

Oasis Academy
Silvertown, Rymill Street –
North Woolwich, London
Borough of Newham

School Travel Plan on behalf of
The Education Funding Agency

July 2019



MILESTONE
TRANSPORT PLANNING

Oasis Academy Silvertown, Rymill Street –North Woolwich, London Borough of Newham

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1. Executive Summary

- 1.1 Oasis Academy Silvertown (OAS) is committed to minimising congestion and emissions caused by its presence on Rymill Street through the implementation of this School Travel Plan (STP) that will be overseen by a member of staff who will be appointed to take on the role of Travel Plan Coordinator (TPC);
- 1.2 The school is committed to implementing a London Borough of Newham (LBoN) accredited STP that will be underpinned by a comprehensive and deliverable Action Plan. The Action Plan will clearly outline a list of actions to be undertaken so as to promote the STP to pupils, parents/ carers and staff;
- 1.3 The success of the OAS's STP will be judged against SMART targets (Smart, Measurable, Achievable, Realistic, Time-related) that are inherently linked to the Action Plan;
- 1.4 Regular travel surveys of staff and pupils will be conducted. Following initial occupation, travel surveys will be carried out on occupation of the school in the Autumn term of the 2018/2019 academic year and on an annual basis thereafter. The TPC will be responsible for undertaking the surveys and subsequent surveys as well as monitoring other aspects of the STP; and
- 1.5 Should it transpire that targets are not being met the TPC will, in consultation with the LBoN's School Travel Plan Officer, amend the Action Plan detailing agreed activities to be undertaken and timescales for the implementation of recommendations/ modifications.

2. Introduction

Scope of School Travel Plan

- 2.1 This updated version of the School Travel Plan (STP) has been prepared by Oasis Community Learning (OCL) on behalf of the Education Funding Agency (*the applicant*) in association with the installation of an additional floor to Building 4 including covered access stairway and fire escape at Oasis Academy Silvertown, Rymill Street until September 2021.
- 2.2 The application site encompasses an area of 0.48 hectares and is located immediately north of Rymill Street and south of King George V DLR station, within the Royal Docks area of the London Borough of Newham (LBoN). The site currently comprises 4 portakabin buildings with a combined total floor area of 1,476.69 sqm together with an external play area and associated car and cycle parking facilities.
- 2.3 OAS is a secondary school that opened in Temporary Accommodation within a building to the rear of 303 North Woolwich Road (formerly Silvertown Fire Station) and at Britannia Village Hall (BVH), approximately 2.3 kilometres west of the application site. In April 2017 they moved to the Rymill Street site. The school currently has planning permission for up to 450 pupils (aged 11 to 16) and 50 members of staff. The school day commences at 08:30 and finishes at 15:15 with extra-curricular activities continuing until 16:15 on some days.
- 2.4 As part of a separate but linked proposal, the former Silvertown Fire Station site will be redeveloped to provide a permanent location for OAS. However, due to delays associated with the permanent site, 'the applicant' will be seeking an extension to the use of the temporary site at Rymill Street, until 30th September 2021.
- 2.5 As defined in Transport for London's (TfL's) online Travel Plan Guidance (November 2013) *"a Travel Plan is a long term management strategy which encourages sustainable travel for new and existing developments. It sets out transport impacts, establishes targets and identifies a package of measures to encourage sustainable travel."*
- 2.6 Consequently, the purpose of this updated STP is to provide a long-term strategy aimed at encouraging staff, pupils / parents and visitors to reduce their dependency on travelling by private car in favour of the more sustainable modes such as car sharing, public transport, walking and cycling for their journeys to and from OAS's temporary site at Rymill Street.
- 2.7 To accomplish this aim, the STP sets out a range of 'hard' infrastructural and 'soft' information-led measures, appropriate to future staff and pupils. It further sets out mode share targets, which aim to achieve a progressive decrease in the proportion of pupils travelling with parents / guardians by private car to / from the temporary school site at Rymill Street.

Background Context

- 2.8 Planning consent (Reference No. 16/01376/FUL) for the erection of a temporary secondary school comprising accommodation for up to 230 pupils and 34 staff including 11 classrooms, multifunction hall space, admin office, playgrounds, new road and pedestrian access and associated car and cycle parking

on a parcel of land to the north of Rymill Street and south of King George V Docklands Light Railway (DLR) was awarded by the LBoN on 20th July 2016.

- 2.9 An updated version of the STP together with a TMP detailing a strategy for regulating vehicular and pedestrian movement to and from the temporary school at Rymill Street was submitted to the LBoN in August 2016 to enable Conditions 13 and 14 of the approved planning application (Reference: 16/01376/FUL) to be discharged.
- 2.10 OAS intended to relocate to the temporary school in December 2016, however, due to a number of unforeseen delays, the occupation date was postponed until April 2017. The school has occupied the Rymill Street Site from 24th April 2017.
- 2.11 A planning variation (Reference No. 17/01248/VAR) allowed for the retention of the use of the temporary building for up to 450 pupils until 30th September 2021.

Planning Policy Context

- 2.12 In the preparation of this document, reference has been made to the National Planning Policy Framework (NPPF), (March 2012), The London Plan (March 2016) and LBoN's Core Strategy (January 2012) and Detailed Sites and Policies document (October 2016). Reference is also made to TfL's online Travel Plan Guidance (November 2013).

National Planning Policy Framework (March 2012)

- 2.13 Paragraph 35 of the NPPF states that "*Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people.*" It identifies a number of objectives including to 1) give priority to pedestrian and cycle movements, and have access to high quality public transport facilities; and 2) create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians.
- 2.14 Para. 36 of NPPF states that "*Travel Plans are a key tool to facilitate these objectives. All developments which generate significant amounts of movement should be required to provide a Travel Plan.*"

The London Plan (March 2016)

- 2.15 The London Plan has development plan status with considerable weight in the planning process in Greater London. Policy 6.1 states that the Mayor will adopt a strategic approach to better integrate transport and development by "*Encouraging patterns and nodes of development that reduce the need to travel, especially by car.*"

London Borough of Newham's Core Strategy (January 2012)

- 2.16 The Core Strategy forms part of the Local Development Framework (LDF) for Newham, replacing the Unitary Development Plan. It aims to ensure that new development will achieve the Council's objective to

make Newham a place where people will choose to live, work and stay. Within the Core Strategy, Policy INF2 relates to sustainable transport matters.

