

## Westgate Primary School

### School Travel Plan

## Introduction

#### School Details

Name of school*	Westgate Primary School
Name of STP Champion*	Helen Carpenter
DfE Number*	2403
Telephone Number*	01943462349
Twitter*	@-
E-mail address*	<a href="mailto:admin@westgateprimary.co.uk">admin@westgateprimary.co.uk</a>
Address*	Scarborough Road, , Otley, LS21 3JS
Website*	<a href="http://www.westgateprimary.co.uk">http://www.westgateprimary.co.uk</a>
Type of School*	Primary
Key Stage(s)*	Early Years/Foundation,Key Stage 1,Key Stage 2
Head Teacher*	Ms Helen Carpenter

#### Pupil and Staff Information

Age Range of Pupils*	3-11
Number of Pupils* including Nursery	240
Full Time Staff*	14
Part Time Staff	29
Where our pupils travel from	Westgate was built in 1871 and is surrounded by high-density Victorian terraced housing with no off-street parking. It is part of the conservation area and the KS1 building is Grade 2 listed. Westgate is located on a narrow one-way street, just off a busy main road which leads to the town centre. There is a pelican crossing on this road, near to school, which many children use. All of the residential streets near school have a significant volume of on-street parking.

	Opening times	Closing times
School Site*	07:30:00	18:00:00
Pupils Official Times*	08:50:00	15:15:00
Breakfast Clubs (if applicable)	07:45:00	08:50:00
After School Clubs (if applicable)	15:15:00	18:00:00
Other timings e.g. Nursery timings	Nursery morning session: 08:45 - 11:45 Nursery afternoon session: 12:15 - 15:15 Various clubs running 15:15 - 16:15	

## Working Group & STP Summary

Name	Role
Helen Carpenter	Head Teacher
Helen Hooper	Teacher
Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil

Eco Team Member	Pupil
Eco Team Member	Pupil
Eco Team Member	Pupil

Working Group Actions

How many volunteers have been involved in supporting the school travel plan work and initiatives, this year?  
i.e. working group members, transition mentors, Footsteps tutors, Crocodile escorts, cycle trainers etc

Travel & Transport Infrastructure

Facilities		
	Description	Numbers
Car Park*	Staff parking spaces*	8
	Visitors parking spaces*	0
	Disabled parking spaces*	2
	Covered Sheffield Stands*	8
Cycle Parking*	Sheffield Stands*	0
	Cycle Pod / Mini Pod*	0
	Other Cycle Spaces*	5
	Total Pupil Cycle Spaces*	16
	Total Staff Cycle Spaces*	4
Scooter Parking*	Scooter Parking Spaces*	60
Storage Lockers*	Storage lockers for cycling paraphenalia*	0
Shower Facilities*	Showers available*	0
Coach Parking*	Facilities for coaches to park*	0
Details of coach parking facilities	Coaches safely pick up and drop off at the entrance to Grovehill Park, situated on Bradford Road. This is off-site, approx. 1 minute walk away.	

Transportation Links		
Buses*	The following buses stop on the A659 near to Scarborough Road and connect Westgate as far as these destinations: 62 (Leeds Bradford Airport & Keighley); 653 (Pool-in-Wharfedale); 962 (Otley & Ilkley); X52 (Harrogate & Ilkley); X84 (Leeds & Skipton); 33 (Leeds); 34 (Leeds); 653 (Bradford)	
Rail*	The nearest train station is Menston Station, which runs services which connect to Ilkley, Leeds and Bradford on the Wharfedale Line. There is a bus service (33, 34) from the station which stops near to Westgate on its way into Otley.	
Roads*	Westgate can easily be reached by A roads from the three main town/ city centres of Leeds, Bradford and Harrogate, each of which are within 30 minutes driving time from school.	
Walking Routes*	A safe walking route is marked along the pavement of the A659, taking you to cross the road at the pelican crossing, where there is also a school crossing patrol. This is suitable for families travelling from the east of school (towards Otley town centre). There is a pedestrian underpass which traverses the A660, suitable for families travelling from the west, particularly along Bradford Road (towards Menston).	
Cycling Routes*	There are no designated cycling routes that connect to Westgate.	

Other Information

STARS Routes to School Audit

The STARS Routes to School Audit has been designed to assist schools with identifying the sustainable travel and transport network that surrounds the school site. The audit is a great activity to conduct with your pupils and will count as evidence towards the ‘Consultation Initiatives’ in your Action Plan.

