

ECOLE JEANNINE MANUEL PRIMARY SCHOOL

20-24 RUSSELL SQUARE, LONDON



SCHOOL TRAVEL PLAN

May 2022



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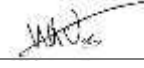
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		Checked by		
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Prepared for:

Ecole Jeannine Manuel
43-45 Bedford Square
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1.0 INTRODUCTION

Ecole Jeannine Manuel are proposing refurbishment work at 20-24 Russell Square, London to allow their Primary School to transfer from 43-45 Bedford Square. Camden have requested a new Travel Plan for the site and Stirling Maynard Transportation has been appointed by Ecole Jeannine Manuel to prepare this School Travel Plan to fulfil this request.

This School Travel Plan (STP) will be adopted and updated by the school on a regular basis. The process for implementing and updating the STP is provided in subsequent sections. A STP is a live document, which will be monitored and updated annually and/or when any significant changes occur at the school.

A successfully implemented STP will influence the travel behaviour of staff, parents and pupils, and provide the following benefits:

- Improved health and wellbeing of staff, parents and pupils through more active travel;
- Lower carbon emissions, and local reductions in traffic noise and transport-related air pollution, and;
- Reduced travel costs.

It is relevant to note the school has an existing Travel Plan for 43-45 Bedford Square which is STARS accredited.

2.0 SCHOOL INFORMATION

2.1 Location

The school is located at 20-24 Russell Square, London, in the Borough of Camden. The buildings are situated on the north-western side of Russell Square at its junction with Thornhaugh Street. The location is shown in **Figure 1** overleaf.

The school has a frontage to both Russell Square and Thornhaugh Street. Pedestrian access is available on both frontages; however, the main school entrance is via Thornhaugh Street. There is no on-site car parking or vehicular access to the site but the school do control the loading/parking bays immediately in front of the building on Thornhaugh Street.

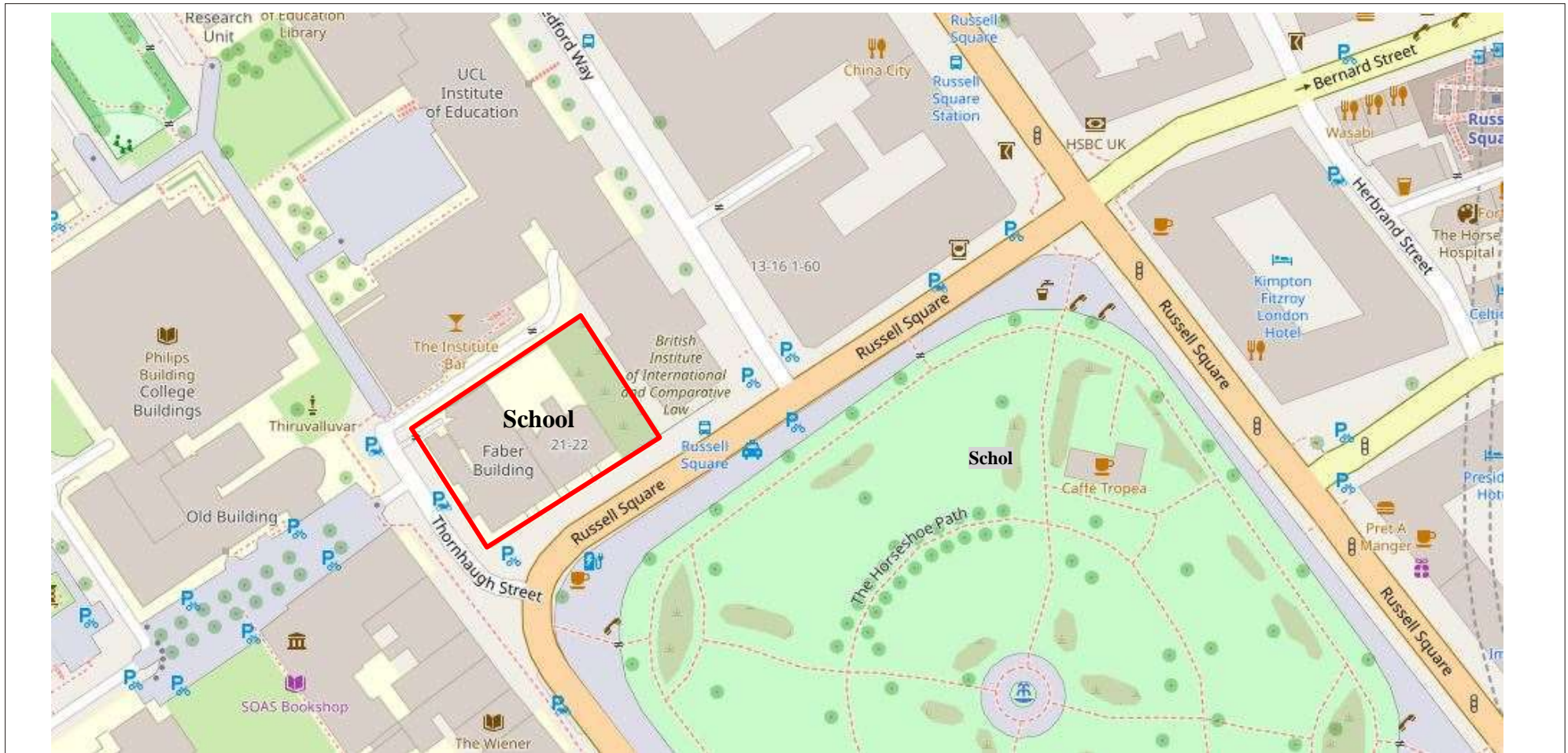
Both Russell Square and Thornhaugh Street are subject to 20mph speed limits. Both streets carry two-way traffic and are subject to parking restrictions. Parking restrictions for Resident Permit holders apply during 08.30-18.30hrs Monday to Saturday. In front of the school on Russell Street are bus bays. Both streets also have footways on either side and benefit from street lighting.

