewhat accessible location which will enable some school staff and visitors to undertake journeys by sustainable modes such as walking, cycling and public transport.

## 5 The School Site

### 5.1 Proposed Layout

- 5.1.1 The proposals include the erection of a single-storey modular building of approximately 720m<sup>2</sup> with 4 classrooms, a therapy room, nurses room, physiotherapy room, staff room, soft play room, hygiene suite, sensory room, calm room, laundry room, group room and toilets.
- 5.1.2 Access to the school will remain from Westhorpe Road for pedestrians and vehicles. Inside the site there is a driveway leading to the drop off / pick up area and car park. The drop off and pick up zone is well managed by school staff and pupils are supervised from and two vehicles (minibuses and cars). The existing car parking provision is not sufficient to accommodate all staff and visitors that need to park on site and some vehicles park in the car park aisles and block other parked cars.
- 5.1.3 The proposals include the provision of 57 parking spaces, which is 28 more than the existing arrangements and will ensure that all staff and visitors can park in marked out bays. The parking spaces will be made up of 2 accessible spaces, and 55 regular car parking spaces. Two of the spaces (including 1 accessible space) will have electric vehicle chargepoints. The proposals also include 14 new cycle parking spaces in a covered shelter.
- 5.1.4 The building will be used to accommodate existing pupils at the school. However, the provision of additional facilities will provide for additional needs, and so it is expected to realise an increase of 9 pupils, and an increase of 6 fulltime staff.
- 5.1.5 The proposed site plan is presented in **Figure 5.1** and the access and circulation proposals are shown in **Figure 5.2**.