- 2.17 Policy INF2 Sustainable Transport details the Council's aim to secure a more sustainable pattern of movement in Newham, maximising the efficiency and accessibility of the borough's transport network on foot, cycle and public transport. This is in order to *"reduce congestion, enable development, improve the health, fitness and well-being of residents and make necessary car journeys easier"*.
- 2.18 The Core Strategy also provides guidance on the content of Travel Plans, with the overarching aim to measure the potential environmental and capacity impacts of travel demand arising from new development. Most notably, Policy INF2 entitled Sustainable Transport also details the requirement for *"acceptable, robust, monitored proposals to counter or minimise the potential impacts identified, to include 'smarter travel' strategies and plans; and proposed measures to facilitate and encourage more widespread walking, cycling and public transport use"*
- 2.19 Travel Plans should *"set out strategies for implementing, monitoring, maintaining and improving performance against agreed strategies and targets"* so to continually ensure that Travel Plans are making positive contributions towards travel behaviour.

Structure of STP

- 2.20 The remainder of the STP is structured as follows:
- Section 3 describes the location of the site in context with the local area and highway and transport networks to establish the potential for current and future pupils and members of staff to adopt sustainable travel patterns and behaviour for their journeys to and from OAS. In addition, it presents the results of the latest pupil 'hands-up' and staff travel surveys, particularly in regards to the mode share.
 - Section 4 outlines the aims and objectives of the STP in accordance with various current national, regional and local planning policies.
 - Section 5 sets out a structure for managing the STP including the roles and responsibilities of the Travel Plan Coordinator (TPC) and associated Travel Plan Working Party (TPWP).
 - Section 6 provides details of various measures aimed at encouraging parents / pupils, staff and visitors to reduce their dependency on travelling by private car for their journeys to and from OAS's temporary site at Rymill Street.
 - Section 7 presents targets which aim to achieve a progressive decrease in the modal share of parents / pupils and staff travelling by private car, thereby leading to a corresponding increase in the more sustainable means. It further provides an Action Plan detailing the timescales of when various initiatives would be implemented.
 - Section 8 proposes a monitoring and review process to ensure the set aims, objectives and targets are achieved over the initial 5-year lifetime of the STP. Consideration is also given to the implementation of corrective measures in the event that set targets are not achieved.

3. Existing Situation

Introduction

- 3.1 This section of the STP describes the current operation of OAS. It further evaluates the existing provision of transport infrastructure and services within the vicinity of the temporary school site at Rymill Street to gain an understanding of the potential for current and future members of staff and pupils to travel by the more sustainable modes for their journeys to and from the school.

Site Location and Context

- 3.2 The application site encompasses an area of 0.48 hectares and is located approximately 2.3 kilometres east of the permanent site for Oasis Academy Silvertown (former Silvertown Fire Station) site, within the Royal Docks area of the borough. The land has recently been redeveloped to support the temporary OAS school. The location of the temporary school in context with the local highway network and area is shown in Figure 1.
- 3.3 The site boundaries are formed by King George V DLR station to the north and residential properties fronting Dockland Street, Rymill Street and Pier Road to the west, south and east. The surrounding land use is predominately residential in nature with 2-3 storey dwellings and two 18-storey tower blocks (Westland House and Queensland House) to the south. Commercial retail units and community space is present along Pier Road and the A112 Albert Road to the south-east of the site. The location of the site in context with the local area and highway network is shown in Figure 1.

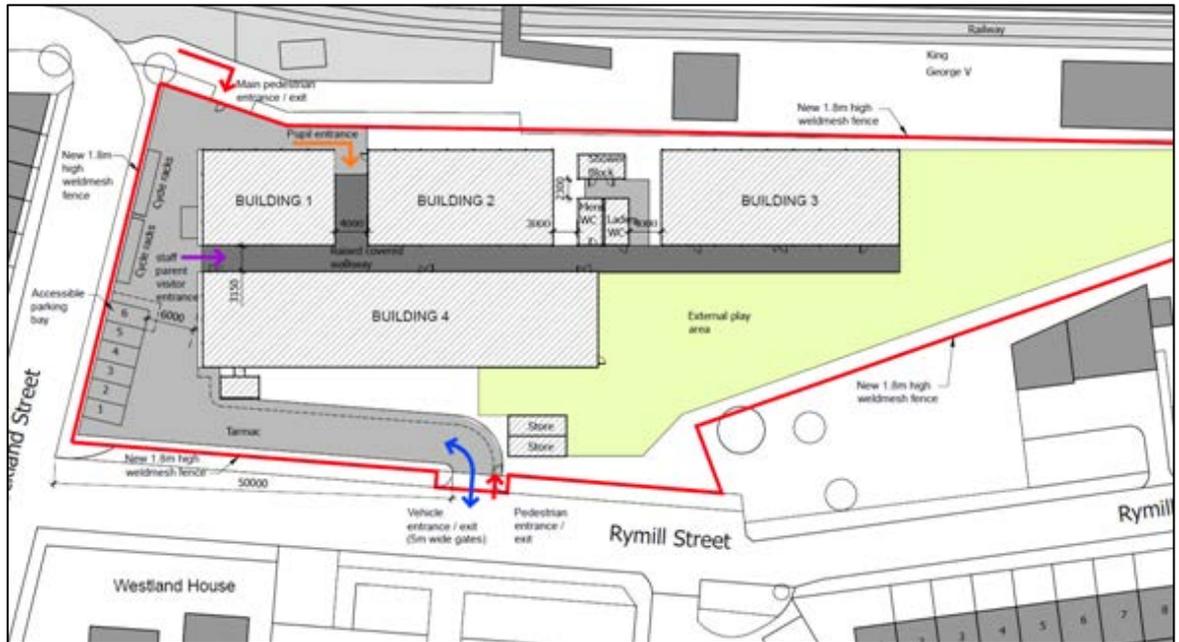
Figure 1 Site Location Plan



Existing Access Arrangements

- 3.4 As shown in Figure 2, the site benefits from the provision of a crossover with dropped kerbs, located off the northern side of Rymill Street circa 50 metres east of the give-way junction with Dockland Street and 13.5 metres east of the access to Westland House. The vehicular access would adjoin to an internal road serving the dedicated car parking and delivery areas, located on the western side of the site.

Figure 2 Site's Access Arrangements



Local Highway Network

- 3.5 Rymill Street and Dockland Street are residential roads comprised of single two-way carriageways with an approximate width of 7.6 and 7.2 metres respectively. They are both subject to a 30mph speed limit. Rymill Street runs parallel with the site's southern boundary, which to the west connects with Dockland Street via a priority junction and to the east adjoins with Pier Road via a raised table.
- 3.6 Dockland Street borders the site to the west and forms a no-through route serving residential dwellings to the south and forms a left-hand bend, merging with Brixham Street to the north. To the south of the junction with Rymill Street, the carriageway of Pier Road narrows due to the presence of a kerb build-out containing three disabled parking bays, and as a consequence facilitates one-way vehicle flow. Vehicles approaching from the north of Pier Road are required to give-way to any oncoming traffic. The northern end of Pier Road forms a shared surface road providing vehicular access to residential properties and pedestrian access to King George V DLR station.
- 3.7 Pier Road continues southbound where the surface treatment changes for a short distance within the vicinity of local amenities to forewarn car drivers of the pedestrianised environment. Pier Road then forms a priority junction with Woodman Street, which is fronted by both retail units and residential dwellings.