2.2 The School

Ecole Jeannine Manuel at 20-24 Russell Square will ultimately have capacity for up to 480 pupils aged 4-11 and will employ approximately 40 staff.

The school's normal opening hours are 08.00-18.00, Monday to Friday; the standard school day for pupils is from 8.30am to 5.30pm. Some self-study and counselling activities may take place between 5.30 and 6.30pm.

There is no on-site car parking or vehicular access to the site. The school development will provide 5 secure cycle parking spaces for staff and 10 for pupils. Showers and changing facilities for staff (and visitor) cyclists are provided.



<p>STIRLINGMAYNARD Transportation Consultants</p> <p>Woolstone Centre 1-2 Mill Lane Woolstone Milton Keynes MK15 0AJ</p>	Drawing	Location Plan	Figure No	1
	Project	20-24 Russell Square, London	Drawn	HC
	Client	Ecole Jeannine Manuel	Scale	NTS
			Checked	NW
			Date	May 2022

3.0 SITE TRAVEL ASSESSMENT

3.1 PTAL

A PTAL (Public Transport Accessibility Level) assessment provides a rating which indicates how accessible a location is by public transport. An assessment of the school's location has been carried out using the TfL tool.

PTAL scores range from 0, indicating the lowest level of accessibility through to 6b indicating the highest possible level. The school is assessed by the TfL PTAL tool as 6b, i.e. the highest possible accessibility level.

A copy of the PTAL assessment is attached as **Appendix 1**.

3.2 Public Transport

As shown in the PTAL assessment (Appendix 1) there are numerous high-frequency bus routes and London Underground trains serving the school.

The nearest bus stops to the school listed in the PTAL assessment are in Russell Square (250m) and near London School Of Hygiene and Tropical Medicine (640m). London Underground services are available from Russell Square (360m), Holborn (940m) and Goodge Street (920m).

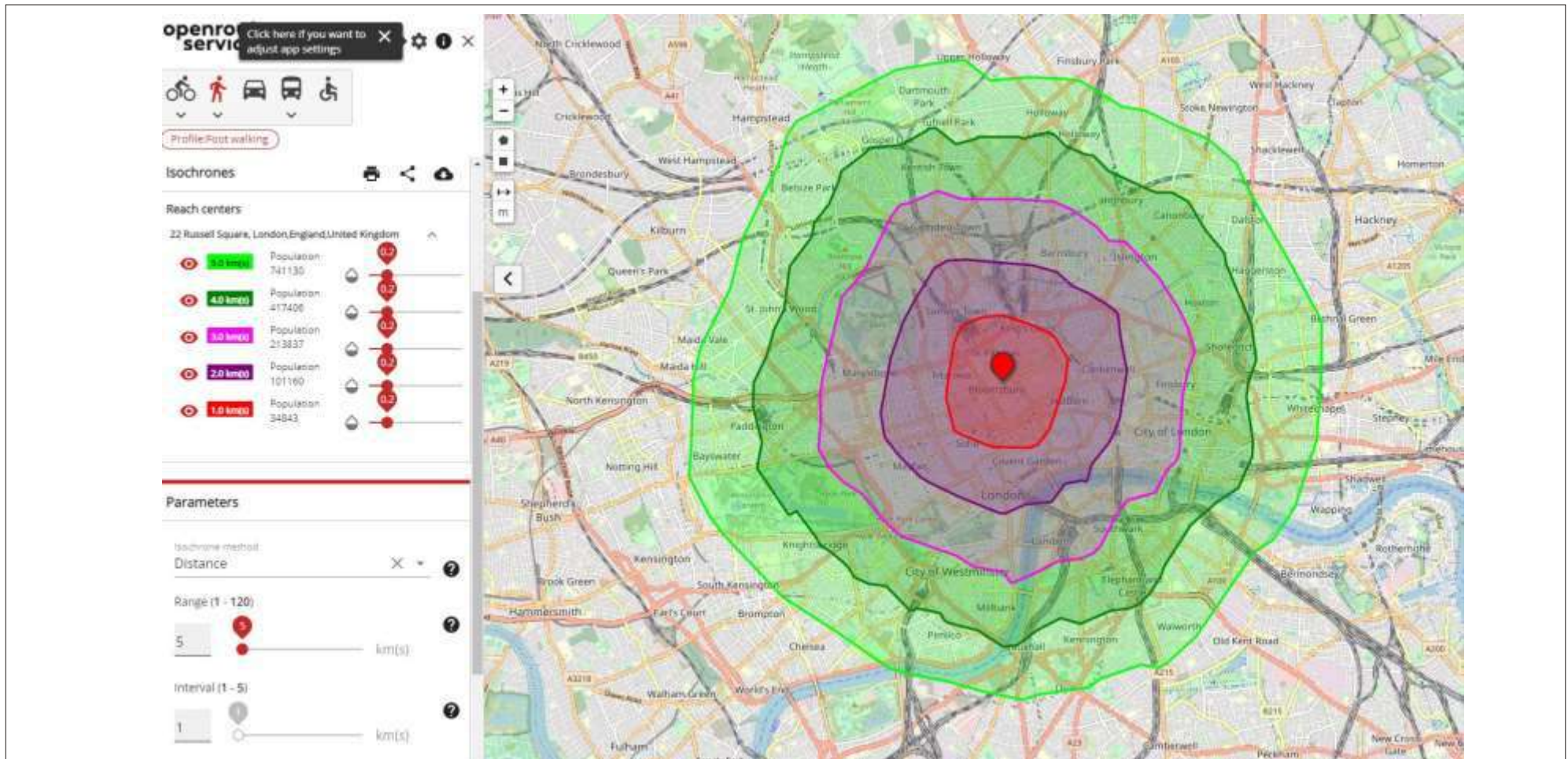
In addition, mainline train services are available at Euston, St Pancras and Kings Cross stations, all of which are located approximately 1km north of the school site.