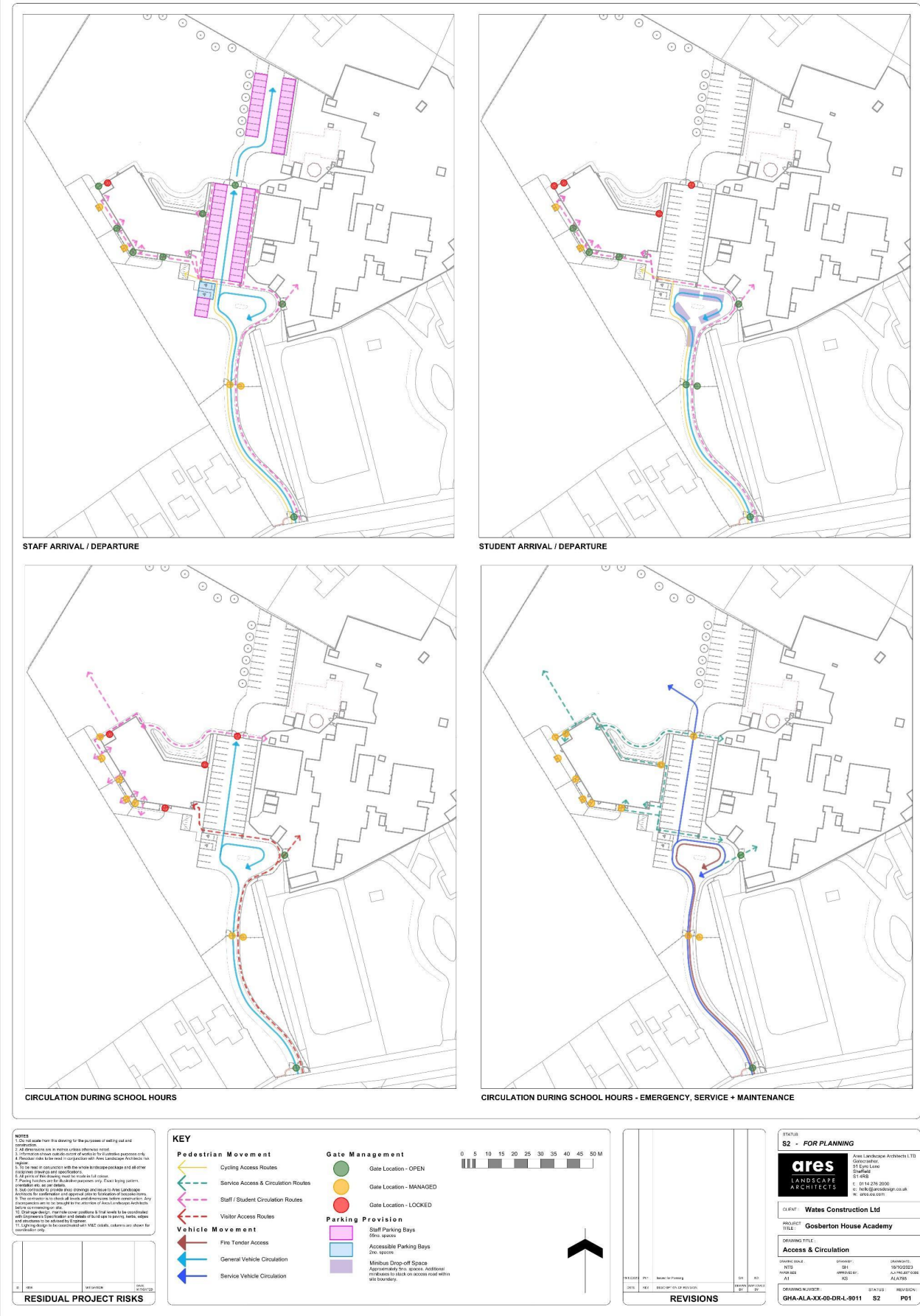


Figure 5.2: Access and Circulation

## 5.2 Pedestrian and Cycle Access Arrangements

- 5.2.1 Pedestrian and cycle access to the school will not change from the existing operation, with access still to be taken from the access on Westhorpe Road. There are currently no operational or safety issues with this arrangement and therefore there are no issues anticipated with replicating the same arrangements in the future.

## 5.3 Vehicular Access Arrangements

- 5.3.1 Vehicular access to the development will not change, with access continue to be taken from the access on Westhorpe Road. The access arrangement will remain is it is currently, with no amendments to carriageway width, junction radii, visibility splays or clearance height.
- 5.3.2 The design of the access and driveway will not change, however the drop-off area, parking area and internal circulation will be redesigned and expanded for efficiency.

## 6 Pupil and Staff Travel

### 6.1 Pupil Travel

- 6.1.1 Currently, 90 pupils use local authority (LA) funded transport, and travel by minibus. The remaining 11 pupils travel by private car with parents or carers. These tend to be new starters at the school; after which they will switch to LA-funded transport. Currently, none of the pupils walk, cycle or travel by public transport.
- 6.1.2 At present there are 15 minibuses that transport pupils to and from GHA. This can vary slightly each year depending on where pupils live and their needs. With the proposals, the number of vehicles transporting pupils to and from the site is not expected to change significantly, and may not at all depending on the above factors.
- 6.1.3 None of the existing pupils travel by active modes of travel due to their needs and distance travelled.

### 6.2 Staff Travel and Mode Share Targets

- 6.2.1 A travel survey of staff and Outreach team members was conducted in October 2023. 42 responses were received (out of a potential total of 54), which is a 78% response rate; this is considered to be an adequate response to draw assumptions on staff travel.
- 6.2.2 The key findings from the results were as follows:
- 41 out of 42 staff currently drive to work, with 1 staff member walking to work;
  - Staff live as far as Lincoln, Skegness, Long Sutton, and Stamford;
  - The majority of staff (36 or 86%) live outside of a 5km distance of the school (see **Figure 6.1**);
  - The staff member who walks to school lives within a 500m catchment of the school; this staff member is the only one who lives within this catchment;
  - There is 1 staff member who lives within this catchment 1km walking or cycling distance of the school; this staff member currently drives.
  - There are 4 staff who live within 2km and 5km of the school; they currently drive and there is potential for them cycle to the school.
  - There are 2 staff who live just outside of 5km distance to the school, there is potential for them to switch to cycling, bus or car share as a mode of travel.

