



Heathside Enterprises Ltd

**Jack Straws Castle,  
London Borough of Camden**

School Travel Plan

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## **Appendices**

Appendix A - Hampstead Heath Cycle Map

Appendix B - TfL Bus 'Spider' Map



# 1 INTRODUCTION

- 1.1 Caneparo Associates have been appointed by Heathside Enterprises Ltd ('the Applicant') to provide traffic and transport advice in relation to the proposed change of use from D2/B1 to D1 education use (full application) of approximately 495sqm of ground floor and basement space within the Grade II Listed Jack Straws Castle, located within the London Borough of Camden (LBC).
- 1.2 This draft School Travel Plan (STP) accompanies the Transport Statement submitted regarding the above proposals to allow D1 education use at Jack Straws Castle, and has been developed through liaison with Heathside Preparatory School.
- 1.3 The Heathside Preparatory School (DfE number: 2026360) caters for pupils between the ages of 2 and 14 years old. The school is split across 6 sites, with each site catering for lower, middle or upper school education.
- 1.4 It is proposed that the Year 6 pupils (approximately 70 pupils) enrolled at The Heathside School will be relocated to the new school site at Jack Straws Castle, with similar operational times and patterns to the existing school sites' Year 6 year group.

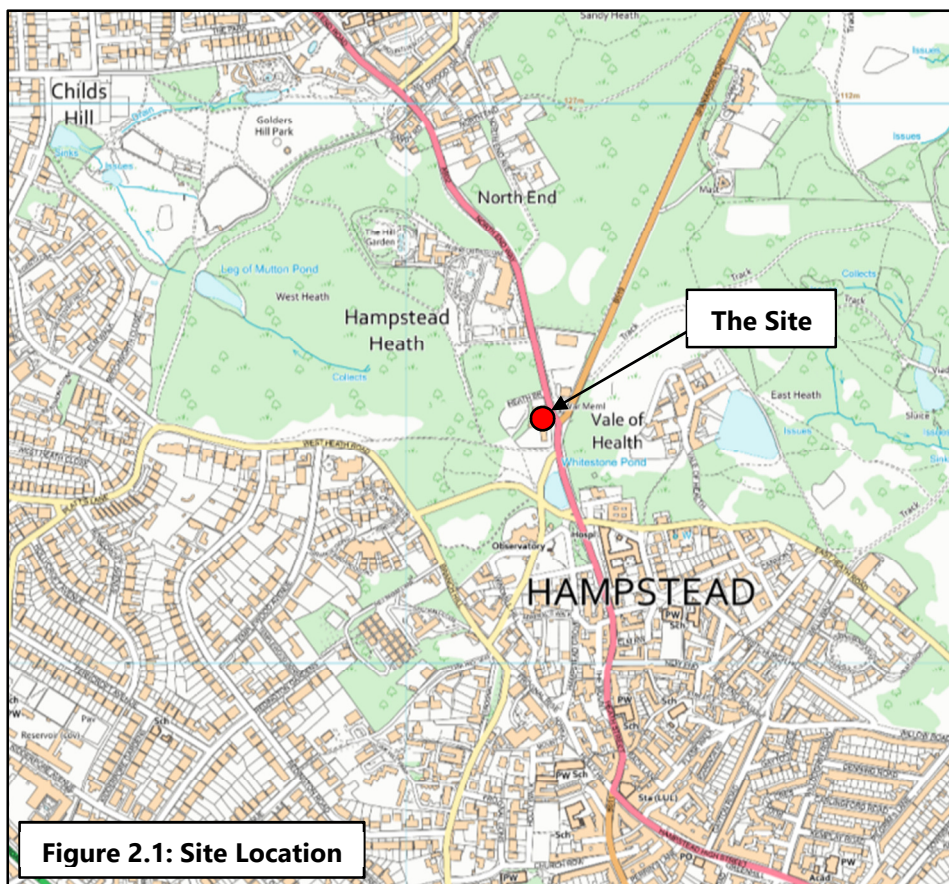
## Scope

- 1.5 This STP is a strategy setting out the sustainable travel options and measures which will be implemented at the school to promote sustainable travel and outlines further measures which the school will seek to implement to further their commitment to promoting sustainable and active travel.
- 1.6 The remainder of this School Travel Plan is structured as follows:
- Section 2 - Outlines the accessibility of the site;
  - Section 3 - Sets out the objectives of the Travel Plan;
  - Section 4 - Outlines the Travel Plan strategy;
  - Section 5 - Sets out the Measures that have been and will be implemented;
  - Section 6 - Outlines a monitoring review programme; and
  - Section 7 - Sets out the Action Plan.

## 2 ACCESSIBILITY AND TRAVEL PATTERNS

### School Location

2.1 **Figure 2.1** shows the location of the school, which is situated on the A502 / North End Way, approximately 700m to the north of Hampstead Station which provides London Underground services operating on the Northern Line.



2.2 The Site is bound to the north by Heath Brow and a small car park associated with the residential element of the site, to the south by residential properties, to the east by North End Way and a mini roundabout junction and to the west by West Heath and a public car park (operated by the City of London).

2.3 Hampstead Heath, a large public open space comprising 320ha surrounds the areas beyond the Site to the north, east and west. Several residential areas are also located in the vicinity, particularly to the south where Hampstead is located. The Golders Green, Brent Cross and Hendon areas are also located to the north of the Site via the A502, which all provide a range of public transport services, restaurants and retail stores.