- 3.8 The southern end of Pier Road connects with the A112 / A117 Albert Road via a crossroad junction. The A112 Albert Road / Woolwich Manor Way heads in a north-easterly direction towards the 6-arm roundabout comprising the A1020 Royal Albert Way, Woolwich Manor Way, the A1020 Royal Docks Road, Atlantis Avenue and University Way. Both Woolwich Manor Way and A1020 Royal Docks Road intersect with the A13, a major strategic route that connects the site to Central London and Junction 19 of the M25 London Orbital Motorway.
- 3.9 To the west of the crossroad junction, the A112 Albert Road merges with the A112 Connaught Road, the latter intersecting with Connaught Bridge Road and the A1020 North Woolwich Road via two 4-arm roundabout junctions. As well as facilitating access to Silvertown and Canning Town, the A1020 North Woolwich Road connects with the A13.
- 3.10 With the exception of double yellow lines at various access points and junctions, the surrounding local highway network does not contain on-street parking restrictions. Along the northern kerb line of Woodman Street a total of 12 perpendicular bays (including one disabled bay) are present where restrictions apply Monday to Saturday (09:00 – 17:00) with a maximum stay of 1 hour. Additional on-street parallel parking bays are provided along the western kerb line of Pier Road, near a local parade of shops with restrictions from 07:00 – 17:00 and maximum stay of 1 hour. To the rear of the local shops fronting the eastern side of Pier Road, there is a car parking area providing a total of 52 spaces including disabled bays.

Walk / Cycle Accessibility

- 3.11 Within the vicinity of the site, lit, 2 metre-wide footways are present along the western side of Rymill Street and both sides of Rymill Street. These footways together with the presence of dropped kerbs, tactile paving and raised tables at designated crossing points facilitate direct pedestrian access to the King George V DLR station, local bus stops along the A112 Albert Road and commercial retail units along Pier Road (see Figure 3).

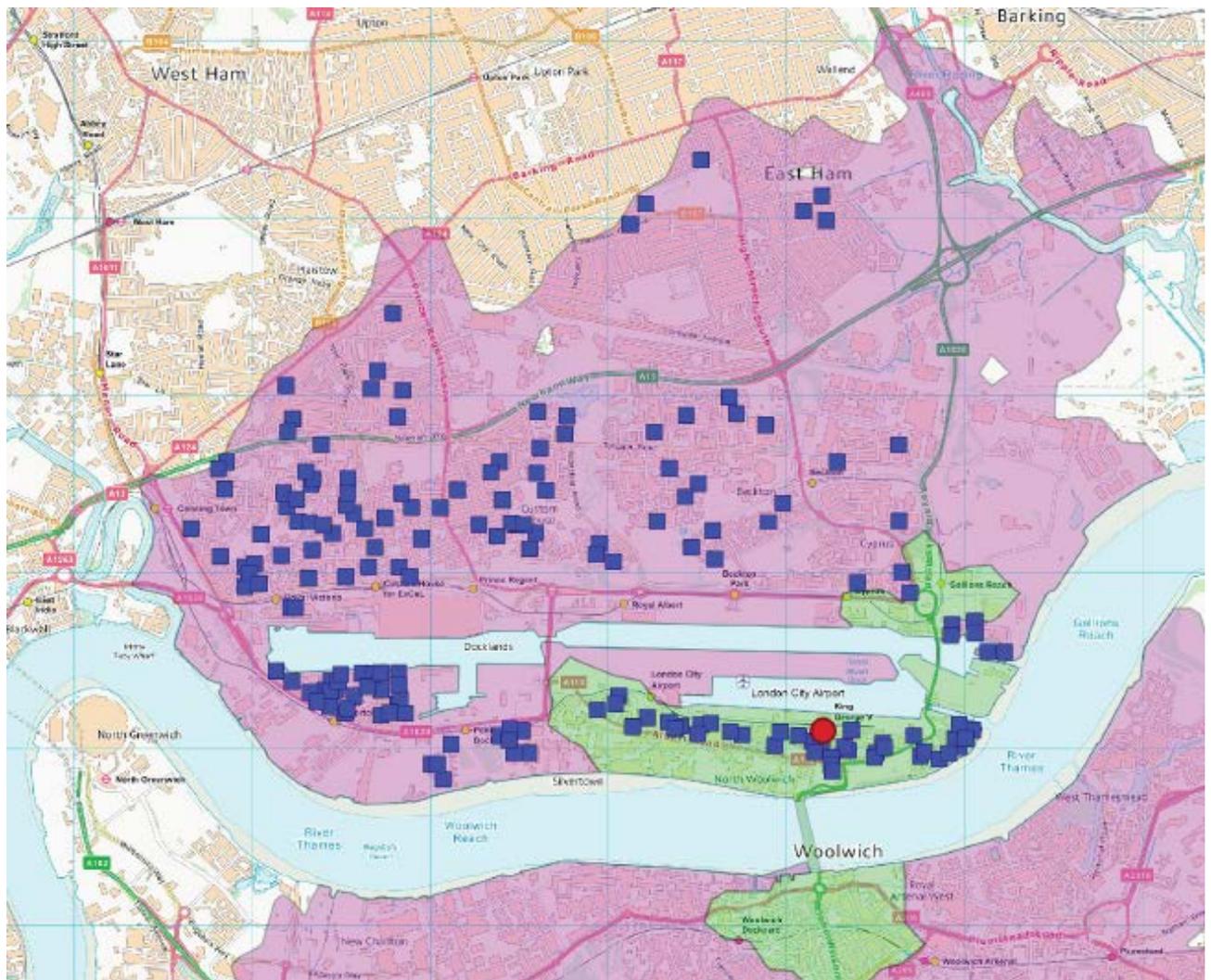
Figure 3 Provision of Footways along Rymill Street



- 3.12 In addition, zebra crossing points are located on either side of the crossroad junction of the A112 / A117 Albert Road and Pier Road. The crossing points provide direct, safe pedestrian access to Woolwich (via the Woolwich Footway Tunnel) and other destinations on the southern side of the River Thames. The pedestrian access point to the tunnel is located at the southern end of Pier Road.