- There are 12 staff who live in Spalding, and 3 staff who live in Kirton or Boston; there is potential for some of them to car share.
- There is maximum potential for mode shift of some 50% of staff who currently travel by car, however a more realistic target of 10% over 5 years (or 2% per year) could be proposed, as an achievable target.

**Table 6.1: Staff locations and potential to switch to sustainable modes**

|                                               | Number/<br>% | Current mode<br>of transport | Potential to switch to<br>sustainable mode?                                                 |
|-----------------------------------------------|--------------|------------------------------|---------------------------------------------------------------------------------------------|
| Staff living within 500m of school            | 1/ 2.3%      | Walking                      | No -already uses sustainable mode                                                           |
| Staff living within 500m - 1,000m of school   | 1/ 2.3%      | Car                          | Yes – walk or cycle                                                                         |
| Staff living within 1,000m - 2,000m of school | 0            | NA                           | NA                                                                                          |
| Staff living within 2km – 5km of school       | 4/ 9.5%      | Car                          | Yes – cycle or bus                                                                          |
| Staff living within 5km – 8km of school       | 2/ 4.7%      | Car                          | Yes – cycle or bus                                                                          |
| Staff living beyond 8km of the school         | 34 / 81%     | Car                          | Some<br>Potentially 15 staff live near a bus route which travels into Gosberton (estimated) |

**Table 6.2: Potential targets (maximum targets)**

| Mode of transport | Existing   | Potential  | Realistic  |
|-------------------|------------|------------|------------|
| Walk              | 1 (2.3%)   | 2 (4.6%)   | 2 (4.6%)   |
| Cycle             | 0          | 6 (14.3%)  | 2 (7.1%)   |
| Bus               | 0          | 15 (35.7%) | 2 (11.9%)  |
| Car               | 41 (97.7%) | 19 (45.2%) | 36 (85.7%) |