## **Local Highway Network**

- 2.4 The Site is located adjacent to the roundabout junction between North End Way, Spaniards Road and North End Way/Heath Street.
- 2.5 North End Way is a two-way single carriageway road which operates in a broadly northwest to southeast orientation between Heath Street to the southeast and Finchley Road / Golders Green Road, adjacent to Golders Green Underground Station, to the northwest. North End Way provides access to Heath Brow and has a wide, level pedestrian footway along the western side of the highway and on both sides of the road south of the roundabout junction adjacent to the Site.
- 2.6 Heath Street is a two-way single carriageway road which operates in a broadly north to south orientation between North End Way to the north and Fitzjohn's Avenue to the south, operating through the centre of Hampstead and providing a direct pedestrian and vehicle link between the existing Heathside Preparatory Lower and Middle Schools, located in central locations within Hampstead.
- 2.7 Footways are provided throughout Heath Street and crossings are present on key pedestrian desire lines, including the provision of zebra crossings at the junction with New End, assisting pedestrian access between the existing middle and lowers Schools.
- 2.8 Heath Brow is a short, two-way access only road which operates east to west directly to the north of the Site, providing access to the residential car park for Jack Straws Castle as well as to the Hampstead Heath car park, operated by the City of London. Access is taken from North End Way and footways are provided on both sides of the highway.

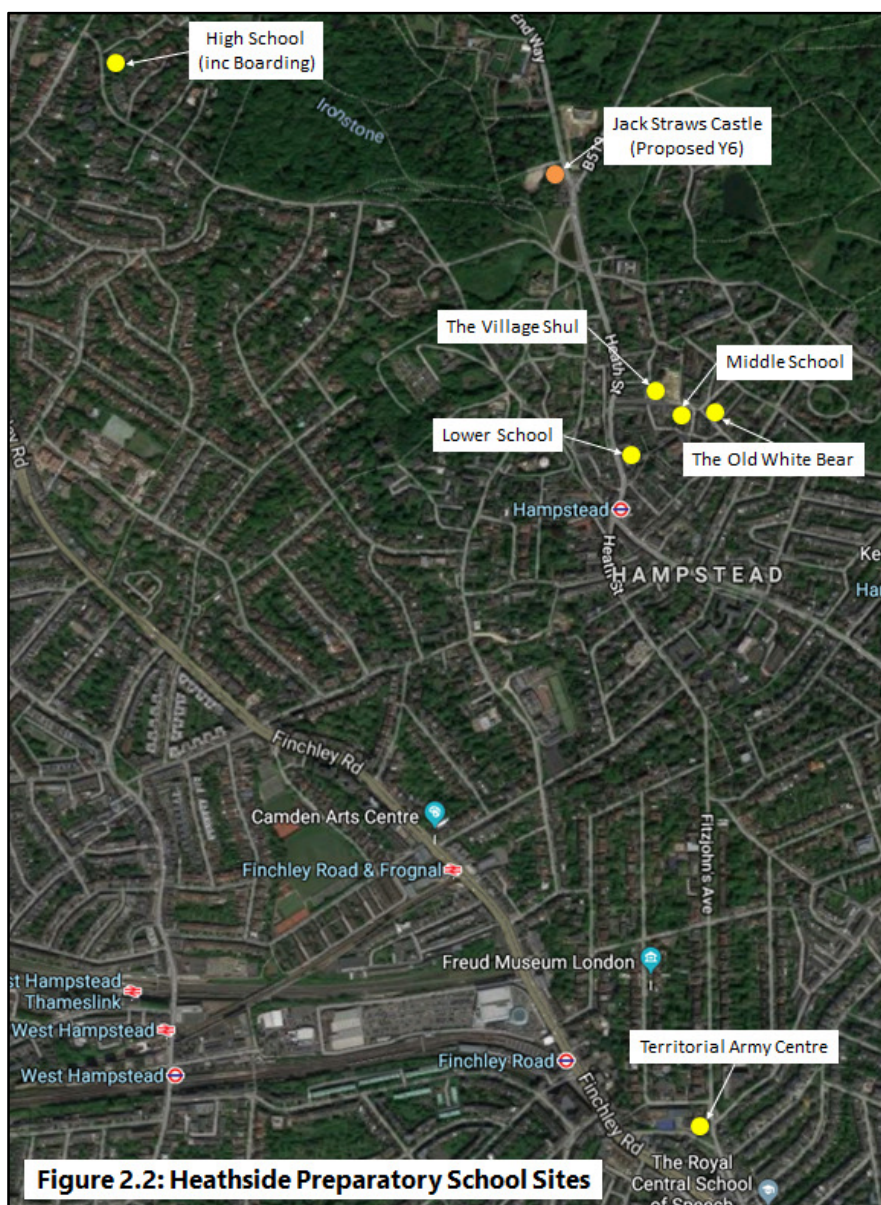
## **Existing School Operations**

- 2.9 Heathside School is an existing private school, split across 6 sites within Hampstead, with each site providing Lower, Middle or High School Education. The school primarily utilises the below sites:
- 84a Heath Street, Hampstead (Lower School);
  - 16 New End, Hampstead (Middle School); and,
  - 84-86 Heath Road, Childs Hill (Boarding & High School).

2.10 The school also makes use of a further 3 sites within Hampstead on a temporary basis, at the following locations:

- The Village Shul, New End, Hampstead;
- The Old White Bear, New End, Hampstead; and,
- Territorial Army Centre, Edinburgh House, 1 Fitzjohns Avenue, Hampstead.

2.11 The Lower School caters for pupils at Nursery age to Year 3, the Middle School is for Years 4 and 5, and the High School is for Years 6 to 10 and includes school boarding facilities. The location of each school site is shown in **Figure 2.2** below.