Name of road (main gate)
Scarborough Road

Name of other roads surrounding the school
Long Row; Ilkley Road; Piper Lane (A659); Bradford Road (A659 and A6038); A660; West Chevin Road; Inglewood Drive; Richmond Terrace; Grove Mill Court

Date of assessment
10/02/2019

What is the speed limit of the road outside the main gate?
20mph

What is the speed limit on the other roads surrounding your school? (please select all that apply)
30mph,40mph,50mph,60mph

How many of the following crossings are present?

Pelican Crossing

Puffin Crossing

Toucan Crossing

Zebra Crossing

School Crossing Patrol

Traffic Island

1

0

0

0

1

1

Is there any traffic calming within 500m of school, e.g. speed bumps, build outs? (If yes, please provide details)
No

Are there railings present outside or near the main gate? (If yes, please provide details)
Yes

Railings are in place outside the main entrance to school on Scarborough Road.

Is the main vehicular entrance used for pedestrians/cyclists as well as cars? (If yes, please provide details)
Yes

Some staff cyclists and pedestrians sometimes use the entrance to the staff car park. It is not used by parent or pupil cyclists or pedestrians.

Does the school have a dedicated car park for parents (not teachers)? (If yes, please provide details)
No

Are there any dedicated cycle lanes leading to the school?
No

What is the quality of the pavements like within 500m of the school? (If poor/Inadequate, please record any details)
Good

Please record any other obstacles or road layout issues within 500 metres of the school entrance which could be deemed as preventing young people or making it more difficult for them to use sustainable transport on the journey to and from school.
We are close to two busy main roads (A660 and A659/ A6038) with limited safe spaces to cross.

## Surveys, Modal Shift & Targets

### Historical Pupil Mode of Travel Data

Pupils Modal Split		Walk	Cycle	Public Bus	School Bus	Park & Stride	Train/Tube	Car Share	Car	Scouting	Absent Pupils	Total
2020/2021	Number	143.50	13.00	0.00	0.00	42.50	0.00	0.00	21.00	14.50	0	234.50
	%	61.19	5.54	0	0	18.12	0	0	8.96	6.18	0	
2019/2020	Number	149.50	8.50	0.00	0.00	22.00	0.00	0.00	43.00	10.50	0	233.50
	%	64.03	3.64	0	0	9.42	0	0	18.42	4.5	0	
2018/2019	Number	174.00	3.00	0.00	0.00	0.00	0.00	0.00	62.00	0.00	0	239.00
	%	72.8	1.26	0	0	0	0	0	25.94	0		
2017/2018	Number	358.00	6.00	0.00	0.00	0.00	0.00	0.00	132.00	0.00	0	496.00
	%	72.18	1.21	0	0	0	0	0	26.61	0		
2016/2017	Number	187.00	1.00	0.00	0.00	0.00	0.00	0.00	59.00	0.00	0	247.00
	%	75.71	0.4	0	0	0	0	0	23.89	0		

### Targets

Type	Mode of Travel	This Year's %	Preferred %	Target %	Due Date	Target
Mode of Travel	Car	0	0	24	2018 / 2019	To reduce car use as the main mode of transport by 2.7%.
Mode of Travel	Walk	0	0	75	2018 / 2019	To increase children choosing walking as their main way of travelling to school by 2.8% to 75%.
Mode of Travel	Park and Stride	8.81	0	10	2019 / 2020	To increase to 10% the proportion of families (who have to use their car for the school journey) to choose Park & Stride, eg parking at Waitrose.
Mode of Travel	Walk	62.11	0	64	2019 / 2020	To increase to 64% the proportion of school journeys taken on foot.
Student Mode of Travel	Park and Stride	17.54	0	20	2020 / 2021	Ongoing promotion of Park & Stride connected to School Street initiative in order to reduce overall car use.
Student Mode of Travel	Car	7.46	0	5	2020 / 2021	To reduce overall car use further, linked to the promotion of Park & Stride, particularly for parents who need their car for their onward journeys after school drop off.