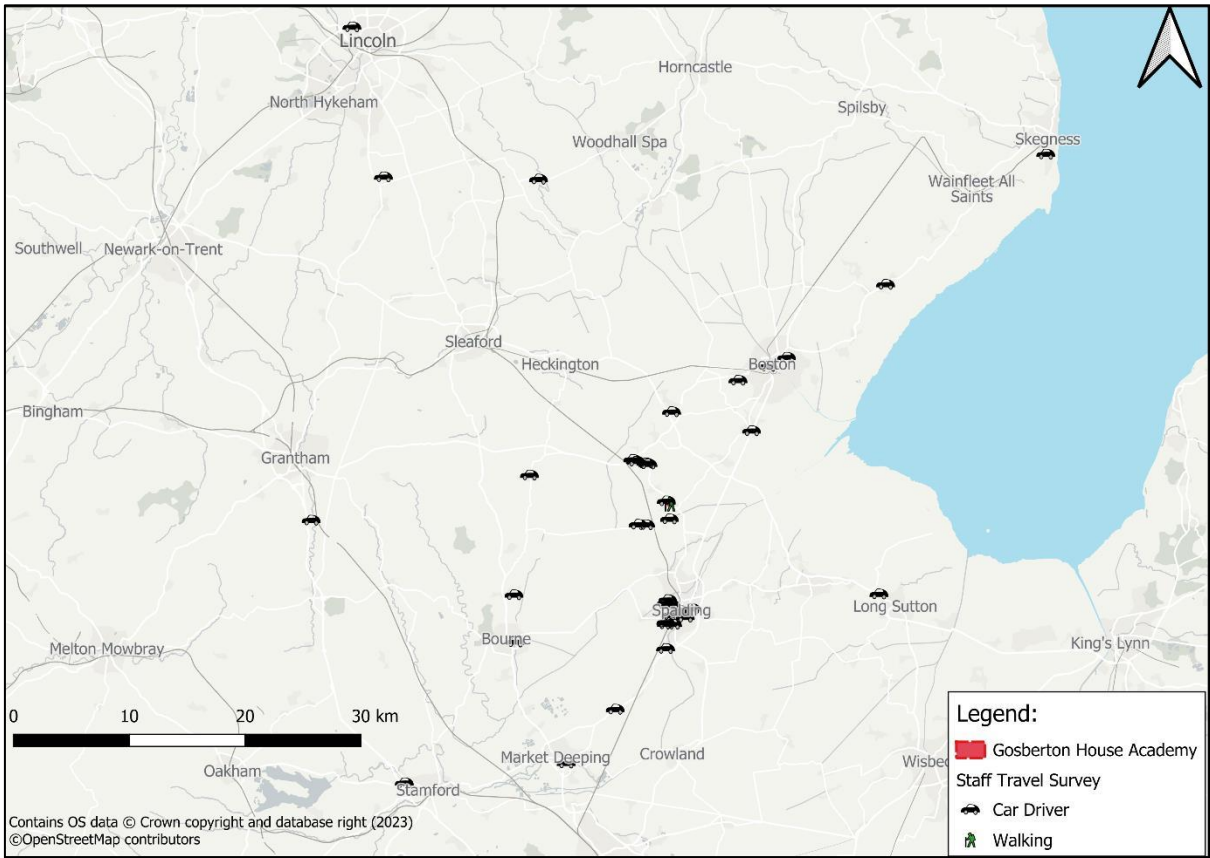


Figure 6.2: Staff Postcodes and Mode of Travel

## 7 Monitoring

### *Introduction*

- 7.1.1 This Travel Plan is not intended to be a static document but is intended to be updated as required through the lifetime of the Plan.
- 7.1.2 The responsibility for the monitoring the Travel Plan's progress lies with the Travel Plan Co-ordinator (TPC) with the support of the Senior Leadership Team (SLT) and Governors.
- 7.1.3 The monitoring process will incorporate the collation of a variety of data to assess progress against the Travel Plan's targets. Data will be collected to provide insights into pupil and staff mode of travel to school, uptake of travel plan initiatives, and other transport related issues at the site.
- 7.1.4 Travel Plan monitoring will be undertaken within Modeshift STARS. Monitoring via the Modeshift STARS methodology will enable the school's travel plan efforts to be recognised via Modeshift STARS' accreditation scheme.

### 7.2 Travel Surveys

- 7.2.1 Staff travel surveys will be carried out annually in October / November.
- 7.2.2 The primary purpose of the travel surveys is to find out how staff currently travel to and from school and set targets to meet the objectives of the travel plan.

### *Other Monitoring Tools*

- 7.2.3 In addition, other relevant indicators will be monitored by the TPC and used to review the travel plan effectiveness for example:
  - i. Occupancy of staff and pupil cycle parking and use of EV charging provision;
  - ii. Participation in any travel initiatives available to school staff and pupils; and

- iii.* Recorded engagement with parents/guardians, local community and transport providers on travel matters.

### 7.3 Travel Plan Review and Updates

- 7.3.1 The Travel Plan will be reviewed annually, considering the previous year's travel survey results and actions. As part of the annual review process it will be identified if further travel plan actions need to be adopted for the subsequent year.

## 8 Action Plan

| Objective 1: Monitor and Manage Staff and Visitor Car Parking                                                                             |                  |                                      |                                                                                                  |                                                 |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------|
| Actions                                                                                                                                   | Responsibility   | Timescale                            | Success Criteria                                                                                 | Monitoring and Evaluation                       | Funding and Resources             |
| 1. Annual Staff Travel Survey                                                                                                             | TPC              | Annually in October / November       | 80% of staff to complete survey                                                                  | Analyse survey results and review targets       | Staff Time<br>School Budget       |
| 2. Increase on site car parking provision                                                                                                 | Contractor / DfE | Before opening of new learning block | All staff and visitors able to park in marked spaces                                             | TPC to periodically count number of cars parked | Construction budget               |
| 3. To maintain and improve the quality of training and support offered to families and transport staff –linked to Rights Respecting Award | SLT              | Feb 2025                             | Transport staff and families are comfortable to seek help and advice and discuss possible issues | Feedback from all interested bodies             | Time<br>Within designated 1265hrs |