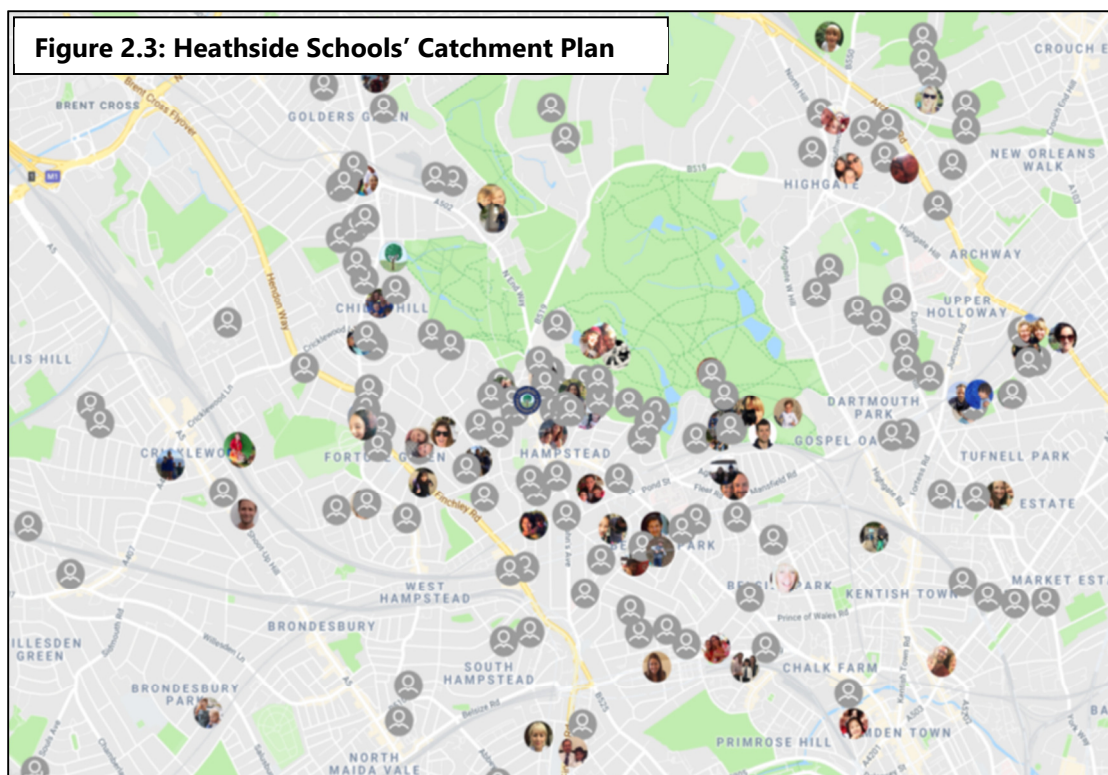


2.12 The Lower School is located approximately 560m (7 minutes' walk) to the south of the Site, the Middle School is approximately 600m (8 minutes' walk) to the south of the Site and the High School is approximately 1km (12 minutes' walk) to the west of the Site. As such, the Jack Straws Castle is located within a walkable distance of the other school sites, reducing the potential for travel issues for existing and new pupils who would be decanted from existing school sites to Jack Straws Castle, as well as being new pupils.

### School Catchment

2.13 Travel Surveys of existing pupils at Heathside Preparatory School were undertaken in October 2016 for all school years. The data recorded a number of travel choice factors including postcode information and method of travel to school.

2.14 **Figure 2.3** below, illustrates the school pupil catchment area, recorded based on postcodes provided by parents. It is evident from this plan that a large proportion of pupils are within walking and cycling distance of the Site and would be able to utilise sustainable modes of travel to travel to school, with others likely to utilise school buses, public transport or private cars for travel to school.







## Access to the school by non-motorised means

### Walking

- 2.15 It is commonly accepted that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2km, with journeys under 800m considered a comfortable walking distance. Guidance from the Chartered Institution of Highways and Transportation (CIHT) in its publication 'Guidelines for Providing for Journeys on Foot' (2000), suggests that in terms of education, commuting and leisure journeys, walk distances up to 2km can be considered as reasonable.
- 2.16 A 2km walking catchment for the Site includes a significant range of public transport nodes, services, facilities and shops and covers areas within Child's Hill, Golders Green and Hampstead.
- 2.17 The local highway network provides footways throughout, excluding along the eastern side of North End Way to the north of the site. Footways are suitably wide in the vicinity of the site and numerous crossing facilities are present, including zebra crossings directly adjacent to the site on North End Way and also on Spaniards Road and Heath Street. The pedestrian footway provisions in the area are well suited to travelling to the site by both children and adults, especially given the local residential catchments to the north, south and west.

### Cycling

- 2.18 It is commonly accepted that cycling has the potential to substitute for driving for distances up to 5 miles. Large areas of north London including Brent Cross, Brent Park, Finchley, Arnos Grove, Chalk Farm, Wood Green, Haringey, Finsbury Park and Holloway are located within a 5-mile (8 kilometre) cycle ride from the Site, as well as areas further afield within central London such as Regent's Park, White City, Shepard's Bush, Kensington, Hyde Park, Belgravia, Mayfair, Covent Garden and Clerkenwell. The roads in the vicinity of the site generally provide plenty of additional space to accommodate cyclists, though it is noted that roads such as Heath Street, narrow through Hampstead centre.
- 2.19 Several shared pedestrian / cycle paths are available within Hampstead Heath, as shown on the map of Hampstead Heath included in **Appendix A**.



## Public Transport

### Bus Services

2.20 The local area is well served by buses, with the nearest bus stop located approximately 80m from the site on Spaniards Road and approximately 200m north of the site on North End Lane. These bus stops provide access to bus routes 210 and 268. The N5 night bus also operates along North End Lane each night. A summary of bus services available in the locality is provided in **Table 2.2**. The bus route 'spider map' prepared by Transport for London (TfL) is included at **Appendix B** and shows interchange opportunities available from these routes.