3.3 Walking & Cycling

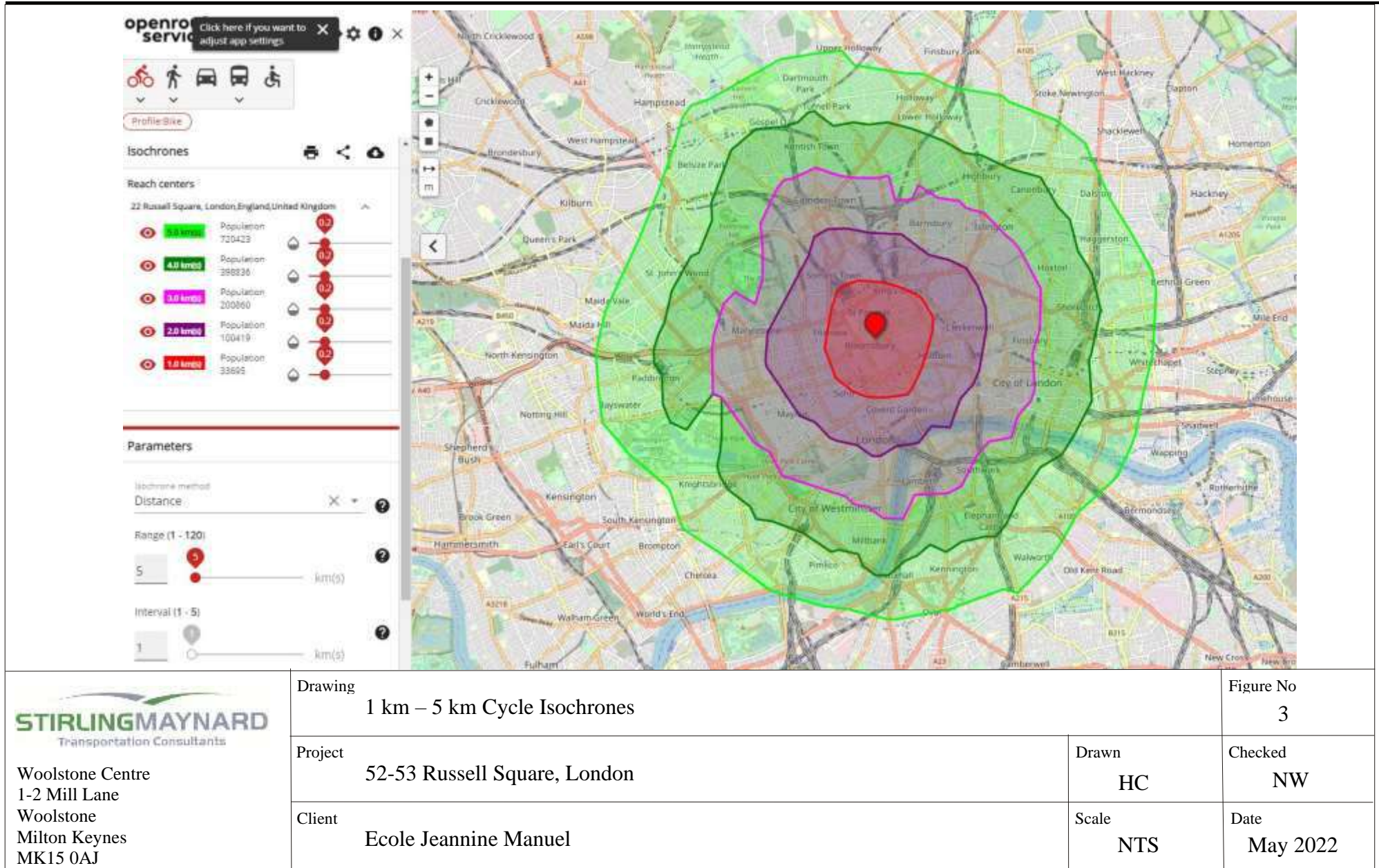
Walking is a highly sustainable and efficient mode of transport and is recommended for most trips of less than two kilometres in length. Cycling is also highly sustainable and is recommended for trips of less than five kilometres. Two-to-five-kilometre isochrones for walk and cycle from the school are shown in **Figures 2 and 3** respectively.