## Consultations



Status	Type	Action	Responsible	Target Completion	Reporting	Completion Date
Completed	Local Authority	LA1 School is engaged with the LA with regards to implementing the School Travel Plan and STARS	Helen Carpenter	15/03/2019	Email and telephone correspondence between head teacher and Alison Barraclough, assistant transport planner, to support the development of school's Travel Plan	11/03/2020
Completed	Parents	PA1 In-depth parents' surveys take place	Helen Carpenter	04/02/2019	A detailed paper survey sent to all parents of children attending Westgate.	15/02/2019
Completed	Parents	PA1 In-depth parents' surveys take place	Helen Carpenter	08/03/2021	All parents invited to complete an in-depth school travel survey online. 90 responses were received. A summary of the responses can be viewed here: <a href="https://forms.office.com/Pages/AnalysisPage.aspx?id=G12aUT5WHk27HVSrOoUuJdNg_5OT5ZBgUQQCw5-aZURDVLukxLUUE0UVBEUKVLWkdGUEZSR0tUNi4u&amp;AnalyzerToken=Es5mvBK9zmxlQCi8Of75v9qLSbOiKt5b">https://forms.office.com/Pages/AnalysisPage.aspx?id=G12aUT5WHk27HVSrOoUuJdNg_5OT5ZBgUQQCw5-aZURDVLukxLUUE0UVBEUKVLWkdGUEZSR0tUNi4u&amp;AnalyzerToken=Es5mvBK9zmxlQCi8Of75v9qLSbOiKt5b</a>	25/03/2021
Completed	Parents	PA2 The School Travel Plan / STARS is discussed at PTA (or similar) meetings	Helen Carpenter	24/09/2019	Installation of cycle shelter discussed and support in the form of funding agreed.	24/09/2019
Completed	Residents, Businesses and Local Community	RBLC1 Residents are informed of the school's efforts to promote safe and active travel	Helen Carpenter	25/03/2019	Head teacher submitted an article for the quarterly local newsletter, Otley Matters, detailing the joint local work on school travel plans and promoting sustainable travel. The article was published in the June 2019 edition and circulated by Otley Town Council to all households in the Otley area.	10/06/2019
Completed	Residents, Businesses and Local Community	RBLC1 Residents are informed of the school's efforts to promote safe and active travel	Helen Carpenter	08/07/2020	A letter hand delivered to all residents on Scarborough Road, Ilkley Road, Richmond Terrace, Inglewood Estate & Inglewood Drive, about our expression of interest in phase 2 of the School Streets trial.	08/07/2020
Completed	Residents, Businesses and Local Community	RBLC2 Residents are consulted on the development and implementation of the School Travel Plan	Helen Carpenter	08/07/2020	A letter was hand delivered to local residents on all of our neighbouring streets (Scarborough Road; Ilkley Road; Richmond Terrace; Inglewood Drive; Inglewood Estate), asking them to contribute their opinion to our proposal to be part of the School Streets initiative.	17/07/2020
Completed	Residents, Businesses and Local Community	RBLC3 School engages with the local community to promote safe and active travel across the area	Helen Carpenter	07/03/2019	Family of Schools head teachers discuss school travel planning at FOS meeting. Alison Barraclough from Leeds LA leads and supports discussion.	07/03/2019
Completed	Residents, Businesses and Local Community	RBLC4 Schools seeks the support of the business community to promote safe and active travel	Helen Carpenter	07/07/2020	Contact local branch of Waitrose and ask them to support Park & Stride in their car park as part of our School Street initiative.	14/08/2020
Completed	Residents, Businesses and Local Community	RBLC5 Other Residents, Businesses and Local Community Consultation	Helen Carpenter	01/05/2020	Distribute information to key worker families and local council about Sustrans cycles for keyworkers initiative.	01/05/2020
Completed	Staff	S1 In-depth staff surveys take place	Helen Carpenter	15/02/2019	In-depth staff travel survey distributed to all staff members.	15/02/2019
Completed	Staff	S1 In-depth staff surveys take place	Helen Carpenter	11/03/2020	Annual in-depth staff survey of journeys to and from school 23 respondents, of which 6.5% car share and 58.7% walk or cycle. Of the respondents who live in walking distance, only one drives to school and this is due to a mobility difficulty/ medical condition.	20/03/2020
Completed	Staff	S1 In-depth staff surveys take place	Helen Carpenter	12/03/2021	All staff asked to complete an in-depth school travel survey online. 27 members of staff responded. A summary of responses can be found here: <a href="https://forms.office.com/Pages/AnalysisPage.aspx?id=G12aUT5WHk27HVSrOoUuJdNg_5OT5ZBgUQQCw5-aZUNlCxVFIOTENBUDVOMUtYRUY1VEhZMTkxQS4u&amp;AnalyzerToken=LMJQlWCq0e6kFAKBb8qjtdKEpbmHQIjY">https://forms.office.com/Pages/AnalysisPage.aspx?id=G12aUT5WHk27HVSrOoUuJdNg_5OT5ZBgUQQCw5-aZUNlCxVFIOTENBUDVOMUtYRUY1VEhZMTkxQS4u&amp;AnalyzerToken=LMJQlWCq0e6kFAKBb8qjtdKEpbmHQIjY</a>	25/03/2021
Completed	Senior Management and Governors	SM1 The School Travel Plan / STARS is discussed at Senior Management / Governors meetings	Helen Carpenter	12/02/2019	Ensure School Travel Plan becomes an annual agenda item for Pupil Support Committee;	29/03/2019