No	Route	Frequency (in minutes)		
		Mon-Fri	Saturday	Sunday
<b>210</b>	Brent Cross Shopping Centre – Finsbury Park Station	9 – 12	9 – 13	10 – 13
<b>268</b>	Golders Green Station – O2 Centre / Sainsbury's	14 – 15	14 – 15	20

### Underground Services

2.21 Hampstead Station is the closest underground station to the Site. It is located approximately 690m to the south of the site. The station provides access to Northern Line London Underground services operating on the Edgware branch. Services are frequent, with trains available every 3 – 4 minutes in both directions.

## Staff and Pupil Travel Patterns

### Parent / Pupil Travel

2.22 As mentioned above, in October 2016, school travel surveys were undertaken across all Heathside Preparatory Schools. Until new surveys can be undertaken (upon the Site being operational), this survey data will act as the basis for understanding the existing school travel patterns and target setting.

2.23 The travel data available covers the existing Heathside sites collectively and as such, includes travel patterns for young children, who will likely require being dropped-off at school as opposed to travelling by public transport or solo, which pupils of the High School would likely do.

2.24 **Table 2.3** below provides the pupil travel patterns by percentage use, which will act as the baseline travel data until new surveys can be undertaken in the new school year.

<b>Table 2.3: Pupil Method of Travel</b>	
<b>Mode</b>	<b>Percentage</b>
Private Car (solo family)	22%
Car Pool (shared families)	4%
School Shuttle Bus	37%
Public Bus	7%
Underground / Rail	5%
Bicycle	19%
Walking	6%
<b>Total</b>	<b>100%</b>

### **Staff Travel**

2.25 It is expected that, given the location of the school, staff will arrive via private car, public transport modes and walking or cycling. Staff travel to the school has been determined based on the mode split for the Super Output Middle Layer: Camden 002. This has been adjusted to reflect the absence of car parking on site and is summarised below in **Table 2.4**.

<b>Table 2.4: Staff Method of Travel</b>	
<b>Mode</b>	<b>Percentage</b>
Underground / Train	55%
Bus	20%
Motorcycle	0%
Driving a Car	0%
Passenger in a Car	3%
Bicycle	4%
On Foot	18%
<b>Total</b>	<b>100%</b>

2.26 The results of the 2011 Census have been used as a proxy for the baseline mode share for staff. A survey will be undertaken of staff travel patterns within 3 months of occupation, the results of which will be used to confirm the baseline mode share and subsequent targets set out in Section 3.

## 3 OBJECTIVES AND TARGETS

### Introduction

3.1 This section sets out the overarching objectives for the School Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the school will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

### Objectives

3.2 The Travel Plan's overriding objective is:

**To engage with and encourage both pupils / parents and staff to use more sustainable ways of travelling to / from the school through more effective promotion of active modes. This will minimise the impact of the school on the surrounding highway network.**

3.3 The main objectives of the School Travel Plan are to:

- Improve health through encouraging active travel and reducing harmful emissions;
- Improve the environment through reducing congestion, reducing pollution and CO2 emissions and improving facilities for walkers and cyclists;
- Improve safety through increasing road safety education; and,
- Improve access and opportunity by developing pupils' skills for safe and independent travel.

### Targets

3.4 Targets are measurable goals by which the progress of the travel plan will be assessed. Targets are essential for monitoring the progress and success of the travel plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.



3.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

### **Action Targets**

3.6 The key action targets are set out below:

- A progress report will be completed on an annual basis and will include repeat travel surveys;
- Each monitoring survey will occur within one month of the anniversary of the previous year's survey, i.e. in each survey year; and,
- The School Travel Plan will be completely reviewed and updated each year.

### **Aim Targets**

3.7 The aim targets of this Travel Plan are focused on both the parents / pupils of the site and the staff.

3.8 Public transport or active modes of travel will be promoted to staff to ensure they know the best method of travel to work and can avoid the use of private cars where possible.

3.9 **Table 3.1** below outlines the Aim targets. The targets are set to measure progress towards the main objectives over 5 years. The baseline figures (Year 1) are taken from the existing mode split for the whole of Heathside Preparatory School, as detailed in Section 2. This STP recognises that it is not possible to set out accurate targets far in the future, even when based on actual modal share data (i.e. the baseline survey that has been undertaken). Given this, it should be acknowledged that the targets might change over time as results from on-going monitoring become available. Any changes in the targets will be agreed with the Council.

3.10 The staff travel plan Aim Targets are based on the 2011 Census for method of travel to work within the Super Output Middle Layer: Camden 002. It should be noted that targets have not been included for the reduction of private car use, as there is no parking available for staff at the site and staff will be expected to use active or sustainable modes of transport to get to school.

<b>Table 3.1: Travel Plan AIM Targets</b>				
<b>Target</b>	<b>Indicator</b>	<b>Mode Split</b>		
		<b>Year 1</b>	<b>Year 3</b>	<b>Year 5</b>
<b>Parents/Pupils</b>				
Achieve an 10% decrease in private car use (solo family)	Modal Split monitoring surveys	22%	17%	12%
Achieve a 5% increase in active modes (walking and cycling)	Modal Split monitoring surveys	25%	28%	30%
Achieve a 5% increase in the use of public transport or school shuttle bus	Modal Split monitoring surveys	49%	52%	54%
<b>Staff</b>				
Achieve a 5% decrease in public transport use	Modal Split 2011 Census	75%	73%	71%
Achieve a 5% increase in active mode use	Modal Split 2011 Census	22%	24%	26%



## **4 TRAVEL PLAN STRATEGY**

### **Travel Plan Management**

4.1 The School Travel Plan Co-ordinator (STPC) is an important aspect of the Travel Plan as they will drive the development and implementation of the STP and the measures set out within the document. The STPC will be fully funded by the school and will be provided sufficient time and a specific budget to complete tasks relating to the School Travel Plan.