All local roads benefit from a good system of footways with numerous controlled crossing locations, pedestrian refuges and dropped kerb crossings with tactile paving. The quality of walking routes in the area is generally very good.

Cycling in the area is mainly on road; however, there are several dedicated cycle lanes on streets near to the site. Cycle parking exists on Russell Square opposite the school site; in addition, the school will provide 15 cycle stands on site (5 for staff and 10 for pupils). Significant provision is also made for the parking of scooters as an increasingly popular mode of travel to school. As cycling and scooting are in some ways complementary modes the actual balance of parking provision between the two will be monitored and adjusted as the plan progresses.



<p>STIRLINGMAYNARD Transportation Consultants</p> <p>Woolstone Centre 1-2 Mill Lane Woolstone Milton Keynes MK15 0AJ</p>	Drawing 1 km – 5 km Walk Isochrones			Figure No 2
	Project	20-24 Russell Square, London	Drawn HC	Checked NW
	Client	Ecole Jeannine Manuel	Scale NTS	Date May 2022



4.0 TRAVEL TO SCHOOL

4.1 Pupils and Staff

As the school has not yet opened, an assessment of the likely mode of travel of staff and pupils has been carried out using a survey of the existing primary school's nearby premises at Bedford Square in May 2022 (for pupils) and for the existing Travel Plan review in 2017/2018 (for staff).

The current mode share for journeys for pupils and staff is shown in the Table below.

Table 1 – Mode Share for journeys to/from Bedford Square

Mode	Pupils (%)	Staff (%)
Tube	14	48
Bus (Public)	9	10
Bus (School)	38	0
Walking	19	25
Rail / Overground	2	10
Cycling	5	8
Private Car	11	0
Scooting	2	0
Total	100	100

The home locations of the pupils of the new school are not yet known; however, these are expected to be similar, in terms of distance and distribution, to the pupils at the Bedford Square site. A map of the home locations of those pupils is included at **Appendix 2**.

4.2 Visitors

The number of visitor trips to the school is not known, but will be low. As there is no publicly available parking in close proximity to the school and no parking on site, it is not anticipated that visitors will arrive by private car.

4.3 Deliveries and Servicing

Daily kitchen deliveries of prepared food will be made, limiting the need for individual deliveries, and these will be via the loading bay outside the school on Thornhaugh Street.

Waste collection will take place kerbside from the bin store located in the north west corner. This mirrors the service arrangements for the previous occupant.

4.4 School Activities

The move to the new buildings allows for provision of on-site indoor and outdoor sports and exercise facilities. These are not available at Bedford Square so the new site will reduce the need for pupils to move off-site.

School trips will, where possible, utilise public transport; however, some longer-distance trips may involve the use of a coach, albeit that these will be infrequent. When a coach is required, the school will manage timings and pick-up location as appropriate.

5.0 OBJECTIVES AND TARGETS

5.1 Objectives

The school has set the objectives listed below for the School Travel Plan. These objectives will help to achieve a happy, healthy school which integrates into the local community and has minimal impact on the local and global environment.

Objectives:

- *To raise awareness of sustainable modes of travel available to all school visitors, staff, parents and pupils*
- *To encourage active modes of travel, especially for pupils and to emphasise the health and financial benefits of these modes*
- *To ensure accessibility to the school for staff, pupils, parents and visitors by all sustainable and active modes of travel*
- *To ensure that congestion on local roads is not adversely affected by users of the school*

5.2 Targets

Initial targets for mode share can be set based on the survey data from the school site at Bedford Square, provided in Table 1. Projecting forward, the targets shown in **Tables 2 & 3** below can be set for years 1, 3 and 5 from the opening of the school.

Once surveys have been undertaken at Russell Square, a review of the targets can be undertaken in conjunction with the local transport authority. Any revisions to the targets will be agreed with the local transport authority.

Table 2 – Mode Share Targets for Pupils

Mode	Baseline / Initial	Year 1	Year 3	Year 5
Tube	14	12	11	10
Bus (Public)	9	7	6	5
Bus (School)	38	33	28	28
Walking	19	28	35	40
Rail / Overground	2	2	2	2
Cycling	5	7	9	10
Private Car	11	8	5	0
Scooting	2	3	4	5
Total	100	100	100	100

Table 3 – Mode Share Targets for Staff

Mode	Baseline / Initial	Year 1	Year 3	Year 5
Tube	48	47	45	8
Bus (Public)	10	10	10	8
Walking	25	27	30	65
Rail / Overground	10	8	6	5
Cycling	7	8	9	13
Private Car	0	0	0	0
Total	100	100	100	100

6.0 ORGANISING AND DELIVERING THE PLAN

This document is just the first step to having a successful Travel Plan that will be implemented, monitored and updated. After several key steps have happened the plan will be finalised, but not completed. The Travel Plan is a live document, being monitored and updated frequently.