- 3.13 The Chartered Institution of Highways and Transportation’s (CIHT’s) publication ‘Providing for Journeys on Foot’ (2000) states that the average length of a walk journey is 1 kilometre. It further suggests a preferred maximum walking distance of 2 kilometres for commuting / school journeys and 1.2 kilometres for other journey destinations. A distance of 5 kilometres is recognised as being accessible by cycle for journeys to secondary schools.
- 3.14 As shown in Figure 4, approximately 67 currently pupils live within the western and eastern residential areas of Royal Docks including Becton, North Woolwich (via the Woolwich Footway Tunnel) and Silvertown, all of which are accessible on-foot within the 2 kilometre maximum distance threshold (Green Shaded Area). The additional 276 pupils live between 2 to 5 kilometre distance of the temporary school, within the residential areas of Silvertown, Canning Town and Plaistow (Red Shaded Area). A total of 0 pupils live beyond the maximum 5 kilometre cycle distance of the site.

Figure 4 Walk and Cycle Catchment Areas



- 3.15 Regarding accessibility by cycle, there are no dedicated routes within the immediate vicinity of the application site. However, the carriageway widths are wide enough to accommodate both cyclists and vehicles. Further, the surrounding residential roads are designed to encourage low vehicle speeds and an environment more conducive for cycling.
- 3.16 To the south of the site, the A117 Pier Road is identified as a signed route providing connections to National Cycle Route 1 (NCNR1) via the Woolwich Foot Tunnel. NCNR1 links to Greenwich in the west and Dartford in the east primarily via traffic-free routes, which follow the River Thames.
- 3.17 The A117 Pier Road is a signed route that provides access to Factory Road (defined as an advisory route recommended by other cyclists), which runs parallel to Albert Road. This route connects to a local off-road route, which heads in a westerly direction towards the A1020 Woolwich Road.

Public Transport Accessibility

PTAL

- 3.18 In order to establish the current Public Transport Access Level (PTAL) of the site, a PTAL assessment has been undertaken based on TfL's Web-based Connectivity Assessment Toolkit (WebCAT) methodology. This assessment takes account of the distance of public transport facilities and the relative frequencies of services from a specific location. A PTAL rating is defined by a scoring of 1a to 6b, in which a score of 1a is classified as 'Very Poor' and 6b 'Excellent.'
- 3.19 The results of the PTAL assessment reveal that the site (measured from the centre point) currently has a Public Transport Accessibility Index (PTAI) of 11.34, which corresponds to a PTAL rating of 3, representing a 'moderate' level of accessibility to public transport services. A copy of TfL's PTAL report is attached at Appendix 1 of this report

Bus

- 3.20 The nearest bus stops are located approximately 350-400 metres (5 minute walk time) to the south of the site on the A112 Albert Road and are served by Routes 473 and 474. The eastbound stop (Stop E) benefits from shelter, seating and timetable information and the westbound stop (Stop R) is provided with pole, flag and timetable information.
- 3.21 As shown in Table 3.1 these stops are served by a total of 2 services, which operate on a regular frequency throughout a typical weekday as well as on the weekend, providing access to Stratford via London City Airport, Plaistow, Manor Farm, East Ham, Beckton and Cyprus. Interchange with other bus, mainline rail, London Overground and London Underground services can be achieved at Cannon Town, Manor Oak, London City Airport, Plaistow and Stratford.

Table 3.1 Summary of Local Bus Services Available from Stops along A112 Albert Road

Route No.	Frequency			Route
	Monday – Friday	Saturday	Sunday	
473	4 / 6 per hour	5 / 7 per hour	4 per hour	Stratford – Plaistow – North Woolwich
474	4 / 6 per hour	5 / 7 per hour	4 per hour	Manor Park – Becton – London City Airport – Cannon Town

Rail / DLR

- 3.22 The King George V DLR station lies immediately to the north of the site’s northern boundary and provides regular connections to a whole host of journey destinations in central and east London including Bank, Canning Town, London City Airport, Stratford and Woolwich Arsenal. Details of these services are presented in Table 3.2.

Table 3.2 Summary of DLR Services Accessible from King George V Station

Destination	Typical Frequency (Daytime)	Typical Journey Time
King George V to Woolwich Arsenal	Every 8-12 minutes	3 minutes
King George V to Bank via London City Airport - Pontoon Dock - West Silvertown - Canning Town - East India - Blackwall – Poplar - Westferry - Limehouse - Shadwell	Every 4-8 minutes	24 minutes
King George V to Stratford International via London City Airport - Pontoon Dock - West Silvertown - Canning Town - Star Lane - West Ham - Abbey Road - Stratford High Street - Stratford	Every 11 minutes	19 minutes

- 3.23 Opportunities for Interchange with mainline, London Overground and London Underground services can be achieved at Bank, Limehouse, Shadwell, Stratford International and Woolwich Arsenal DLR stations.

Summary

- 3.24 The review of the baseline conditions demonstrates that the site benefits from being accessible on-foot and by cycle to public transport services operating from King George V DLR Station and along the A112 Albert Road, which provide a good level of connectivity to OAS’s local catchment area as well as a whole host of other destinations in East London further afield.
- 3.25 In accordance with the underlying principles of the NPPF and LBoN’s Local Plan Core Strategy, staff and pupils would be afforded opportunities to travel by public transport and the ‘active’ modes of walking and cycling, in favour of the private car. Consequently, this would minimise the number of parent / pupil

drop-offs and pick-ups occurring along the local highway network within the vicinity of the temporary school site.

Current School Operation

- 3.26 OAS is a secondary school that opened in temporary accommodation within a building to the rear of 303 North Woolwich Road (formerly Silvertown Fire Station) and at Britannia Village Hall (BVH), approximately 2.3 kilometres west of the current temporary Rymill Street site. The school currently caters for up to 270 pupils (aged 11 to 16). The school day commences at 08:30 and finishes at 15:15 with extra-curricular activities continuing until 16:15 on some days.

Current Travel Patterns

- 3.27 A 'hands-up' and travel survey was undertaken on 03rd July 2019 to establish the mode share of staff and pupil journeys to and from OAS's current temporary site at Rymill Street. Table 3.3 presents a summary of the results, whilst a complete copy is attached at Appendix 2 and 3 of the report.
- 3.28 As shown in Table 3.29, approximately one third of staff and 18% (a 3% reduction) of pupils together with parents / guardians travel by private car to / from OAS's existing sites. Approximately 72% of pupils and 58% of staff regularly travel by public transport. A further 10% of pupils travel on-foot and 6% of staff travel by cycle.