4.2 The STPC contact details are as follows:

- Name: Andy Mirza
- Position: School Operations Management
- Email: [andy@heathsideprep.co.uk](mailto:andy@heathsideprep.co.uk)

4.3 The STPC will be in place at least 1 month prior to the occupation of the site.

### **School Travel Plan Coordinator Responsibilities**

4.4 The STPC will be responsible for overseeing the management, development, implementation, monitoring and review of the Travel Plan for the school. The primary responsibilities of this role include:

- The implementation of measures as set out in the Travel Plan;
- Managing the development and implementation of the Travel Plan measures;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets;
- Reporting the results of the Travel Plan to the local authorities' School Travel Plan Officers; and,
- Acting as a point of contact for all staff / parents regarding travel and the Travel Plan.

4.5 Regular updating of the Travel Plan document is part of the responsibility of the nominated person.



## **Staff Marketing Strategy**

- 4.6 Staff at the school will be made aware of the existence of the School Travel Plan upon commencement of their employment. The details of the STP, its targets and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers and noted in job interviews or similar.
- 4.7 The following will be used as a means of disseminating information to existing staff to promote events / campaigns / promotions / services / initiatives:
- Staff emails;
  - Staff notice boards; and,
  - Staff Newsletters.
- 4.8 The information to be included on the staff emails, noticeboards and within newsletters will include information on walking, cycling and public transport opportunities, including maps and timetables.
- 4.9 The information set out within the staff notice boards will be reviewed on a termly basis to ensure it is still correct and up-to-date.
- 4.10 Should staff require assistance in interpreting any information provided, or a more personalised travel planning service, the STPC will explore the option of providing one-to-one assistance on an on-demand basis.

## **Parent Marketing Strategy**

- 4.11 Parents will be made aware of the Travel Plan and the school's commitment to reducing travel by car. A policies and procedures document will be issued to all parents to advise them of the procedures in place with respect to reducing travel by car but also how pick-up and drop-off activity is managed.
- 4.12 Resources will be issued to all pupils / parents within the Heathside Preparatory School newsletter ('Heathside News'), outlining the sustainable travel options afforded to travelling to and from school (school bus (shuttle) timetables and route maps, walking routes, bus stops, bus frequencies, rail and underground connections etc.). This document will reiterate the objectives





of the STP and will be updated on a termly basis to inform parents as necessary on any changes to the way in which they may have previously travelled to the site with pupils.

## **5 MEASURES AND INITIATIVES**

### **Introduction**

- 5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan.

### **School Policies**

- 5.2 These measures complement and enhance all existing school policies and promote new policies that are yet to become enforced. These measures and initiatives are not an exhaustive list but provide a clear structured approach on what the school will implement or investigate to implement in order to achieve the set targets. This section of the document provides a clear and proactive approach to achieving the aims of the STP.

### **Pick up / Drop off**

- 5.3 Parents of pupils at the school will be encouraged not to drive to drop their children off at the school, particularly as no dedicated parking areas will be available. This will be achieved through the effectiveness of the staff and parent marketing strategies outlined above which proactively encourage sustainable travel and the aims and objectives of the STP in addition to the range of measures outlined below.
- 5.4 It is also recognised that the collection and dropping-off of pupils by car poses an inherent safety risk, as there is always a potential for conflict between vehicles and vulnerable road-users, such as pupils. It is also noted that a mini roundabout and pedestrian crossing are located along the site frontage, where it is prohibited for vehicles to stop. The information for parents provided within the school newsletter will also reiterate the implications associated with parents driving pupils to the site and causing congestion in the area.
- 5.5 In the event parents do drive to the school, they will be advised of local car park opportunities, such as Heath Brow car park, located to the rear of the School. A member of staff (or Traffic Marshall) will be present at the school entrance during pick-up and drop-off times to ensure no parents park on-street adjacent to the school.
- 5.6 Parents will be informed of the pick-up / drop-off management plan within the 'Heathside News' newsletter that is distributed to pupils / parents each quarter. The STPC will ensure that



all the important information regarding how parents should get their children to the school will be included within the newsletter prior to the beginning of the first term. The information will explicitly state that parents are not permitted to park on-street at the School and reiterate the implications associated with parents driving pupils to the school and causing local congestion.

- 5.7 Upon employment, new staff will be advised within induction packs that driving to the school is prohibited.

## **Cycle Parking**

- 5.8 The school will provide cycle parking internally, for use by staff, pupils and visitors. The cycle stores will be sheltered and secure and there will be cycle parking for 12 cycles (2 spaces for staff, 9 spaces for pupils and 1 space for visitors).

## **School Newsletter**

- 5.9 The school produces a newsletter each term, which will be updated to detail how to access the school through sustainable and particularly active modes. The STPC will set out the information to be provided in the newsletter and will liaise with the editor to update the information. Advice will include:

- Public transport information, including routes to the school from local public transport access points;
- Information on cycling, including details such as safe routes to the school and the availability of secure cycle parking; and
- Safe walking routes to / from local residential neighbourhoods.

## **Active Modes**

- 5.10 The following measures and initiatives will be implemented to encourage staff and parents/pupils to travel to the site by walking or cycling.



## **Walking**

- 5.11 The STPC will report the results of the travel survey to the local authority and liaise with the relevant Officer to establish the potential for improvements to existing off-site facilities, if necessary / appropriate.
- 5.12 Parents and staff will be provided with information and advice concerning safe, suitable walking routes. This will be provided within the newsletter provided to pupils / parents each term.
- 5.13 The initiatives for walking will reduce the pupils' reliance on private vehicles and public transport as well as promoting a healthier lifestyle.