Two key steps to the delivery of the plan are the appointment of a Travel Plan Co-ordinator and the establishing of a Steering Group.

6.1 Travel Plan Co-ordinator

The Travel Plan Co-ordinator (TPC) is a key appointment; their role includes:

- Acting as the key contact point for staff, pupils and parents, Camden Council, and the Steering Group;
- Liaising with the Steering Group on transport issues and initiatives;
- Developing and managing the Travel Plan;
- Providing travel information to staff, pupils and parents, and promoting Travel Plan measures;
- Conducting Travel Plan surveying, monitoring, and reviewing;
- Maintaining commitment to the Travel Plan;

Ecole Jeannine Manuel has nominated Thomas Prévot as the TPC for the school:

Thomas Prévot

A: 52-53 Russell Square WC1B 4HP

E: t.prevot@jmanuel.uk.net

T: 0203 829 5970

6.2 Travel Plan Steering Group

The Steering Group will be established once the school has opened. The composition of the Steering Group will be determined once relevant posts have been filled and non-staff members have been identified.

It is intended that the Steering Group will comprise some, or all, of the following:

- Travel Plan Co-ordinator;
- Head Teacher;
- School Governor / Trustee / Chair;
- Facilities Manager;
- Parent representative;
- Pupil representative (Youth Travel Ambassador);
- Local Authority representative;
- Neighbourhood Group representative;
- PCSO.

The Steering Group will be responsible for updating targets and objectives for the plan. It will also prioritise the action plan and agree the list of activities associated with implementing the travel plan.

Roles for the Steering Group members will be established at an initial meeting and in accordance with relevant school procedures. The Steering Group can be a virtual group, which will assist with busy schedules and minimise the need to travel.

7.0 INITIATIVES AND ACTION PLAN

Ecole Jeannine Manuel has signed up to the TfL STARS website for school travel planning and is committed to delivering a series of initiatives based on those listed on the website. The school aspires to reach a Gold rating by implementing 25 travel activities, 15 supporting activities and 8 consultation activities in 3 years.

Below is a list of some of the key actions and initiatives that the school will implement (these are included, with timescales, in the Action Plan in Appendix 3).

7.1 Initiatives

Walking

All:

- Walking information (times / distances) provided on website
- Printable map of school location provided on website and in school literature

Staff:

- Install showers and lockers

Pupils:

- Walk to School Week
- Pedestrian skills training

Cycling

All:

- Cycling information (times / distances) provided on website
- Printable map of school location provided on website and in school literature
- Provide TfL Cycle Guides
- Provide 10 secure cycle parking spaces

Staff:

- Install showers and lockers
- Promote Cycle to Work Scheme

Pupils:

- Sign up to Bikeability Training

Public Transport

All:

- Details of how to access information (journey planners etc.) provided on website
- Printable map of school location provided on website and in school literature

Pupils:

- Use Public Transport for school trips
- Provide safety and citizenship talk
- Promote responsible behaviour on public transport

Other

All:

- Promote the Highway Code
- Road safety talk

Staff:

- Promotion of walking to work via the Health Insurance cover provided for all employees

Pupils:

- Appoint a Youth Travel Ambassador(s)
- Curriculum – Focus on environment

General:

- Work with Police/SNT
- Work with local charities

Promotion

General:

- Provide travel information page on website
- Publish the School Travel Plan on the website

- Include travel information in newsletters
- Provide updates on notice boards
- Sharing ideas and information with other schools
- Parent / Induction evenings
- Coffee mornings
- Provide details of smartphone apps, websites journey-planning tools
- Distribute travel advice leaflets produced by the local transport authority
- Implement (where appropriate) local and national travel campaigns
- Provide details of travel offers and discounts

7.2 Initial Actions

In addition to the initiatives listed above, the new school will require some initial actions:

- Establish the Steering Group
- Conduct initial travel surveys
- Consider the results of the surveys and review the targets and objectives
- Collect travel related information (e.g. timetables, walking / cycling maps, offers)

7.3 Action Plan

The Action Plan will require regular updates as activities and tasks are completed. Therefore, it has been included as an appendix to the STP rather than in the main document. The Action Plan is attached at **Appendix 3**.

A list of current activities being undertaken at the Bedford Square school site is included at **Appendix 4**.

8.0 MONITORING

8.1 Surveys

Surveys of mode of travel to the school will be carried out regularly to determine the performance of the Plan against its Targets. Separate surveys will be carried out for Staff and Pupil travel.

Each survey will be followed up by a report to Camden Council and the Steering Group to show any changes and progress towards targets. A review of the Plan will then take place, with any amendments to the Plan's Activities and Targets being made as a result.

8.2 Timetable

Baseline surveys of travel behaviour for staff and pupils will be carried out shortly after the school is opened in September 2022. These surveys will be repeated in Autumn 2023.

Further surveys will then be carried out in years 3 and 5. After the initial 5-year period, as good practice and travel behaviour becomes imbedded, the survey frequency will be reduced and they will be conducted on a biannual basis.

The timetable for monitoring activities during years 1 to 6 is shown in **Table 4** overleaf.

