



Littleport Campus (Highfield Littleport Academy & Littleport and East Cambridgeshire Academy)

Travel Policy & Plan

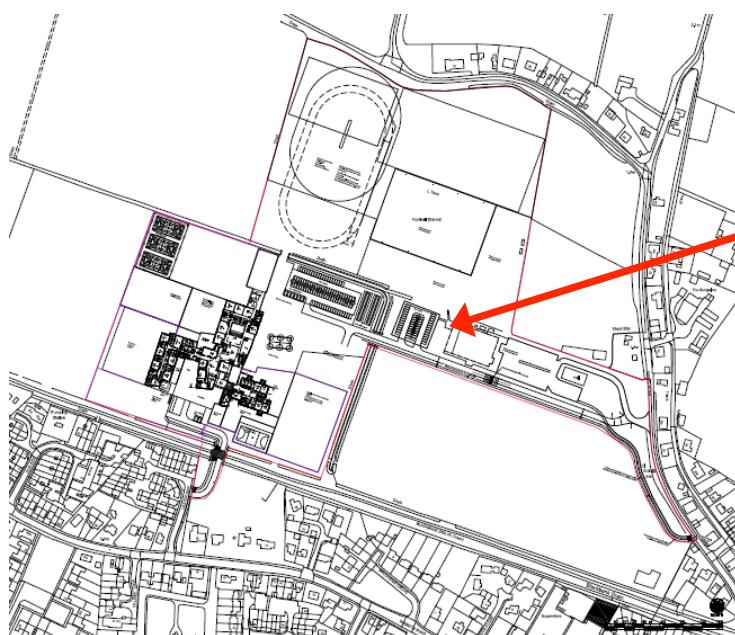
Amended: November 2017

How the School Travel Plan enhances the School Aims

Both schools are committed to promoting independent life skills for all pupils and we see an awareness of travel safety issues as an integral part of this programme. We strive to provide road safety education for all pupils in all Key Stages and needs of our students. Our ultimate aim would be to promote independence and skills, which can be utilised by all pupils to travel about safely in their adult lives, with or without assistance dependent upon individual need.

The Academy community has very specific requirements and needs with respect to travel issues when compared to the majority of educational establishments within England and Wales due to the nature of the students attending Highfield Littleport in particular. The way that movement is organised and the priorities for getting about safely and practicality are also very particular for the special school part of the campus. We recognise therefore that a travel plan that strives to be successful and effective must be based upon relevant aims and objectives that have resulted from consultation with, and be supported by, all appropriate partners associated with the school.

Our Travel Plan should enrich the extensive work that is already being done within school that includes travel safety in lessons on being healthy and staying safe, practical learning through the frequent out of school trips that all pupils make each week, by improving knowledge and raising awareness of safety issues of the different ways of travelling (including walking and public transport). The Travel Plan will compliment our existing practice that constantly strives to provide the appropriate safe and healthy environment through appropriate experience, knowledge, opportunity and choice for all our community.



Location of
Highfield
Littleport
Academy,
LECA, Pre
School &
Sports
Centre.
Boundary and
access
indicated in
red.



Location and Travel Context

Highfield Littleport Academy and LECA is a co-located Secondary school, Pre School and area special school located in Littleport sharing the campus of the Sports Centre. All 3 schools share the same site although access to Highfield Littleport (the SEN School) is via a separate access road from Elmside. The Academy is sited within a residential area just off Camel Road, not far from the main A10 road linking Norfolk and Cambridge. The area is predominantly a residential area with houses surrounding the site to the South. The campus is some distance from our nearest bus route and the train station (main line London to King's Lynn) is on the other side of Littleport, a good 20 minutes walk away. Most classes within the Special Needs provision access off site facilities either by walking or school transport on multiple occasions each week (the school has the use of minibuses from its sister school Highfield Littleport Academy). Secondary pupils attending Littleport and East Cambridgeshire Academy are actively encouraged to walk or bike to school as the catchment is largely from the local area. The National Cycle Network runs through the centre of Littleport and there is a dedicated cycle path linking the town centre and campus within the network. With regards to SEN provision, pupils come to us from a wide geographical area and most are transported to and from school by taxis or minibuses. Each morning and evening our pupils have to leave and join their transport safely.

The volume of traffic caused by school transport at the start and close of the day can impact upon the local community as the road and parking areas can become congested. The school aims to maintain good relations with the local community and is always looking to decrease concerns regarding traffic at the start and end of the school day. The school liaises regularly with school transport regarding suitability of vehicles and ensuring safe travel for students.