| <b>Objective 2: Maintain Efficiency of Pupil Drop off and Pick Up</b>                                       |                       |                                                                       |                                                                      |                                            |                                             |
|-------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------|---------------------------------------------|
| <b>Actions</b>                                                                                              | <b>Responsibility</b> | <b>Timescale</b>                                                      | <b>Success Criteria</b>                                              | <b>Monitoring and Evaluation</b>           | <b>Funding and Resources</b>                |
| 1. Discuss LA school transport routes and times with LCC                                                    | TPC / SLT             | Before start of each academic year                                    | Maximise occupancy of LA minibuses where appropriate to pupils needs | Record of pupils using LA funded transport | Staff time / LCC School Transport Providers |
| 2. Consult with new parents / carers on method of travel and refer to LCC School Transport where applicable | TPC / SLT             | Before the start of each academic year or prior to new pupils joining | Minimise number of pupils arriving in private cars                   | Record of pupils and method of travel      | Staff Time                                  |
| 3. Staff supervision at arrival and departure times                                                         | SLT                   | Immediate and ongoing                                                 | Enough staff available to supervise pupils to and from vehicles      | Organise staff rota for supervision        | Staff time                                  |

| <b>Objective 3: Raise awareness of the School Travel Plan and Sustainable Travel</b> |                                        |                       |                                                                                               |                                    |                              |
|--------------------------------------------------------------------------------------|----------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------|------------------------------------|------------------------------|
| <b>Actions</b>                                                                       | <b>Responsibility</b>                  | <b>Timescale</b>      | <b>Success Criteria</b>                                                                       | <b>Monitoring and Evaluation</b>   | <b>Funding and Resources</b> |
| 1. Involvement of School Council in the Travel Plan                                  | School Principal<br>School Council     | Immediate and ongoing | School Council aware of Travel Plan                                                           | Minutes of School Council meetings | No additional cost to school |
| 2. To include the aims of Travel Plan in Pupil/Parent Newsletter                     | TPC / Office Team at regular intervals | Seasonal              | Newsletters issued; parents and pupils have greater awareness of the Travel Plan and its aims | Parental feedback                  | No additional cost to school |

| <b>Objective 4: Provide Opportunities for Pupils to learn about Sustainable Travel and Independent Travel</b> |                       |                                     |                                   |                                  |                                                                      |
|---------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|-----------------------------------|----------------------------------|----------------------------------------------------------------------|
| <b>Actions</b>                                                                                                | <b>Responsibility</b> | <b>Timescale</b>                    | <b>Success Criteria</b>           | <b>Monitoring and Evaluation</b> | <b>Funding and Resources</b>                                         |
| 1. Review and purchase resources and external tutor support [attending and disseminate training] Bikeability  | Subject Leader        | Summer 2023 and thereafter annually | Resources are appropriate to need | School council assemblies        | Within Subject budget allocation<br>PTFA<br>External funding sources |
| 2. Request Independent Travel Training from LCC                                                               | TPC                   | Annually                            | Appropriate to pupil needs        | Coordinate with LCC ITT Team     | No additional cost to school                                         |
| 3. Arrange for Year 6 pupils to participate in Lincolnshire Mini Police Scheme                                | TPC                   | November 2023 and annually          | Appropriate to pupil needs        | Coordinate with LCC ITT Team     | No additional cost to school                                         |

9 Sign off and Formal Approval

The Governors and Head Teacher of Gosberton House Academy agree to this School Travel Plan and agree to undertake its objectives. Lincolnshire County Council's School Travel Plan Advisors and members of the Lincolnshire Road Safety Partnership agree to give their full support to the aims and objectives of this Travel Plan. We agree to provide a full paper copy of the completed travel plan and also send an electronic copy to the School Travel Plan Advisor.