Table 4 – Monitoring Timetable

Activity	Date
Baseline Survey	Late 2022
Report to Steering Group & Camden Council	January 2023
Review performance and Targets	March 2023
Year 1 Survey	Oct 2023
Report to Steering Group & Camden Council	January 2024
Review performance and Targets	March 2024
Year 3 Survey	Sept/Oct 2025
Report to Steering Group & Camden Council	January 2026
Review performance and Targets	March 2026
Year 5 Survey	Sept/Oct 2028
Report to Steering Group & Camden Council	January 2029
Review performance and Targets	March 2029

APPENDIX 1

PTAL ASSESSMENT



PTAL output for Base Year 6b

22 Russell Square
22 Russell Square, London WC1B 5EA, UK
Easting: 529990, Northing: 182024

Grid Cell: 88382

Report generated: 25/04/2022

Map key- PTAL



Map layers

 PTAL (cell size: 100m)

Calculation Parameters

Day of Week	M-F
Time Period	AM Peak
Walk Speed	4.8kph
Bus Node Max. Walk Access Time (mins)	8
Bus Reliability Factor	2.0
LU Station Max. Walk Access Time (mins)	12
LU Reliability Factor	0.75
National Rail Station Max. Walk Access Time (mins)	12
National Rail Reliability Factor	0.75