Table 3.3 Modal Share of Staff and Pupil Travel (July 2019)

Mode of Travel	Pupil Mode Share		Staff Mode Share	
	Count	%	Count	%
Public Transport	170	72	26	58
Walk	22	10	1	2
Cycle	0	0	3	6
Car	43	18	15	34
Other	0	0	0	0
TOTAL	235*	100	45	100

*89 pupils absent on date of survey (Year 11 on not onsite)

4. Aims and Objectives

- 4.1 OAS is committed to ensuring that everyone travelling to and from the school can do so as safely as possible. The school will encourage those that regularly travel to the temporary site at Rymill Street to make transport choices that demonstrate absolute regard for the need to minimise potential damage to the environment by reducing the number of trips to the site by car.
- 4.2 The aim of the OAS STP is to set out a strategy, supported by a detailed Action Plan, for achieving the optimum balance between the practical implications of travelling to the school and regard to environmental and safety issues.
- 4.3 The objectives of the OAS STP will be to provide a focus for a range of initiatives to encourage journeys to the site to be made by sustainable modes of transport, and to inform the targets that in turn will assist in identifying and evaluating its success or otherwise.
- 4.4 In accordance with the national and local policies identified in Section 2, the key objectives of the STP are as follows:
- Staff, pupils and parents/ guardians will support the aims of the Travel Plan to reduce trips by car to and from the school by using alternative modes of transport where it is practically possible;
 - Reduce the number of parent set down/ pick up trips where practically possible by encouraging car sharing amongst families and friends who live within close proximity of each other;
 - Reduce congestion on surrounding roads thereby improving road safety and minimising the effects in terms of emissions and noise of school based traffic;
 - Maximise opportunities for the use of alternative modes of travel;
 - Increase awareness of the health benefits of walking and cycling to school; and
 - Raise awareness of road safety and environmental issues.

5. Travel Plan Management

Travel Plan Coordinator

- 5.1 OAS places great importance on the role of the TPC to deliver the aims and objectives of the STP. A member of staff has been appointed to fulfil the role of TPC. In the event that there is change in the member of staff appointed to act as the TPC, updated contact details will be provided to the LBoN's School Travel Plan Officer.
- 5.2 The primary responsibilities of the TPC are to implement, communicate, monitor and manage the defined aims and objectives contained within the Travel Plan. The role of TPC also involves:
- Overseeing the development and implementation of the STP;
 - Raising awareness of the STP through implementing and promoting effective marketing campaigns using the school's the prospectus, the website and other media such as Parent Mail;
 - Setting up and coordinating Travel Committee meetings with representatives of staff, Governors and parents/ guardians;
 - Organising the necessary surveys or other data collection exercises required to develop/ review the STP including the organisation of pupil 'hands-up' and staff travel surveys;
 - Acting as the main point of liaison with external organisations including representatives from other organisations nearby and TPCs at other local schools;
 - Liaising with the School Travel Plan Officer at the LBoN; and
 - Coordinating the monitoring programme for the STP including the setting of targets and review dates (as agreed with LB Newham and in line with the TfL school travel plan STARS accreditation criteria).
- 5.3 The TPC will be able to obtain support and advice from the School Travel Plan Officer at the LBoN.
- 5.4 A budget will be allocated to implementing, managing and reviewing the OAS STP. This budget will also cover any costs associated with the provision of infrastructure to support the implementation and on-going management of the STP.

Travel Committee

- 5.5 A Travel Committee will be set up by the TPC to provide a forum to discuss travel-related issues. The Travel Committee will meet on a regular basis (likely to be once an academic year) and will include the TPC, Resident Liaison Officer, a Governor and the LBoN's School Travel Plan Officer.
- 5.6 The role of the Travel Committee will be to:
- Provide input and insight to the continuing development of the STP;
 - Agree a programme of tasks to meet the defined Travel Plan targets and allocate resources amongst the group accordingly;
 - Provide support to the TPC in taking ideas, measures and incentives forward into practical implementation 'on the ground'; and

- Assist the TPC in monitoring and reviewing the success or otherwise of schemes that have been implemented and to assist in identifying realistic targets for future years based upon their site specific knowledge.

- 5.7 School-related travel issues will also be put on the agenda of the School Council meetings. These meetings will include both staff and pupil representatives. The aim of this will be to ensure that there is input to the development of the Travel Plan from a cross-section of those who travel to and from the school. In addition, Travel Plan issues will be discussed at Academy Council meetings and comments will be fed back to the TPC for consideration regarding the ongoing development of the Travel Plan.
- 5.8 The school will also seek to raise awareness of sustainable travel through the curriculum both in the classroom and through off-site trips (e.g. in Geography or General Studies). Where possible, extra-curricular activities will also include the benefits of sustainable transport and active transport (e.g. through environmental activities).

Action Plan

- 5.9 The OAS's STP will be underpinned by a comprehensive and deliverable Action Plan that will clearly and concisely outline a list of actions to be undertaken in the implementation and communication of the STP to the wider school community, i.e. pupils, parents/ guardians and staff. The success of the OAS STP will be judged against clear SMART targets (Smart, Measurable, Achievable, Realistic, Time-related) that are inherently linked to the Action Plan.
- 5.10 Full details of the OAS's Action Plan and Targets are provided in Section 8 and details of the monitoring and review process are set out in Section 9.

Administration

- 5.11 Administration of the STP involves the maintenance of necessary systems, data and paperwork, consultation and promotion. The TPC will be responsible for carrying out the administrative duties which include the regular updating of the STP document.
- 5.12 In the interest of confidentiality, any correspondence or data collected for the purposes of the STP will be retained within a secure, restricted access filing system, maintained by the TPC alone. Specifically, in relation to the operation of the STP, the TPC will maintain details of travel patterns, monitoring records, historic review reports (for analysis of the longer-term effectiveness of the Plan), details of meetings and feedback from the Travel Committee and comments from staff, pupils and parents/ guardians as well as any general observations.

Publicity

- 5.13 The success of the STP is reliant upon effective communication strategies to ensure that governors, staff, pupils and parents/ guardians are made fully aware of the principles and initiatives established. Accordingly, the TPC will market and promote the Travel Plan through the following:
- The school website;
 - Notice boards;
 - Letters to parents;
 - Pupil/ parent welcome packs;
 - Sustainable travel maps;
 - Parents' Home to School agreement;
 - Integration of active travel into the curriculum;
 - Newsletters; and
 - Meetings and Open Days.
- 5.14 As part of the review process the TPC will consider broadening the sphere of publicity to maximise its exposure and meet the aims and objectives of the STP.

6. Sustainable Travel Initiatives

- 6.1 OAS is committed to the promotion of maximising opportunities for sustainable transport as well as minimising the impact of travel to/ from the school on other road users. Consequently, this section of the STP sets out a number of 'hard' infrastructural and 'soft' information-led initiatives, which have designed to facilitate travel to and from the school by sustainable modes of transport.
- 6.2 The measures outlined in this section are designed to be reviewed on a regular basis, in accordance with the increased number of pupils and staff that would be temporarily accommodated in Building 4 of the temporary school at Rymill Street.