Signed ..... Name ..... Date .....  
Chair of Governors

Signed ..... Name ..... Date .....  
....., School Travel Plan Co-ordinator

**Appendix A**   ■   Current Travel Plan

# **Gosberton House Academy**

## **SCHOOL TRAVEL PLAN**

**September 2023**

**DFE No. 925 7008**

**Contact details:**

**Principal Ms K Saywell  
Nominated Governor - Mrs V Edwards**

**Gosberton House Academy  
Westhorpe Rd  
Gosberton  
Spalding  
PE11 4EW**

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## **Introduction**

**Gosberton House Academy is a specialist school for youngsters with social and communication difficulties and learning needs and for those who benefit from these specialist approaches. The school mission statement is Working Together Learning Together. The school works as part of a multi-professional team - including families and communities to ensure that the youngsters have the very best levels of social and academic support.**

### **Benefits of developing a travel plan**

- To review the quality of county and home school provided transport for the children.
- To assist children in keeping safe.
- To encourage more opportunities to walk and to improve pupil health and stamina.

- To provide opportunities for children to practice safety skills.
- To raise awareness of resources available to further support teaching and learning.

#### Terms of Reference:

- To encourage support from the pupils, staff, parents, governors and the community for our School Travel Plan.
- To promote the School Travel Plan in consultation with the whole school community
- To improve road and personal safety skills for the pupils.
- To increase opportunities for children's independence and social interaction.

### **Background Information**

#### **Description of the school**

- Gosberton House Academy is a specialist primary school for youngsters with social communication difficulties and additional learning needs.
- The school has a wide catchment area of 40 plus miles
- Some children travel for over 2 hours per day
- The school is situated in a rural village between Spalding and Boston
- The school is located on Westhorpe Road- a minor road used mainly by local people and farm vehicles
- There are 102 children on roll, aged 3-11years
- There are 9 class groups and 50 plus staff [teaching and non-teaching]
- The school is a one storey building with a 2 mobile classroom suite.

- The school has extensive grounds
- There is a large tarmac area given over to parking and to accommodate the arrival and departure of the children.
- There is a large field, playground, sensory garden, climbing frames, trim trail, bike track, Forest School, wooded area and exploratory play area.
- The Foundation Stage has it's own play areas which include an exploration area, home play, bike track and climbing frame
- The interior of the school includes classrooms, 'relax' rooms, Hall, Library/ICT Suite and Meeting Room.
- There is one access point to the school -double gates [ for vehicles and pedestrians -pedestrian area demarcated -and a long drive
- The site is open from 7.30am until 5.15pm
- Opening time for the pupils is 8.45am. Registration is at 9am
- Staff enter school from 7.30am and leave before 5.15pm

#### **Current Travel Situation and Related Issues**

- The car park-entry/exit can become congested at start/ end of school times
- As far as possible, staff do not leave/ start work at these times
- Parents collect /drop-off children prior to LCC contracted transport

- The school has worked hard to ensure a safe, efficient entry/exit procedure -there is a turning circle and marked pick up / drop off points. Staff are always on duty to assist.
- Staggered entry/exit is impossible as the majority of children travel on taxis [all age groups together]
- Children enter/leave the school at the nearest point to their transport. They are always supervised by staff.
- On their journeys, children are always accompanied by family or transport staff.
- There is a queuing system in operation
- There are no deliveries during busy periods
- Waste/recycling is not collected during busy periods
- There are prominent speed restriction signs
- Transport staff are offered training and guidance. Senior staff are always on duty to support.
- Journeys to attend school events, within and beyond the school day.  
There can be car parking problems for popular events. The field is used to provide extra parking. This can become quite muddy and matting has been laid to alleviate the worse problems. Staggered entry/exit times mean that congestion is kept to a minimum.
- School based courses and visits are timed so that visitors leave before the taxis
- Journeys to attend activities at other locations.  
The minibus is parked in a secure area. Children are able to get on/off the bus, away from all traffic.