### Walking Trips to Local Destinations

- 5.14 The School will encourage and undertake walking trips to local destinations to promote walking and improve children's road safety awareness.

### Walk to School Week/Month

- 5.15 The school will promote Walk to School Week & International Walk to School Month to increase the use of active modes of travel by pupils. Pupils will also be taught about the health and environmental benefits of walking to school.

## **Cycling**

- 5.16 Parents and staff will be provided with information and advice concerning suitable cycling routes. TfL Cycle Maps (which are free of charge) will also be advertised and made available to those that require them. The STPC will explore the possibility of providing discounts on cycling equipment to staff of the school, in partnership with local bicycle retailers. The take up of this discount will be monitored to determine the interest in discounted cycles by staff.

### Cycle Training for Pupils

- 5.17 The STPC will liaise with the school leadership in order to explore the possibility of offering cycle training for the pupils at the school to organise cycle training for pupils in the form of schemes such as 'Bikeability' training.



### Camden Free Bicycle Loan

- 5.18 The STPC will promote LBC's free bicycle loan scheme (deposit required), which allows those who live, work or study in the borough to try a bicycle for 4 weeks. Associated equipment, such as helmet, locks and lights are also provided. This scheme would be of benefit to any staff and pupils interested in taking up cycling as a means of travelling to or from the school.

### Other Cycle Measures

- 5.19 The STPC will investigate whether tax incentive schemes such as the Government's Cycle to Work Scheme are appropriate for the staff at the school.

## **Public Transport**

- 5.20 Up-to-date details of bus, underground and taxi services, including route information and service frequencies, will be on display on a Sustainable Travel Notice Board, located in a prominent position near the school entrance.
- 5.21 National Rail and TfL Journey Planner websites and enquiry phone numbers will also be promoted through all relevant means.

### Personalised Travel Planning Sessions

- 5.22 The STPC will offer staff the opportunity to receive personalised travel planning sessions upon their induction into the school. This is to ensure that staff understand the best method of travel to the school by public transport and/or active modes of travel. Staff will be informed of the personalised travel planning sessions within their induction packs.

## **School Buses**

- 5.23 Heathside Preparatory School provides school shuttle bus services which collect pupils from convenient locations in the catchment area and transports them to school and back. This was introduced to discourage parents from driving to the various school sites for the benefit of the environment.
- 5.24 Due to the proximity of the proposed school site at Jack Straws Castle to the existing school sites in Hampstead, it is considered that the school buses can also be used to transport pupils associated with Jack Straws Castle, with pupils leaving the bus at the existing school sites and walking to the Site with staff if appropriate.



## **Shuttle Buses**

- 5.25 In addition to school buses, Heathside Preparatory School are also trialling a school shuttle bus service for pupils, which is a paid service that collects pupils from their home and takes them to their lower, middle or upper school. This service will be promoted to pupils at Jack Straws Castle.

## **Travel Education**

### Children's Traffic Club

- 5.26 The School will promote registration of pupils to the Children's Traffic Club, a child road safety programme that focuses on helping teachers and parents on how to keep safe. The programme will provide resources to teach children about road safety and travel choices.
- 5.27 This will be promoted by teachers during road safety lessons already part of the school's curriculum. The Traffic Club has been specifically designed 'to be dipped into and out of and fit nicely into the structure of lessons centred around road safety'.

### Sustainable Schools and Eco School Status

- 5.28 Promoting walking and cycling to school is recommended for schools focusing on healthy living. Travel and transport has a key role in the initiatives and the Travel Plan can help to fulfil the criteria to gain Eco-Schools status and become a Sustainable School.
- 5.29 Initiatives such as these are far-reaching and have impacts beyond improvements to the way in which people travel, providing the opportunity for addressing holistic issues of sustainability which complement the school's policies but are aided by being reinforced by the school. Such benefits would be felt by the whole school community including staff, parents, governors and pupils.

### TfL Safety and Citizenship Pupil Talks

- 5.30 The STPC will request safety and citizenship talks by TfL to make pupils aware of road safety and provide pedestrian skills training.
- 5.31 These talks are provided for free by TfL to all of London's primary schools with an aim to 'promote safe, responsible and respectful behaviour on and around London's transport system'. This is provided through a range of services to schools from in-school presentations and Junior



Citizenship Schemes to community events and restorative justice. More information is available at: <https://tfl.gov.uk/info-for/schools-and-young-people/safety-and-citizenship>

### Junior Road Safety Officers

- 5.32 The STPC will encourage pupils to adopt a Junior Road Safety Officer (JRSO) role, for which they will help promote road safety issues within the school and local community and get involved in organising safe and active travel activities. The STPC will support any JRSOs in their role.

### Competitions

- 5.33 Competitions aimed at both encouraging sustainable transport and also to spark interest in sustainable transport will be promoted by the STPC such as:

- Living Street WOW Badge Design / Year-Round Walk to School Challenge; and,
- Road Safety Calendar.



## 6 MONITORING AND REVIEW

### Monitoring

- 6.1 This STP is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant. This chapter sets out the proposals for the monitoring and review of the travel plan, which will follow the latest TfL best practice guidance.
- 6.2 The monitoring programme will begin with the Year 1 (baseline) travel survey, to be undertaken in the first school term, once the school opens. The Travel Plan will be monitored on a yearly basis with surveys undertaken around a similar time each year.
- 6.3 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on a constant basis:
- The level of usage of cycle stands;
  - Usage levels of the school bus and shuttle bus services; and,
  - Demand for additional cycle parking facilities.
- 6.4 Information gathered through the monitoring process will be recorded for input to the annual review. The information will be made available to the local authority.
- 6.5 The School Travel Plan will be completely reviewed and updated every year.