Curriculum and Partnership

- 6.3 OAS will promote through the curriculum, particularly through PE and Science, education on the benefits and environmental impacts of sustainable travel. Exercises in sustainable travel routing and planning will also be undertaken as part of Geography lessons.
- 6.4 OAS will build partnerships with the TfL Safety and Citizenship team, LBoN's Safer Transport Team, local Police and MPs in order to promote and build the STP. OAS in conjunction with the Resident Liaison Officer will also liaise with local residents via proactive engagement meetings / forums with a view to understanding the impact of vehicular drop-off/pick-up activity in the surrounding area and ensuring this is managed and minimised as far as possible.

Recruitment

- 6.5 Active promotion of sustainable options for staff will form part of the recruitment and induction process. Jobs will be advertised locally to ensure people living close to the school have the opportunity to be recruited, thus minimising the need for staff to travel by car.

Travel Information

Website

- 6.6 The OAS's website will be updated to include a page about travelling to the school. It will include information about the role of the STP and the importance of minimising trips by car. It will also set out details of all the modes of transport available for travelling to and from the school and the benefits of using them.
- 6.7 The website will show details of walking and cycling routes to the school, including details of the quantity and location of on-site cycle parking. The website will also display some information about the benefits of using these 'active' modes of transport.
- 6.8 Details of the public transport services available in the vicinity of the site will also be set out on the website. Links to public transport websites such as <http://www.tfl.gov.uk/> will be included. In addition, details of the minibus service will be provided on the website.

- 6.9 The website will explain the benefits of car sharing as a means of reducing car trips to and from the site. The TPC will manage a car sharing database. Details of how to register with the scheme will be on the website as well as contact details for the TPC for general correspondence regarding the STP and any issues relating to travelling to and from the school.
- 6.10 The website will also be used to share information about the progress of the STP, including the results of travel surveys. In this way, staff, pupils and parents/ guardians will all be able to access the information and will therefore feel involved in the STP.
- 6.11 In addition to promoting the STP and sustainable modes of transport, the website will also contain details of the car parking arrangements and the drop off/pick up procedures at the school. This information will aim to raise awareness of road safety issues so as to support a safe environment for everyone travelling to/from the school.

Notice Boards

- 6.12 Notice boards will be placed in a communal area near the entrance to the main building and in the staff room. The notice boards will display information related to the STP and sustainable transport. They will display details of existing facilities such as bus routes, the minibus service and the car share scheme as well as any planned new initiatives.
- 6.13 In addition to promoting upcoming events, notice boards will display the results of past events. The aim will be to motivate the school community to support STP activities by seeing the results and the benefits of the implemented initiatives.

Newsletters

- 6.14 Updates to the STP, survey results and new initiatives will be included in newsletters to parents/ carers. Continued support of the STP is more likely if regular progress updates are given.
- 6.15 Newsletters will also be used as a means of communicating local changes that may affect travelling to the site.

Prospectus

- 6.16 The school prospectus will also contain some details of the STP. It will explain the importance of the role of the STP and its objectives. It will also provide details of the benefits it offers pupils, the school and the local community and the opportunities for pupils and parents/ guardians to be involved in the development of the STP.
- 6.17 The prospectus will also make parents/ guardians aware of the travel options available to them so that they can consider how their children might travel before they start attending the school.

Meetings and Open Days

- 6.18 Open Days for future pupils will include information about the STP so that potential pupils can consider their travel options prior to starting to attend the school.
- 6.19 When appropriate, updates about the STP will be included on the agenda at staff meetings. In addition, student meetings may be used as a further means of communication regarding travel related issues.
- 6.20 Meetings with external parties may also include information about the STP so that other local organisations are kept aware of the measures that the school has put in place to promote a healthy community and to protect the environment.

Sustainable Travel Competitions

- 6.21 Pupils can be incentivised to travel sustainably through reward schemes e.g. where points are earned based on travel behaviour and pro-active engagement in sustainable travel initiatives. Rewards for points accrued could include the opportunity to prepare material for the Academy notice boards / newsletters or to provide additional sustainable travel education to fellow students.
- 6.22 Competitions will also be held for the best sustainable travel posters that will then be displayed at prominent locations within the Academy as promotional material.

Walking

- 6.23 Walking to OAS's and the associated health benefits will be actively promoted through the school's website. Walking is a form of 'active travel' that represents an important element of recommended daily exercise. Pupils and parents/guardians will be made aware of the pedestrian access to the school. Staff, parents and pupils will also be provided with easy to read maps showing local safe walking and cycling routes.
- 6.24 The TPC will actively promote participation in 'Walk to School Week' in May every year. Further information about the event can be accessed at www.walktoschool.org.uk. The event aims to reduce car usage as well as promote the health, social and environmental benefits of walking.

Car Sharing

- 6.25 Home postcode data already collected for the pupils enrolled with the school shows that there are areas where several pupils live near each other. This demonstrates that there is a real potential to form some car share groups.
- 6.26 The TPC will manage a car sharing database where parents/ guardians will be able to register their details in order to find other members of the school community with whom they can car share. Details of the scheme will be included on the school website so that parents are aware of how it works and how to register with the scheme.
- 6.27 The TPC will manage and promote the car sharing database. Benefits of car sharing will be set out on the website for pupils and parents/ guardians to see. The financial and environmental benefits will be

made clear as well as the potential to save time. Even if it cannot be a daily commitment, parents/guardians will be encouraged to consider car sharing occasionally to support the key objectives.

- 6.28 Staff will also be encouraged to car share where possible. If unable to find a colleague car sharer, the TPC will suggest that they register on external car sharing websites to consider the possibility of sharing with other people who live and work near them. Staff and parents/guardians will be made aware <https://www.liftshare.com/uk/> where they can register their details as interested car sharers with people outside of the school community.
- 6.29 Regular bulletins such as ParentMail will be used to publicise the car share database and events may be organised to promote car sharing and to continually remind the school community of the benefits of this mode of transport.
- 6.30 The TPC will also liaise with the LBoN's School Travel Plan Officer to explore the potential of car sharing between staff and pupils travelling with parents.