Travel & Transport Issues

Current Travel & Transport Issues				
Category	Date Issue Identified	Details of Issue / concern	How the issue / problem was identified	Possible Solutions
Parking	07/09/2019	Cars stopping to drop off in zig zag area outside school gates at the beginning and end of the school day.	Observation; feedback from parent survey	Increase awareness; regular visits from enforcement officers; publicity in school newsletters
Road Safety		Many families are choosing to cross Piper Lane on a blind bend, instead of using the pelican crossing further up the road.	Observation; feedback from detailed travel survey	Change access to school site to divert pedestrians in the direction of the pelican crossing.



Travel Initiatives

Status	Initiative	Person Responsible	Target Completion	Reporting	Completion date
Planned	R13 Use of transition resources	Daniel Hackney	26/03/2021		
Planned	R3 Balance Bike Training	Helen Hooper	21/06/2021	Nursery, Reception and Y1 children (c 80 pupils) all had a 45 minute session of Balance Bike (and some pedal bike) training on the school playground with Pro-Cycle (Phil Bateman)	21/06/2021
Completed	AQ15 National Clean Air Day	Helen Carpenter	14/06/2019	Each class was encouraged to travel to school without a car for National Clean Air Day. In total, 146 children (69%) of children walked, cycled or scooted to school today.	20/06/2019
Completed	AQ15 National Clean Air Day	Helen Carpenter	08/10/2020	Whole school assembly as part of the theme 'I understand what sustainable travel means' delivered as part of Walk to School Week, in preparation for Clean Air Day 2020.	05/10/2020
Completed	AQ15 National Clean Air Day	Helen Carpenter	17/06/2021	All children in Y1 to Y6 took part in a virtual Clean Air Day 2021 assembly. 87% of school journeys on this day were sustainable.	17/06/2021
Completed	AQ4 Park and walk/stride scheme	Helen Carpenter	21/10/2019	There has been an increase of about 6% in families choosing to Park & Stride as a result.	21/10/2019
Completed	AQ7 Parent parking campaign	Helen Carpenter	25/03/2021	A Drivers Code of Conduct has been added to the parent travel information, which is available on the school website and sent to all parents of children starting at Westgate.	25/03/2021
Completed	C1 Dr Bike/cycle maintenance sessions	Helen Carpenter	17/04/2021	Due to high demand, Dr Bike sessions took place over 2 days, 22/04/2021 and 23/04/2021. In total 41 children's bikes and 17 adults' bikes were checked by 2 engineers over the two days.	22/04/2021
Completed	C11 Cycle purchase scheme for staff	Helen Carpenter	20/12/2019	All staff were informed via email of their ability to access subsidies to purchase a cycle as part of LCC's Ride to Work scheme via Evans Cycles.	20/12/2019
Completed	C16 Other cycling initiative 1	Helen Carpenter	23/11/2018	All Pupils took part in a sponsored roller racing cycling event.	23/11/2018
Completed	C16 Other cycling initiative 1	Helen Carpenter	17/04/2021	Our PCSO and officers from Leeds City Council ran a Bike Register day, to register bikes of pupils, staff and parents on the National Bike Register. 28 bikes were registered in total.	30/04/2021
Completed	C17 Other cycling initiative 2	Helen Hooper	12/06/2018	62 children across Y5/6 took part in a cycling training session with Phil Bateman/ Pro-Ride as part of Health & Wellbeing Fortnight.	10/07/2018
Completed	C18 Other cycling initiative 3	Helen Carpenter	22/11/2019	Almost all children in every class from Reception to Y6 took part in the cycling event. Each class had an award for the fastest boy and fastest girl, and there was a separate award for the fastest girl and boy in the school. The final total raised was £1154.36. Otley Cycle Club was also promoted to the school through the event.	22/11/2019
Completed	C2 Cycle parking installed	Helen Carpenter	14/05/2019	Two shelters have been installed, accommodating 16 cycles and 20 scooters.	19/08/2020
Completed	C2 Cycle parking installed	Helen Carpenter	02/09/2019	Children use the Sheffield stands to store their cycles during the school day.	02/09/2019
Completed	C2 Cycle parking installed	Helen Carpenter	15/06/2020	A rack with space for 5 cycles has been installed next to the EYFS entrance, funded by Otley Lions.	15/07/2020
Completed	C5 School takes part in Sustrans Big Pedal	Helen Carpenter	25/03/2019	All classes and all staff took part in the Big pedal. Daily totals ranged from 69.46% to 77.41%. Wednesday was the most successful day of the week. Walking was the most popular option, followed by scooting, and then cycling.	29/03/2019