- The school has electronic gates half way up the drive. This means that vehicles are not waiting on public roads for the gates to open.
- The school has a set of manual gates at the entrance to the site. These are unlocked and left open from 7.30pm until 5.15pm
- Children walk into the village. There is a clearly marked pedestrian footpath along the school drive.
- On occasion, there can be congestion on Westhorpe Road caused by events at the nearby church

Arrangements for pupils being dropped off and picked up and other associated problems:

- Pupils wait with their staff in taxi departure order. Children are escorted to their taxi by school staff. Senior staff are always on duty.
- Parents understand that they are responsible for their own children's safety once they have left the school building
- The school site is accessible for the disabled - electronic door, low Reception desk, disabled parking area
- No parents park outside the school grounds
- The speed limit on Westhorpe Rd is 30mph
- There is no school crossing patrol -no usage
- The car park and footway are well lit
- Currently children do not cycle to school

Information on bus/rail links, cycle and pedestrian routes

- The nearest bus stop is on the High Street. Public bus service to Boston/Spalding
- The children have their own Bike Track -cycle stands/hats
- Annual Cycling Proficiency programme

#### **Current Parking Provision**

- There is a parking area beyond the designated drop-off zone
- There is space for an ambulance if required [ seizures]
- Park and Stride is not relevant to this site -no local children

#### **Extended Community Use of School Site**

None currently

#### **Survey Results and Existing Travel Patterns**

- The school works closely with Lincolnshire Transport Services to ensure that travel to and from school is as safe and efficient as it can be. This is reviewed at least annually.

- Children and families have very little option about transport modes
- Throughout their curriculum and enrichment opportunities, the children are made aware of health and eco friendly options
- The school has ECO Schools Green Flag status

#### **Pupil Consultation and Survey**

- Most of the children understand the reason why they have very little choice about how they travel to school
- The children are able to identify what they do in the taxi e.g. use electronic games equipment, look at books, listen to ipods etc and what they would like to do

#### **Staff Consultation and Survey**

- Staff do not have sufficient parking
- An electric charging point will be needed

#### **Parental and Transport Staff Consultation**

- Parents stress how important it is for new transport staff to meet the child and family before the initial pick-up
- Transport staff express concerns that children are not always ready in the morning and that families do not always inform them if the child does not need picking up

- Transport Services sometimes express concern that families are asking them to drop off children at non-designated addresses - LCC have clear, shared policies on this.

### **Local Community and Residents Consultation**

- No difficulties expressed
- The school works closely with the local community to address concerns if they arise

## **OBJECTIVE**

*To ensure a safe, healthy and efficient provision*

## **TARGETS**

- To maintain and improve the existing provision
- To continue to provide high quality support for families, pupils and transport staff
- To look towards the possibility of funding towards additional car parking provision
- To regularly consult all interested bodies to ensure that future improvements reflect the opinions of all

## ACTION PLAN

| Target 1: To maintain and improve existing provision                                                                                       |                |            |                                                                                                  |                                     |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|--------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|
| Actions                                                                                                                                    | Responsibility | Timescale  | Success Criteria                                                                                 | Monitoring and Evaluation           | Funding and Resources                |
| 1. Bi-annual survey                                                                                                                        | SLT            | March 2025 | Participation of all interested bodies                                                           | Action Plan from survey results     | Time<br>School Budget                |
| 2. To maintain and improve the quality of training and support offered to families and transport staff - linked to Rights Respecting Award | SLT            | Feb 2025   | Transport staff and families are comfortable to seek help and advice and discuss possible issues | Feedback from all interested bodies | Time<br>Within designated<br>1265hrs |
| 3. As part of the                                                                                                                          | SLT            | 2023-25    | Staff, multi-                                                                                    | Feedback from all                   | Costs?                               |

|                                                                                                |                  |  |                                                                                     |                   |                                |
|------------------------------------------------------------------------------------------------|------------------|--|-------------------------------------------------------------------------------------|-------------------|--------------------------------|
| Building Schools for the Future project to look at the challenges of parking; drop-off/pick-up | LCC and partners |  | professionals team, families and other site visitors have safe, easy access parking | interested bodies | Time Within designated 1265hrs |
|------------------------------------------------------------------------------------------------|------------------|--|-------------------------------------------------------------------------------------|-------------------|--------------------------------|