Calculation data

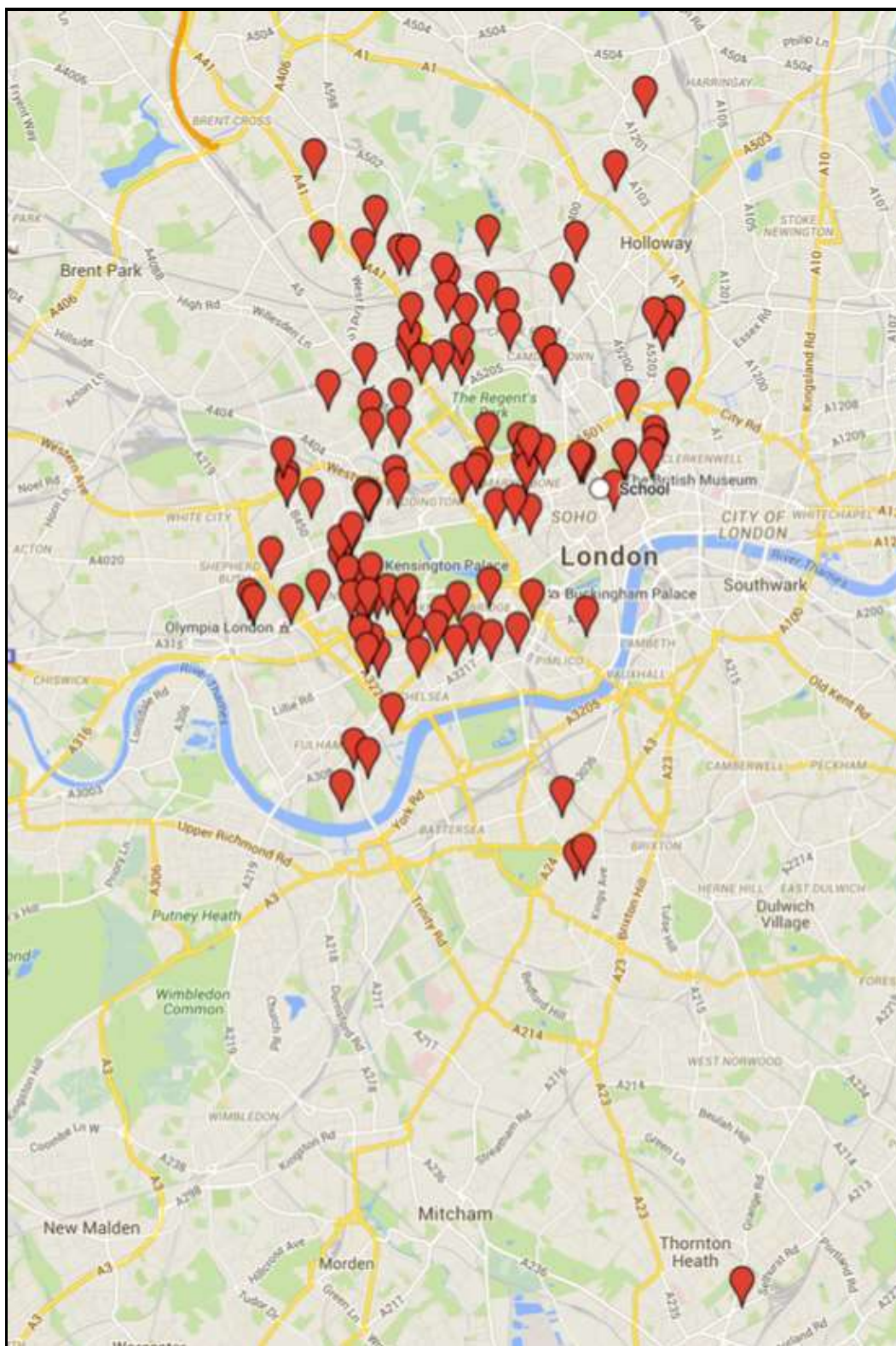
Mode	Stop	Route	Distance(metres)	Frequency(vph)	WalkTime(mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	HYG&TROP MEDICINE SCHL	10	636.4	4.5	7.96	8.67	16.62	1.8	0.5	0.9
Bus	HYG&TROP MEDICINE SCHL	24	636.4	10	7.96	5	12.96	2.32	0.5	1.16
Bus	HYG&TROP MEDICINE SCHL	8	636.4	10	7.96	5	12.96	2.32	0.5	1.16
Bus	HYG&TROP MEDICINE SCHL	134	636.4	12	7.96	4.5	12.46	2.41	0.5	1.2
Bus	HYG&TROP MEDICINE SCHL	390	636.4	8	7.96	5.75	13.71	2.19	0.5	1.09
Bus	HYG&TROP MEDICINE SCHL	73	636.4	18	7.96	3.67	1.62	2.58	0.5	1.29
Bus	HYG&TROP MEDICINE SCHL	29	636.4	15	7.96	4	1.96	2.51	0.5	1.25
Bus	HYG&TROP MEDICINE SCHL	14	636.4	13	7.96	4.31	12.26	2.45	0.5	1.22
Bus	RUSSELL SQUARE STH SIDE	X68	330.49	4	4.13	9.5	13.63	2.2	0.5	1.1
Bus	RUSSELL SQNTH/WOBURN PL	59	249.35	10	3.12	5	8.12	3.7	1	3.7
Bus	RUSSELL SQNTH/WOBURN PL	98	249.35	9	3.12	5.33	8.45	3.55	0.5	1.78
Bus	RUSSELL SQNTH/WOBURN PL	91	249.35	9	3.12	5.33	8.45	3.55	0.5	1.78
Bus	RUSSELL SQNTH/WOBURN PL	68	249.35	9	3.12	5.33	8.45	3.55	0.5	1.78
Bus	RUSSELL SQNTH/WOBURN PL	188	249.35	8	3.12	5.75	8.87	3.38	0.5	1.69
Bus	RUSSELL SQNTH/WOBURN PL	168	249.35	9	3.12	5.33	8.45	3.55	0.5	1.78
LUL	Goodge Street	'Morden-Edgware '	918.02	4.67	1.48	7.17	18.65	1.61	0.5	0.8
LUL	Goodge Street	'High Barnet-Morden '	918.02	0.33	1.48	91.66	103.13	0.29	0.5	0.15
LUL	Goodge Street	'Kennington-Edgware '	918.02	14.67	1.48	2.79	14.27	2.1	0.5	1.05
LUL	Goodge Street	'High Barnet-Kenningt '	918.02	5.33	1.48	6.38	17.85	1.68	0.5	0.84
LUL	Goodge Street	'Mill Hill-Morden '	918.02	1.67	1.48	18.71	30.19	0.99	0.5	0.5
LUL	Goodge Street	'Mill Hill-E-Kenningt '	918.02	1.67	1.48	18.71	30.19	0.99	0.5	0.5
LUL	Russel Square	'Cockfosters-LHRT4LT '	362.28	4.67	4.53	7.17	1.7	2.56	0.5	1.28
LUL	Russel Square	'Ray Lane-Cockfosters '	362.28	3.67	4.53	8.92	13.45	2.23	0.5	1.12
LUL	Russel Square	'LHRT4LT-Amos Grove '	362.28	4.67	4.53	7.17	1.7	2.56	0.5	1.28
LUL	Russel Square	'Amos Grove-Nthfields '	362.28	3	4.53	10.75	15.28	1.96	0.5	0.98
LUL	Russel Square	'Oakwood-Ray Lane '	362.28	0.33	4.53	91.66	96.19	0.31	0.5	0.16
LUL	Russel Square	'Nthfields-Cockfoster '	362.28	1	4.53	30.75	35.28	0.85	0.5	0.43
LUL	Russel Square	'LHRT5-Cockfosters '	362.28	6	4.53	5.75	10.28	2.92	1	2.92
LUL	Russel Square	'Uxbridge-Cockfosters '	362.28	3.67	4.53	8.92	13.45	2.23	0.5	1.12
LUL	Russel Square	'Ruislip-Cockfosters '	362.28	2.33	4.53	13.63	18.15	1.65	0.5	0.83
LUL	Russel Square	'Amos Grove-Uxbridge '	362.28	1	4.53	30.75	35.28	0.85	0.5	0.43
LUL	Russel Square	'Oakwood-Uxbridge '	362.28	0.33	4.53	91.66	96.19	0.31	0.5	0.16
LUL	Russel Square	'Oakwood-Ruislip '	362.28	0.33	4.53	91.66	96.19	0.31	0.5	0.16
LUL	Holborn	'Epping-Ealing '	942.33	3	1.78	10.75	22.53	1.33	0.5	0.67
LUL	Holborn	'Epping-WRuislip '	942.33	3	1.78	10.75	22.53	1.33	0.5	0.67
LUL	Holborn	'Ruislip Gar-Epping '	942.33	1	1.78	30.75	42.53	0.71	0.5	0.35
LUL	Holborn	'White City-Epping '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'Epping-NActon '	942.33	1	1.78	30.75	42.53	0.71	0.5	0.35
LUL	Holborn	'Epping-Northolt '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'Debden-WRuislip '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'White City-Debden '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'Debden-Northolt '	942.33	1	1.78	30.75	42.53	0.71	0.5	0.35
LUL	Holborn	'Ruislip Gdns-Debden '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'WRuislip-Loughton '	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'NActon-Loughton '	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'Ruislip Gdns-Loughton '	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'Loughton-White City '	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'Loughton-Northolt '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'Ealing-Loughton '	942.33	1	1.78	30.75	42.53	0.71	0.5	0.35
LUL	Holborn	'Ealing-Newbury Park '	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'WRuislip-Newbury Park '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'NActon-Newbury Park '	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
LUL	Holborn	'Hainault-Ealing '	942.33	5.33	1.78	6.38	18.16	1.65	0.5	0.83
LUL	Holborn	'Hainault-NActon '	942.33	1.33	1.78	23.31	35.09	0.86	0.5	0.43
LUL	Holborn	'Hainault-WRuislip '	942.33	3.33	1.78	9.76	21.54	1.39	0.5	0.7
LUL	Holborn	'Ruislip Gdns-NP-Hain '	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'Hainault-White City '	942.33	1.67	1.78	18.71	30.49	0.98	0.5	0.49
LUL	Holborn	'Hainault-NP-Northolt '	942.33	1	1.78	30.75	42.53	0.71	0.5	0.35