Completed	C5 School takes part in Sustrans Big Pedal	Helen Carpenter	15/07/2019	191 journeys to school were made by cycle during the Big Pedal fortnight, 934 on foot, 236 by scooter and 372 used park & stride. Overall, 91% of journeys were active. Westgate finished ahead of all other schools in the local authority, and in 102nd place nationally.	30/04/2021
Completed	C8 Bike Week	Helen Carpenter	15/07/2019	All classes from Reception upwards participated. Reception recorded 134 cycle journeys during the week, with 432 in total across the school, or 3.8% of all journeys. This compares with 1.2% in the last academic year pupil census.	27/09/2019
Completed	C8 Bike Week	Helen Carpenter	15/09/2020	During Bike to School Week, 16% of school journeys from Y1-Y6 were by bike, 7.5% by scooter, 44.2% on foot and 9.2% using park & stride. This compares with just 5.9% by bike in the hands up baseline survey. Figures are taken from Travel Tracker.	02/10/2020
Completed	PT11 Hop Off - get off two stops early	Helen Carpenter	01/09/2020	Our Information Pack for new parents includes information about sustainable school travel. This leaflet includes information about Hop Off.	14/10/2020
Completed	PT3 School promotes responsible behaviour on public transport / has bus behaviour policy	Helen Hooper	08/03/2021	All trips involving coach/ bus transport have a risk assessment in place which outlines safe behaviour on the vehicle for pupils. Teachers in charge and supporting adults give clear expectations and reminders to children before and during travel.	25/03/2021
Completed	PT4 Private coaches for school trips pick up and set down in safe / accessible places	Helen Carpenter	03/09/2018	All coaches drop and pick up outside Grovehill Park which is the safest accessible place near to school. Children are protected by a barrier as they walk/ to and from the coach/ school and there is a space away from the road in the entrance to the park to stand together as a class if they have to wait for the coach to arrive.	29/03/2021
Completed	R1 Cycle training for pupils (e.g. Bikeability)	Daniel Hackney	01/10/2018	All pupils completed Bikeability Level 1 training. 31 pupils completed Bikeability Level 2 training.	05/10/2018
Completed	R1 Cycle training for pupils (e.g. Bikeability)	Daniel Hackney	30/09/2019	All but one pupil (30 children) took part in Bikeability training, with 29 children progressing onto riding on the road.	04/10/2019
Completed	R1 Cycle training for pupils (e.g. Bikeability)	Daniel Hackney	15/09/2020	28 Y6 children took part in Bikeability level 1 and 2 and all 28 children passed level 2 over the course of the week.	02/10/2020
Completed	R21 Other road safety & training initiative 3	Helen Carpenter	01/07/2020	Westgate was successful in securing School Street status for Scarborough Road and Springfield Place. The roads are closed to through traffic for an hour at the beginning and end of the school day. This has significantly improved safety around school and has encouraged more families to walk/ scooter/ cycle to school. Linked to the scheme, a park & stride initiative has been agreed with Waitrose.	08/07/2020
Completed	R3 Balance Bike Training	Helen Hooper	12/06/2018	All children took part in a fun half day of balance bike training.	02/07/2018
Completed	R3 Balance Bike Training	Helen Hooper	20/06/2019	Reception and Y1 took part in a day of Balance Bike activities, learning how to ride their bikes and negotiate a course.	20/06/2019
Completed	R4 Scooter training	Helen Hooper	19/09/2018	Year 5 and Year 6 took part in scooter training, consisting of skills practice on the playground followed by applying those skills on the pavement/road.	17/06/2019
Completed	R5 Pedestrian skills training	Helen Hooper	15/01/2018	All classes took part in pedestrian awareness assembly, followed by either practical pedestrian skills or classroom lesson.	19/07/2018
Completed	R5 Pedestrian skills training	Helen Hooper	04/07/2019	All classes from YR to Y6 took part in Road Safety Awareness lessons. Y1, 2 and 4 also did practical roadside sessions learning how to identify safe crossing points and cross safely.	04/07/2019
Completed	R5 Pedestrian skills training	Helen Hooper	29/04/2021	57 children took part in pedestrian training over two days, including theory in the classroom and practical experience in the local area, identifying hazards and safe places on the roads near to school.	18/05/2021
Completed	R6 Independent travel training	Helen Hooper	05/07/2019	Y6 completed a day of road safety training specifically around walking / travelling to high school alone. They will plan a safe route from their house and also do practical roadside sessions.	05/07/2019
Completed	R9 Road Safety assembly/ presentation	Helen Hooper	19/09/2018	The whole school took part in an assembly about road safety and pedestrian skills as part of a whole school pedestrian training day.	04/07/2019