Cycling

- 6.31 Secure cycle parking facilities in the form of 60 spaces are currently provided on-site for staff, pupils and visitors in accordance with The London Plan's standards. The usage of the cycle parking standards will be monitored as part of the STP review process.
- 6.32 The school will hold events to promote cycling to school in conjunction with local and national travel awareness events. These will include a range of activities and incentives designed to engage the whole school community.
- 6.33 OAS will participate in 'Bike Week' which takes place annually in June (www.bikeweek.org.uk). Pupils will be encouraged to get involved in organising the event so as to ensure that it is appropriate to the school community. It will also provide pupils with the opportunity to develop some new skills, maybe as part of curriculum-linked activities or other clubs. It will also help them to learn more about the personal and environmental benefits of cycling.
- 6.34 In addition, cycle training will be provided to pupils and staff through the Government-supported 'Bikeability' scheme (www.dft.gov.uk/bikeability). The TPC will endeavour to set this up at the school annually to provide pupils and staff with the opportunity to increase their confidence and to improve their road safety awareness.

Public Transport

- 6.35 The temporary school site benefits from being within short walking distance of several bus stops that are served by frequent services providing a good level of connectivity to a number of destinations in East London. The OAS website will include direct links to external websites that provide timetable information and route maps for these bus services and connecting services. Links will also be provided to rail and underground sites and journey planning websites including <http://www.transportdirect.info>.
- 6.36 Notice boards will also be used to display details of the bus routes that stop in the vicinity of the school and the routes that they connect to so as to help staff and pupils to plan their journeys. A map showing the location of the nearby bus stops, railway station and underground station will also be on display.

- 6.37 Guidelines will be provided to pupils, parents/ guardians and staff concerning safe walking routes from bus stops to the school entrance.
- 6.38 All parents/ guardians will be given information about the Zip Oyster Card. Children aged between 11 and 15 can apply for a Zip Oyster Card which entitles them to free bus travel. This information will be very useful in encouraging travel by public bus. In addition, information about child fares on the underground and train will be made available. Staff will all be issued with information about travelling by public transport and the benefits of purchasing season tickets and/or an Oyster Card.

Personalised Sustainable Travel Planning

- 6.39 The parents / guardians of new pupils at the temporary school will be offered the opportunity to discuss their travel needs with the TPC. This will help them to consider all the options available to them and to understand the role of the OAS STP.

Working in Partnership

- 6.40 OAS is committed to encouraging pupils to have some involvement in community service during their time at the school. This may include various voluntary organisations that have an interest in for example, road safety, the environment and/or 'active' travel.
- 6.41 The TPC will liaise with the TPCs at other schools in the borough. In this way they can work together to share ideas and jointly promote sustainable transport initiatives.

7. Action Plan and Targets

- 7.1 As is noted in the preceding sections, a key aspiration of the OAS STP is to increase awareness of more sustainable travel options and to encourage their use, with the objective of reducing demand for private car-based travel. The comprehensive monitoring and review programmes that will be put in place enable the progress of the STP to be checked in the context of specific targets. These targets take the form of both short and long term objectives.
- 7.2 In order to achieve the aims and objectives of the STP, it is recognised that a clear framework of targets and milestones for implementation is required against which its success can be judged. This will be achieved through the Action Plan. The targets and milestones defined within the Action Plan are designed to be transparent, realistic and justified in the context of current national, regional and local planning guidance.
- 7.3 The Action Plan is not intended to be exhaustive and the TPC, in conjunction with the Travel Committee, will review and revise the list at appropriate milestones and investigate other potential initiatives. Suggestions made by the wider OAS community arising from travel surveys and general feedback will be considered when revising the list of measures within the Action Plan.
- 7.4 The Action Plan will be reviewed by the TPC and the Travel Committee to check performance and to identify the need for any corrective actions that may need to be put in place. A revised Action Plan will then be incorporated into future updates of the STP. The Action Plan for the commencement of the 2019/20 academic year is provided in Table 7.1.

Table 7.1 Action Plan

Action	Timescale	Responsibility
Appoint Travel Plan Coordinator and Resident Liaison Officer	Immediately	Completed
Update 'Travel' page on the school website	Updated regularly	TPC and Travel Committee
Add details of public transport services onto the website	In advance of 2019/20 academic year – regular updates thereafter	TPC and Travel Committee
Provide cycle parking in accordance with demand	In advance of 2019/20 academic year (+ increase in line with pupil / staff projections)	TPC and Travel Committee
Display information about the STP on notice boards	Updated as and when	TPC and Travel Committee
Update the prospectus to include information about the STP	During the 2019/20 academic year	TPC and Travel Committee
Organise meetings with LBoN's School Travel Plan Officer to provide update on implementation of STP measures	Working towards	TPC and Travel Committee
Undertake pupil and staff travel surveys	Annually	TPC
Aim to achieve TfL 'Silver' Level STARS accreditation for at least 1 year until 31 st August 2020	By end of 2019/20 academic year	TPC and Travel Committee
Aim to achieve TfL 'Gold' Level STARS accreditation	By end of 2020/2021 academic year and maintained thereafter	TPC and Travel Committee
Re-issue pupil 'hands-up' and staff travel surveys	Annually	TPC and Travel Committee
Review STP in conjunction with LBoN's Travel Plan Officer	Annually (full review at Years 1, 3 and 5 of the STP)	TPC and Travel Committee
Update the Action Plan and submit the updated report to LBoN's Travel Plan Officer	Annually within 3 months of undertaking travel surveys	TPC and Travel Committee
Include travel related information in newsletters / blogs	Working towards	TPC and Travel Committee
Organise sustainable transport events such as 'Walk to School Week', 'Walk on Wednesdays' and 'Car Share Week'	Working towards	TPC