### STARS

- 6.6 Schools in London are now encouraged to use the STARS (Sustainable Travel: Active, Responsible, Safe) accreditation scheme. STARS provides a framework and guidance for nurseries, schools, colleges and academies to help them put an accredited travel plan in place. The scheme helps schools to identify issues, set targets, monitor progress and celebrate success.
- 6.7 The school will sign up to the STARS accreditation scheme and aim to increase its level of accreditation over time, with the initial years of operation of the new school, setting the benchmark for the future levels of accreditation to aim for.





- 6.8 The STARS system will be used to update the Travel Plan online, annually. The STARS website includes a list of events, visits, resources and skills training that are area specific.

### **Reporting**

- 6.9 Once the Travel Plan has been completed using the STARS system, it will be sent to the Council's School Travel Plan Team who can access it online and check it. There is a 'sign off' tab on the STARS website which can be used to create a pdf of the Travel Plan which will then be issued to the local authority by email. The STPC will be responsible for carrying this out annually, including the results of the 'hands up' monitoring surveys.
- 6.10 Each year the Travel Plan will incorporate the results of any on-going monitoring throughout the preceding period.



## **7 ACTION PLAN**

- 7.1 The Action Plans outlined below in **Table 7.1** set out the measures included within the Travel Plan that are directed at influencing parent and staff travel. The Action Plan will be revised every year following each Annual Travel Plan Review.

**Table 7.1 Action Plan for Travel Plan Measures – Parents and Staff**

Measures	Notes	Status / Target Date	Method of Monitoring	Responsibility
<b>General</b>				
School Travel Plan Coordinator (STPC) Implementation	To be in place 1 month before the school opens	1 month prior to occupation	N/A	School
Review of School Travel Plan	Using 'Hands Up' Travel Survey data to monitor the success of the School Travel Plan	Annually	Travel Surveys	STPC with the help of class teachers and / or teaching assistants
Liaise with the overarching school management to discuss wider matters and transport needs	The STPC will need to liaise with the school leadership	Prior to occupation	N/A	STPC and school leadership
<b>Information Provision</b>				
Sustainable Travel Notice Board and the School's Newsletter	The Sustainable Travel Notice Board and the newsletter will outline the sustainable options for travelling to the school site	Prior to commencement school's first term	N/A	STPC
Personalised Travel Planning Sessions for staff	The STPC will offer planning services at induction sessions for staff	When necessary upon recruitment	The STPC will keep a record of which staff have utilised the service as well as the nature of the service (group, one on one).	STPC
Promotion of Children's Traffic Club	Pupils to be registered to programme	Annually	STPC	STPC
All sustainable and active travel information included in parent newsletter	Information will be updated for each issue	Ongoing	STPC	STPC
<b>Cycling</b>				
Provision of secure cycle storage	Cycle parking to be provided for pupils and staff	Provided as part of development process	Spot checks as part of maintenance	School
Pupil cycle training	Cycle training courses to be arranged for pupils to encourage cycle travel	Courses to be scheduled throughout the year	Uptake of offer monitored by STPC	STPC
Provide cycle route maps and other information relating to cycle facilities	TfL cycle maps are free of charge see: <a href="https://www.tfl.gov.uk/roadusers/cycling/11682.aspx">https://www.tfl.gov.uk/roadusers/cycling/11682.aspx</a>	On-going	STPC to monitor uptake	STPC

**Table 7.1 Action Plan for Travel Plan Measures – Parents and Staff**

Promote Camden free bicycle loan scheme	Will be promoted during staff induction and within any distributed information	On-going	STPC to monitor promotion	STPC
<b>Walking</b>				
Promote local walking trips	The School will take children on regular walking trips to local destinations e.g. London Fields	Monthly events	STPC to monitor number of events	STPC
Staff and parents to be provided with information related to safe walking routes.	As part of Sustainable transport education for pupils	On-going through lessons	N/A	STPC
Promotion of road safety initiatives including JRSO's	The school will encourage pupils to become JRSO's and will investigate the possibility for road safety talks	On-going	STPC investigation and promotion of JRSO scheme	STPC
<b>Public Transport</b>				
Sustainable Travel Notice board and School Newsletter with timetable information (or online links to timetables) for staff	Located in visible public areas	Upon building completion	STPC	STPC
<b>Vehicles</b>				
Remind parents and staff that parking is prohibited on-street at the school	During pick-up and drop-off times, a traffic enforcement officer will be present to prevent parents from parking on-street near the School	On-going	STPC to review parking behaviour regularly	STPC

# Appendix A



# Hampstead Heath

Registered Charity



### PONDS

- 1 Swan Pond
- 2 Leg of Mutton Pond
- 3 Lily Pond
- 4 Seven Sisters Ponds
- 5 Whitestone Pond
- 6 Vale of Health Pond
- 7 Viaduct Pond
- 8 Mixed Bathing Pond (No 3)
- 9 Hampstead No 2 Pond
- 10 Hampstead No 1 Pond
- 11 Wood Pond
- 12 Thousand Pound Pond
- 13 Stock Pond
- 14 Kenwood Ladies' Bathing Pond
- 15 Bird Sanctuary Pond
- 16 Model Boating Pond
- 17 Highgate Men's Bathing Pond
- 18 Highgate No 1 Pond

### MAP KEY

- Car park
- Refreshments
- Toilet
- Recycling point
- Office and Staff yard
- Bowling green
- Cricket pitch
- Football pitch
- Rugby pitch
- Tennis courts
- Play facilities
- Croquet
- Dogs on lead
- Dogs prohibited
- Gate
- Made footpaths
- Unmade footpaths
- Shared cycle/pedestrian path
- Horse rides
- Horse rides (permit only)
- English Heritage area
- Dogs on lead
- Dogs prohibited
- Woodland and scrub
- Hedgerow
- Outstanding views
- Bus Stop
- Railway station
- Tube station
- Swimming area
- Fishing area (see notices)