**Target 2:**  
**To raise awareness of pupil safety**

| <b>Actions</b>                                                                                | <b>Responsibility</b> | <b>Timescale</b>                    | <b>Success Criteria</b>           | <b>Monitoring and Evaluation</b>                   | <b>Funding and Resources</b>                                 |
|-----------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|-----------------------------------|----------------------------------------------------|--------------------------------------------------------------|
| Review PSHE scheme of Work                                                                    | Subject leader        | Summer 2022                         | Scheme of work meets pupil needs  | Termly via IEP/annual review/parental/pupil survey | Within 1265hrs and subject leader budget allocation          |
| Review and purchase resources and external tutor support [attending and disseminate training] | Subject Leader        | Summer 2023 and thereafter annually | Resources are appropriate to need | School council assemblies                          | Within Subject budget allocation<br>PTFA<br>External funding |

|                                                                       |     |             |                                                     |  |                             |
|-----------------------------------------------------------------------|-----|-------------|-----------------------------------------------------|--|-----------------------------|
| Bikeability                                                           |     |             |                                                     |  | sources                     |
| To liaise with Property Service re adequacy of Car parking facilities | SLT | Summer 2022 | Car parking is deemed adequate to meet needs/safety |  | School Budget<br>LA funding |

**Target 3:****To raise awareness of the travel plan amongst the school community**

| <b>Actions</b>                                                   | <b>Responsibility</b>               | <b>Timescale</b>            | <b>Success Criteria</b>                                                                       | <b>Monitoring and Evaluation</b>   | <b>Funding and Resources</b> |
|------------------------------------------------------------------|-------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------|------------------------------------|------------------------------|
| 1. Involvement of School Council in the Travel Plan              | Katharine Saywell<br>School Council | On going from February 2022 | School Council aware of Travel Plan                                                           | Minutes of School Council meetings | No additional cost to school |
| 2. To include the aims of Travel Plan in Pupil/Parent Newsletter | Office Team at regular intervals    | Seasonal                    | Newsletters issued; parents and pupils have greater awareness of the Travel Plan and its aims | Parental feedback                  | No additional cost to school |

## **MONITORING AND EVALUATION**

The Gosberton House School Travel Plan will be monitored on a regular basis via the School Development Plan and Head's report to the Governing body.

Pupil travel needs arising from new developments in education and transport provision will be considered as they arise and the Travel Plan will be revised as necessary to take account of these.

## THE TRAVEL PLAN CONTRACT

The Governors and Head Teacher of Gosberton House Academy agree to this School Travel Plan and agree to undertake its objectives. Lincolnshire County Council's School Travel Plan Advisors and members of the Lincolnshire Road Safety Partnership agree to give their full support to the aims and objectives of this Travel Plan. We agree to provide a full paper copy of the completed travel plan and also send an electronic copy to the School Travel Plan Advisor.

Signed \_\_\_\_\_ Name .....John Boor ..... Date \_\_\_\_\_  
Chair of Governors

Signed ..... Name ...Louise Stanton..... Date \_\_\_\_\_  
Executive Principal, School Travel Plan Co-ordinator



## APPENDIX

1. Site plan of the school including: school entrances (pedestrian and vehicular), staff parking provision, visitor and disabled spaces.
2. Location map of the school including: routes of walking bus, main walking routes, bus stops
3. Postcode plots of where pupils live and travel to/from school
4. Copies of all travel surveys
5. Analysis of survey results
6. Historic LCC 'hands up' survey results
7. Minutes and agenda from meetings relating to the School Travel Plan (steering group, governors)
8. Letters to parents issued regarding road safety issues/parking

9. Traffic Management Plan

10. Local Bus timetables