There are issues that relate particularly to pupils of a special school:

- They may have physical difficulties
- They may have challenging behaviours
- They may need to use school/home transport
- They may be vulnerable, or have limited awareness of danger
- They take longer to learn routes and gain confidence

The school is participating in initiatives, which aim to teach our pupils about health and safety issues, to encourage independence and prepare them for leaving school, such as Healthy Schools. The pupils enjoy walking and like to practise road safety during community activities.

Both academies are also registered with Modeshift STARS. Modeshift STARS is the national schools awards scheme that has been established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel. The scheme encourages schools across the country to join in a major effort to increase levels of sustainable and active travel in



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order to improve the health and well-being of children and young people. Every school in England (outside of London) can participate in Modeshift STARS for free. On completion of an application for Modeshift STARS, schools will automatically have a brand new national standard School Travel Plan. This is currently in progress for both schools. This document is in operation while this is being carried out.

Organisational information:

- Dedicated staff on duty in the car park at the start and end of day within the SEN wing of the site, to ensure that pupils have safe passage off the school premises. Any issues are reported to these staff who take any appropriate actions necessary.
- There is a timetable for staff to meet pupils outside the school building (but on the school's premises) at the beginning of the school day to ensure that pupils come safely into school.
- Dedicated staff managing gate entrances from the car park to maintain safe exit and arrival from the school.
- Clearer markings in the access ways leading up to the school to effectively manage traffic
- Signage in and around the building to enable safer access and usage of the traffic control system.

Travel Plan Aims:

We actively encourage our pupils and staff to walk, scoot or cycle to school as they:

- Keep us fit and healthy
- Help our pupils develop road safety skills which will keep them safe as they travel further afield and more independently
- Help keep our local air clean, and our streets free from congestion
- Are life skills that everyone should be able to benefit from

What We Do:

- We at least annually update and monitor our school travel plan via the Modeshift STARS scheme
- We conduct annual Parents and Staff Travel Surveys to gain information on developing needs and issues and devise a plan in order to minimise issues as well as developing working groups to manage the plan
- We promote safe and active travel as much as possible by using our noticeboard, displays, newsletter and websites www.highfieldlittleport.org and <http://leacademy.org>



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- We encourage all members of our school community to walk, cycle or travel by public transport for the journey to school. To support this we provide:
 - Cycle & Pedestrian training
 - Cycle parking
 - Scooter parking
 - Lockers for helmets/equipment
 - Public transport information
- Local school trips are made by public transport where possible, or on foot if the destination is close by
- We let all new pupils and their parents/carers know that we promote healthy and sustainable travel to school before the child starts at our school
- In the case of students attending the Special School who travel to school via minibus or taxi these are shared where possible and the most effective routes chosen via the Local Authority

What We Ask of Parents:

- Please encourage your child(ren) to walk, scoot or cycle to school whenever possible
- Ensure your child(ren) walk or ride sensibly and safely on the way to and from school, and to push bikes and scooters on school grounds
- Ensure that bicycles and scooters are roadworthy and properly maintained. If in doubt consult a qualified mechanic
- Consider providing your child(ren) with a cycle helmet
- Ensure your child(ren) can be seen by fitting lights to their bike by supplying them with high-visibility clothing
- Make sure your child(ren) has a lock for their bike or scooter and that they know how to use it
- Ensure you have appropriate insurance cover for your child(ren)'s bicycle or scooter as the schools are not liable for any loss or damage to cycles or scooters on the premises or being used on the way to or from school
- If you travel by bus, can you get off the bus at least two stops early and walk the last part of the journey?

We understand that sometimes there is no alternative to driving to school.

- Where a car must be used we ask parents to drive only part of the way, and drop their child(ren) off away from the school so that some of the journey can be walked or scooted
- If you do have to drive your child(ren) and stop in the near vicinity please do so legally, safely and with respect for our neighbours and local residents
- It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period of time.

Please note that the decision on whether a child is competent to cycle or scoot to school is for the parent(s) or carer(s) to make. The school has no liability for any consequences arising from this decision.



What We Ask of Pupils:

- Ask your parents if you can walk, scoot or cycle to school
- Behave in a way that shows you and the school in the best light whether walking, scooting, cycling or using public transport
- Ride or walk courteously, sensibly and safely on the way to and from school
- Push bikes and scooters on school grounds
- Check that your bike or scooter is roadworthy and properly maintained
- Consider wearing a cycle helmet
- Make sure you can be seen by using lights in the dark or bad weather and by wearing high-visibility clothing
- Make sure you have a lock for your bike or scooter and that you use it

What We Ask of Staff:

- Walk, scoot or cycle to school wherever possible
- Car share with other members of staff if practical
- Drive and park responsibly on school grounds where car transport is used
- Ensure bikes are effectively parked, a good state of repair and locked securely within cycle parking provided
- Consider wearing a cycle helmet
- Make sure you can be seen by using lights in the dark or bad weather and by wearing high-visibility clothing