Completed	W1 Living Streets WOW Campaign	Helen Carpenter	13/09/2019	Since September 2019 (6 months), active travel has increased. 80% of journeys are now consistently active.	29/02/2020
Completed	W11 Walking trips	Helen Hooper	09/09/2019	All classes take part in trips in the local area each year, for which mode of travel is walking.	12/03/2020
Completed	W12 Scooter storage installed	Helen Carpenter	02/09/2019	Scooter storage is used every day by children scooting to school.	02/09/2019
Completed	W12 Scooter storage installed	Helen Carpenter	15/06/2020	A scooter rack with space for 10 scooters has been installed near to the EYFS entrance, funded by Otley Lions	15/07/2020
Completed	W12 Scooter storage installed	Helen Carpenter	06/04/2020	Two shelters have been installed, accommodating 16 cycles and 20 scooters.	19/08/2020
Completed	W16 Other walking/scooting initiative 1	Joanne Hattersley	09/09/2018	Each class tallied scooting each day. Some increase/ children who didn't usually scoot trying this out observed.	28/09/2018
Completed	W18 Other walking/scooting initiative 3	Helen Hooper	19/04/2018	The trial was a success and from April 2019 this will be a standard part of school practice. Children walk to and from swimming in the summer term, accompanied by staff and a rota of parent volunteers.	24/07/2018
Completed	W18 Other walking/scooting initiative 3	Helen Carpenter	05/10/2020	Westgate came first in our region in the Walk of Fame challenge, with a 75% active travel rating.	16/10/2020
Completed	W6 Walk to school week	Joanne Hattersley	21/03/2019	Westgate staff and pupils took part in the walk to school week event from 20th May- 24th May. Every class across school recorded how they traveled to school each day on a class tree by adding different coloured leaves. Our Year 5 children, the winning class with the most green leaves on their tree, won a voucher and received a class certificate in our celebration assembly.	24/05/2019
Completed	W6 Walk to school week	Helen Carpenter	28/09/2020	628 school journeys were made on foot during Walk to School Week by children in Reception to Y6. 92% of all school journeys were active during the week. There was an increase in Park & Stride too, compared with the baseline.	09/10/2020
Completed	W6 Walk to school week	Helen Carpenter	17/05/2021	Walk to School Week was launched in assembly. All children received their Walking Superpowers activity diary to use on their journeys to school each day for the week. Over the week, 437 out of a total of 907 journeys were made on foot, 45 by bike, 122 by scooter and 188 by park & stride.	21/05/2021
Expired	R4 Scooter training	Helen Hooper	08/01/2018	All pupils took part in half a day playground and on-road scooter training, provided by Leeds City Council.	11/06/2018
Expired	W17 Other walking/scooting initiative 2	Rhona Bignell	01/09/2008	Changing pedestrian habits to cross Bradford Road in a safer place, using the new pelican crossing. A route has been outlined on the pavement using red footprints to guide families to use the safest route.	08/12/2008
Expired	W19 Parent shelter installed	Helen Carpenter	02/06/2014	Canvas panels installed to improve gazebo shelter.	08/08/2014
Expired	W6 Walk to school week	Joanne Hattersley	25/05/2018	The competition encouraged more children to walk to and from school during Walk to School Week 2018	25/05/2018