Monitoring and Review

Monitoring using TfL STARS system

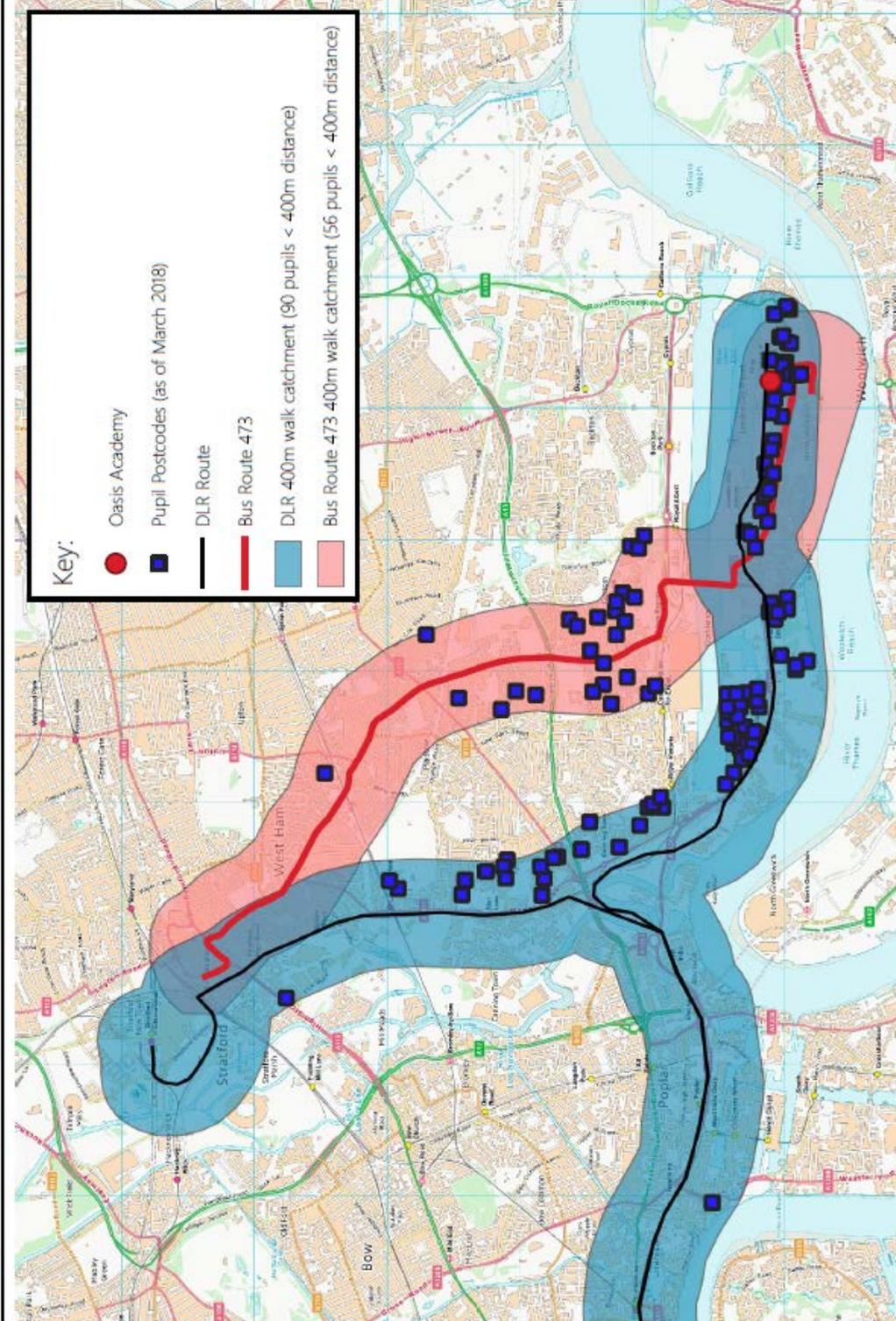
- 7.5 OAS is committed to the regular monitoring and review of the STP as a means of ensuring that it meets the aims, objectives and targets set within the STP. An annual programme of monitoring and review using the TfL STARS system will be put in place to generate information by which the success of the STP will be evaluated.
- 7.6 Monitoring and review will be the responsibility of the TPC. It is expected that the Travel Committee will be able to assist with the process.
- 7.7 The type of monitoring undertaken will include the collection of 'hard' analytical data and 'soft' data in the form of general feedback and correspondence and will use the TfL STARS system.
- 7.8 The most important part of the monitoring process will be the regular re-issue of travel surveys to staff and parents/ guardians on an annual basis. The main purpose of the surveys will be to identify modal split and monitor staff and pupil travel patterns. The results of these surveys will be analysed by the TPC and will form a key element of the monitoring process. The surveys will seek to understand why certain modes of transport are used and to identify any possible barriers to using sustainable modes of transport.
- 7.9 All members of the OAS community will be encouraged to comment upon the success or otherwise of the STP and general travel issues throughout the academic year. Information gathered through the monitoring process will be recorded for input to the annual review process.
- 7.10 Monitoring the use of the cycle parking facilities and the demand for the minibus services will also take place at the same time as the surveys are undertaken.
- 7.11 Following the travel survey and other monitoring processes that will take place annually in the Autumn term, the targets will be revised. The TPC will discuss the targets with the LBoN's School Travel Plan Officer to agree any changes prior to implementing them.

Review

- 7.12 The results of the monitoring process, and in particular the travel survey results, will be compiled into an updated Travel Plan to produce a Monitoring Report. The Monitoring Report will contain the modal split as identified through travel surveys compared with the baseline modal split set out in this report. The results will show the progress of the STP towards meeting targets.
- 7.13 The Monitoring Report will then be submitted to the LBoN's School Travel Plan Officer for review. This review process will be carried out annually for the three years of occupation.
- 7.14 Minutes of the Travel Committee meetings will also be recorded for use within the review process. In addition, any feedback from Governor Meetings specifically related to the Travel Plan will also be recorded and reported within the Monitoring Report.

- 7.15 If the Monitoring Report shows that the STP targets have not been met, the TPC will meet with the LBoN's School Travel Plan Officer to discuss possible corrective measures and/ or the need to amend the targets. Corrective measures will also be discussed with the Travel Committee and the Governors. Once agreed, the measures will be added to the Action Plan with dates for implementation.
- 7.16 Corrective measures to be considered may include:
- More frequent cycle training;
 - Increased cycle parking at the school;
 - Changes to the operation of the minibus service; and
 - More frequent communication with parents/guardians regarding the STP.

Appendix 1:



Appendix 2

Hands Up Survey

- Each student should only answer each question once.
- If a student used more than one mode of transport, please put down only the mode that took the longest time.
 - E.g. 20minutes on a tube and 10mins walking = TUBE

The two questions

1. What mode of transport do you usually (U) use to get to school?
2. How would you prefer (P) to get to school?

Date: 04/07/2019			
Number of students in Academy:		324	
Year:		2019	
Mode		Usually	Preferred
Park and Stride	(Park then walk longer than 5mins to school)	8	5
Car Share	(With someone not in their family)	4	6
Private Car		31	63
School Bus/Taxi		10	11
Public Bus		59	16
Tube		57	27
Rail/Overground		44	29
Cycle		0	38
Scooter		0	11
Walk		22	29
TOTAL		235	235

Appendix 3

Hands Up Survey

- Each student should only answer each question once.
- If a student used more than one mode of transport, please put down only the mode that took the longest time.
 - E.g. 20minutes on a tube and 10mins walking = TUBE

The two questions

3. What mode of transport do you usually (U) use to get to school?
4. How would you prefer (P) to get to school?

Date: 04/07/2019		
Number of staff:	45	
Year:	2019	
Mode	Usually	Preferred
Park and Stride (Park then walk longer than 5mins to school)	0	5
Car Share (With someone not in their family)	0	0
Private Car	15	21
School Bus/Taxi	0	0
Public Bus	0	0
Tube	6	4
Rail/Overground	20	8
Cycle	3	3
Scooter	0	0
Walk	1	4
TOTAL	45	45