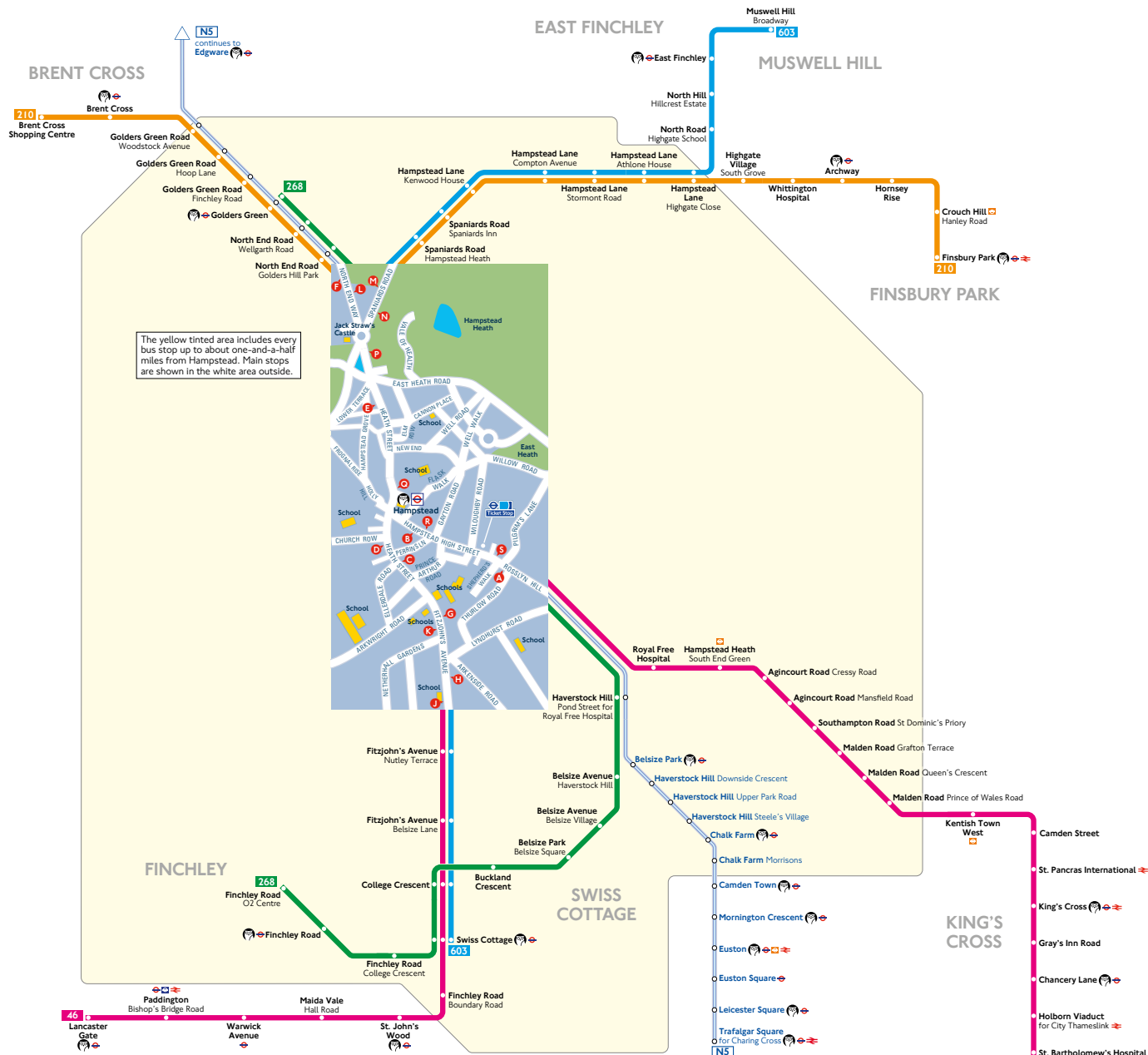
The City of London provides 14 green spaces in and around London for the benefit of local communities. Most are registered charities operating at little cost to the general public.

**Emergency contact:**  
**Hampstead Heath Constabulary**  
**Tel: 020 8340 5260**

General enquiries  
 City of London Corporation  
 Heathfield House  
 432 Archway Road  
 London N6 4JH  
 Tel: 020 7332 3322  
[www.cityoflondon.gov.uk/hampsteadheath](http://www.cityoflondon.gov.uk/hampsteadheath)

## **Appendix B**

# Buses from Hampstead



The yellow tinted area includes every bus stop up to about one-and-a-half miles from Hampstead. Main stops are shown in the white area outside.

## Route finder

Bus route	Towards	Bus stops
46	St. Bartholomew's Hospital Lancaster Gate	D J K R S A B C G H
210	Brent Cross Shopping Centre Finsbury Park	F N L M
268	Finchley Road Golders Green	L P O R S A B E F
603	Muswell Hill Swiss Cottage	D E J K M C G H N P O

## Night buses

Bus route	Towards	Bus stops
N5	Edgware Trafalgar Square	A B E F L P O R S

## Key

- 46 Day buses in black
- N5 Night buses in blue
- Connections with London Underground
- Connections with London Overground
- Connections with TfL Rail
- Connections with National Rail
- Tube station with 24-hour service Friday and Saturday nights
- Mondays to Fridays peak hours only

## Ways to pay

- Use your contactless debit or credit card. It's the same fare as Oyster and there is no need to top up.
- Top up your Oyster pay as you go credit or buy Travelcards and bus & tram passes at around 4,000 shops across London.
- Sign up for an online account to top up online and see your travel history and spending.