## Supporting Initiatives

Status	Initiative	Person Responsible	Target Completion	Reporting	Completion date
Completed	CU4 Theatre in Education on sustainable travel or road safety	Helen Carpenter	04/12/2019	The whole school (Nursery to Y6) took part in a Road Safety panto. They had to answer quiz questions about sustainable travel and the Green Cross Code and learned about safe active travel during a fun pantomime.	19/12/2019
Completed	CU9 School uses the Living Streets Travel Tracker to collect data	Helen Carpenter	07/09/2020	Every Friday's assembly includes class level and whole school data taken from Travel Tracker, which is discussed with the whole school. Sharing this data has motivated some children to make changes to their mode of school travel.	25/03/2021
Completed	P1 School works with Police/ Safer Neighbourhood Team/ PCSO to promote safe & sustainable travel	Helen Carpenter	10/06/2019	Y1 to 6 took part in a Road Safety assembly led by PCSO Rob, including a quiz and question and answer session, with an emphasis on safe travel to and from school.	10/06/2019
Completed	P11 Other Partnerships 2	Helen Carpenter	07/09/2020	Members of the Leeds Influencing Travel Behaviour team attended site at the beginning and end of the school day	25/03/2021
Completed	P2 School works with other schools to promote safe and sustainable travel	Helen Carpenter	03/09/2018	Local schools have supported each other to begin work on School Travel Plans, to promote healthy and sustainable travel choices. It has been an agenda item at meetings and the LA has supported this.	18/03/2019
Completed	P6 School has achieved Eco School status	Helen Carpenter	17/01/2019	Living Streets Travel Tracker has had an impact on sustainable travel choices. The whole school has a better understanding of sustainability issues.	28/01/2020
Completed	P7 School works with local residents/ resident associations to promote safe and sustainable travel	Helen Carpenter	10/07/2020	Support for participation in Phase 2 of the School Streets initiative was received from various stakeholders and considered as part of the decision making process. Westgate Primary School was successful and invited to participate from September 2020.	17/07/2020
Completed	PR1 Newsletter	Helen Carpenter	10/09/2018	Newsletters are used to highlight parking issues and feed back to parents issues raised by parent surveys.	25/02/2019
Completed	PR1 Newsletter	Helen Carpenter	30/09/2019	The school newsletter included a short article to share the information from the WOW launch assembly.	30/09/2019
Completed	PR1 Newsletter	Helen Carpenter	21/10/2019	All families have received clear guidance, including a map, of suggested parking/ non-parking places to 'Park & Stride' for WOW.	21/10/2019
Completed	PR1 Newsletter	Helen Carpenter	09/09/2019	All families received information about Bike to School Week	09/09/2019
Completed	PR1 Newsletter	Helen Carpenter	23/09/2020	All families from Nursery to Y6 received a letter with key sustainable school travel messages.	23/09/2020
Completed	PR13 Information on website	Helen Carpenter	25/10/2019	Information about our commitment to sustainable travel is easily available on our school website at <a href="https://www.westgateprimary.co.uk/website/sustainability/393616">https://www.westgateprimary.co.uk/website/sustainability/393616</a> .	25/10/2019
Completed	PR13 Information on website	Helen Carpenter	14/07/2020	Website article outlining the installation of cycle and scooter storage for Nursery & Reception pupils, and school's commitment to sustainable school travel. <a href="https://www.westgateprimary.co.uk/website/july_2020/502724">https://www.westgateprimary.co.uk/website/july_2020/502724</a>	14/07/2020
Completed	PR13 Information on website	Helen Carpenter	19/08/2020	Website news article outlining installation of covered cycle and scooter racks, and school's commitment to sustainable school travel. <a href="https://www.westgateprimary.co.uk/website/august_2020/502722">https://www.westgateprimary.co.uk/website/august_2020/502722</a>	19/08/2020
Completed	PR16 Letter from Head Teacher to Parents	Helen Carpenter	10/07/2020	A number of parents responded to the letter to express their support for the school to participate in the scheme. Copies of e-mails were submitted to Leeds City Council to demonstrate that parents were supportive of the scheme and the benefits participation would bring to the community to aid social distancing and make the area safer and less congested for parents and children.	17/07/2020
Completed	PR17 New parent pack	Helen Carpenter	12/02/2019	New insert included in Nursery Induction meeting/ pack 26 Feb 2019; to also be included in Reception Induction pack in June. School journey choices discussed as part of presentation to parents.	26/02/2019
Completed	PR17 New parent pack	Helen Carpenter	03/10/2019	All new parents provided with updated school travel information.	03/10/2019