Mode	Stop	Route	Distance(metres)	Frequency(vph)	WalkTime(mins)	SWT(mins)	TAT(mins)	EDF	Weight	AI
LUL	Holborn	'GrangeHill-WD-Eal '	942.33	1	1.78	30.75	42.53	0.71	0.5	0.35
LUL	Holborn	'GrangeHill-Wdld-Whit'	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'GrangeHill-Wdld-WRsp'	942.33	0.67	1.78	45.53	57.31	0.52	0.5	0.26
LUL	Holborn	'AmosGrove-RayLane'	942.33	0.33	1.78	91.66	103.44	0.29	0.5	0.15
Total Grid Cell AI:										46.9

APPENDIX 2

PLOT OF PUPIL LOCATIONS

**Plot of pupil locations
(data from Bedford Square)**



APPENDIX 3

PROPOSED ACTION PLAN

ACTION PLAN FOR ECOLE JEANNINE MANUEL – RUSSELL SQUARE

Action	Date*	Owner	Promotion / Activity
Establish the Steering Group (SG)	December 2022	TPC	Appoint relevant members of group
Conduct initial travel surveys	Sept/Oct 2022	TPC	Staff survey and hands-up pupil survey
Review STP Targets & Objectives	Jan-March 2023	TPC / SG	Steering Group meeting and consultation with Camden
Collect travel related information	December 2023	TPC	Liaise with Camden; Provide information through promotional activities
Install Cycle Racks	September 2022	EJM / Contractor	Part of building works program
Install Showers and Lockers	September 2022	EJM / Contractor	Part of building works program
Pedestrian Skills Training	March 2023	TPC / Headteacher	Liaise with Camden; Hold pupil sessions
Provide TfL Cycle Guides	December 2022	TPC	Contact TfL; Distribute guides
Join Cycle to Work Scheme	September 2022	TPC / Headteacher	Research schemes; Join appropriate scheme
Safety and Citizenship Talk	March 2023	TPC / Headteacher	Contact Camden and Police
Road Safety Talk	March 2023	TPC / Headteacher	Contact Camden and Police
Appoint Youth Travel Ambassador (YTA)	October 2022	Headteacher	Advertise role and recruit
Provide travel information page on school website	September 2022	Headteacher / IT	Update school website
Publish STP on school website	Summer 2022	Headteacher / IT	Update school website
Promotional Activities	Ongoing	TPC / SG / YTA / Head	As listed in Section 7.1
Update school literature	Ongoing	Headteacher / TPC	Prospectus, Newsletter, Website updates

*Dates based on school opening September 2022

TPC – Travel Plan Co-ordinator

SG – Steering Group

EJM – Ecole Jeannine Manuel

YTA – Youth Travel Ambassador

APPENDIX 4

CURRENT ACTIVITIES (BEDFORD SQUARE)

BEDFORD SQUARE – CURRENT ACTIVITY LIST

Primary

Nursery & Reception - Traffic Club activity packs to take home and complete with parents, containing games and story books about the importance of safety on the roads etc.

All primary years - “Street Feet” - a fun role-playing activity where a makeshift street scene with traffic lights, road signs etc. is created and children are talked through the main dangers and concerns about walking on the street.

Nursery to Year 4 - teachers make use of a number of classroom resources (giant storybooks, worksheets, games etc.) to back up the work done in the Street Feet activity.

Years 5 & 6 - Pedestrian Skills Training - A 30-minute training session carried out in small groups, led by TFL trainers. Children are taken out and given a basic course on walking and crossing safely.

Years 6 & 7 - Pre-Transition Presentation by TFL - A 1-hour presentation focussing on the transition from travelling with parents/carers, to travelling alone on the school run. Children are taught about the practicalities of public transport, as well as personal safety and respect for fellow travellers.

General

Other additional projects such as a travel notice board, will be implemented with the aim of promoting safe, efficient and sustainable travel to children, parents, staff and the wider community. The school already has a travel page on the school's website.