Completed	PR19 School Railing Banners	Patrick Wardman	26/02/2019	Banner asking parents not to stop and drop off in the zigzag area is prominently displayed at the front of school.	18/03/2019
Completed	PR19 School Railing Banners	Helen Carpenter	15/09/2020	Two banners are on display, informing parents of the School Streets zone along Scarborough Road/ Springfield Place, and our participation in WOW Travel Tracker.	15/09/2020
Completed	PR22 Other promotion method 1	Helen Carpenter	02/10/2020	Each week the class with the highest proportion of active journeys receive a certificate. Whole school averages for active journeys are consistently around 90%. The profile of active travel is high across school.	19/03/2021
Completed	PR3 Local media / School gets local media attention	Helen Carpenter	10/06/2019	An article about local schools(including Westgate) working on school travel plans to promote sustainable travel, was published in Otley Matters on 10/06/2019.	10/06/2019
Completed	PR6 School has an active travel policy	Helen Carpenter	04/02/2019	School Travel Policy was approved by Pupil Support Committee, published on school website and circulated to all staff.	12/02/2019
Completed	PR9 Assembly	Helen Carpenter	17/05/2019	In preparation for Walk to School Week, a whole school assembly shared the school's performance in the recent Sustrans Big Pedal compared to other local participating schools. The assembly also shared reasons to choose walking/ cycling/ scooting and how to stay safe when travelling to and from school.	17/05/2019
Completed	PR9 Assembly	Helen Carpenter	13/09/2019	All children and staff from Y1 to Y6 took part in the assembly and school's use of the Travel Tracker began at the start of the following school day (Monday 16/09/19).	13/09/2019
Completed	PR9 Assembly	Helen Carpenter	22/09/2020	A whole school assembly was recorded and delivered remotely, to promote Bike to School Week. It included information about cycling and a cycling road safety quiz.	22/09/2020
Completed	PR9 Assembly	Helen Carpenter	22/03/2021	All classes took part in a pre-recorded assembly to launch the Big Pedal straight after the Easter holidays. Children were excited to be taking part in another national initiative after their success in the Walk of Fame in 2020.	29/03/2021
Completed	PR9 Assembly	Helen Carpenter	15/06/2021	Children from Y1 to Y6 participated in a Clean Air Day Assembly ahead of Clean Air Day 2021, to raise awareness of air pollution and what causes it.	15/06/2021
Completed - No Evidence	P5 School works with Local councillors/ Mayor/ MPs	Helen Carpenter	23/04/2021	The parents met a local city councillor and a representative of Leeds Highways department on Monday 19/04/2021, to examine the safety issues crossing West Chevin Road. A follow-up meeting took place with the head teacher, a parent and a further city councillor on 30/04/2021, which identified a possible solution to the issue, as well as several barriers to overcome, including funding.	30/04/2021
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Completed - No Evidence	PR1 Newsletter	Helen Carpenter	05/05/2021	The latest school newsletter included articles about the following topics: the campaign to improve pedestrian safety across West Chevin Road; notification that the lollipop lady would not be on the crossing for a while; celebration of our Modeshift Stars Silver accreditation	05/05/2021
Planned	PR18 Transition activities	Daniel Hackney	26/03/2021		

### Gold Standard Initiatives

Status	Initiative	Person Responsible	Target Completion	Reporting	Completion date
Completed	F1 Funding	Helen Carpenter	14/05/2019	Otley Town Council has agreed a grant of £1850 to fund the purchase and installation of a covered scooter rack and a covered cycle rack.	11/07/2019
Completed	F1 Funding	Helen Carpenter	05/06/2020	Otley Lions donated £179.57 which has enabled us to purchase a 5-space cycle rack and a 10-space scooter rack which have been installed in the EYFS area.	19/06/2020
Planned	GS4 Air Quality Promotion				

### Sign off and Formal Approval

Title	Name	Sign off
STP Champion		
Head teacher	Helen Carpenter	
Governor (if applicable)	Victoria Mirfield is chair of the Pupil Support committee, who oversee the School Travel Plan.	
Pupils	Eco-Team want to encourage children and families to make choices that are good for our environment, including their travel choices.	
LA Officer	Helen Davey is our Local Authority representative and supports school improvement, including our work on school travel. Alison Barraclough - LCC ITB team - this school has worked very hard to reduce car use and increase sustainable modes of travel through a variety of different initiatives eg WOW Project and Leeds School Streets initiative. The school are always open to advice to help implement their school travel plan and I fully endorse the submission for Gold accreditation.	